

Administrative Services Committee Meeting Minutes

Tuesday, February 9, 2021

The Administrative Services Committee of Calumet County was called to order on Tuesday, February 9, 2021, at 8:30 AM, in Room 025, Calumet County Courthouse, with the following members present:

1 ROLL CALL

Committee Members Present: Chair Merlin Gentz; Supervisors Bill Barribeau, Ronald Dietrich, Merlin Gentz, Hope Karth, Mary Schwalenberg, Pete Stier and Tom Stoffel.

Staff and others present: CB Chair Alice Connors; County Administrator Todd Romenesko; Corporation Counsel Kimberly Tenerelli; Human Resources Director Michelle Wright; IT Director John Anderson; Facilities Director Adam Hernke; Community Economic Development Director Mary Kohrell; Sheriff Mark Wiegert; Treasurer Mike Schlaak; Julie Stoffel from Wisconsin Womens' Business Initiative Corporation (WWBIC) via WebEx; and County Clerk Beth Hauser.

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3 APPROVAL OF AGENDA

Moved by Supervisor Barribeau and seconded by Supervisor Schwalenberg to approve the agenda as presented. Motion carried unanimously.

4 APPROVAL OF MINUTES

Moved by Supervisor Supervisor Stier and seconded by Supervisor Schwalenberg to approve the minutes of the January 12, 2021 meeting as presented. Motion carried unanimously.

5 DEPARTMENTAL REPORTS

a) DEPARTMENT OF ADMINISTRATION

- **Review and approve a resolution authorizing continuing appropriations from the 2020 Budget to the 2021 Budget - Moved** by Supervisor Barribeau and seconded by Supervisor Stoffel to approve the resolution and to forward it to the February County Board Meeting for approval. Motion carried unanimously.
- **Building Projects update** - see attached.
- **COVID Update** - policy updates were provided to employees in January. Leadership has a daily team meeting to review Covid numbers. The county only received a small portion of the vaccine it ordered so appointments at the clinic fill up quickly.
- **Hiring update** - see attached.
- **Review Investment Report** - provided with Agenda Packet and reviewed by the Committee.

[February 2021 building update](#)

[Hiring Updates FEB 2021](#)

b) ECONOMIC DEVELOPMENT

- **Review and approve a Resolution Authorizing Submission of a CDBG Grant - Moved** by Supervisor Barribeau and seconded by Supervisor Karth to approve the resolution as presented and to forward it to the full County Board at its February meeting for approval. Motion carried unanimously.

c) REGISTER OF DEEDS

- The Monthly Report was provided to the Committee with the Agenda Packet.

d) COUNTY CLERK

- **2020 Election Recap** - County Clerk Hauser highlighted some election statistics from the Wisconsin Election Commission's November 3, 2020 Election Data Report. The Report was provided to the Committee with the Agenda Packet.

e) COUNTY TREASURER

- **Presentation and possible approval of high bid of sale of County owned property previously acquired through tax foreclosure (non-buildable lot on Paramount Drive, Village of Stockbridge) - Moved** by Supervisor Stier and seconded by Supervisor Schwalenberg to accept the high bid of \$3,551 made by Russ Broker. Motion carried unanimously.
- **Update on 2017 tax foreclosures** - there are 31 properties with unpaid taxes from 2017. Title work should be completed by mid to late March.

6 ADJOURNMENT

Chair Gentz adjourned the meeting at 9:20 AM.

7 NEXT REGULAR MEETING DATE

March 9, 2021 at 8:30 AM in Room 025

February 2021 building update

- Skylights currently being installed.
- Detention frames are 95% installed.
- Window and door frames are being filled with grout
- Lighting is being roughed in, in the jail pod.
- Duct work is being installed in the pod.
- Paint will be finished in office area middle of February.
- Ceiling grid is starting install in offices.
- Bathroom tile to be installed office area middle of February.
- Data wires are being pulled in the office area.
- Water lines being insulated.
- Judges area paint middle of February followed by carpeting,
- Looking to move clerk of courts in judge's area in early March.

Hiring Updates

Sourcing/Accepting Applications (Open until filled, unless noted):

Full-time/Part-time:

- Code Administrator
- Correctional Officer (Female) – 2/8/21
- Desktop Support Specialist
- Finance Director
- Highway Maintenance Worker
- Jail Sergeant – Internal Only - 2/12/21
- Patrol Sergeant – Internal Only - TBD

Casual/Limited-term:

- Community Nurse – Vaccinator (PT- LTE)
- HHC/Hospice RN (Casual)
- Meal Site Manager (PT)
- Psychiatric Nurse (Casual)

Seasonal:

- 3rd Shift Ranger (Seasonal)
- Concessions Worker (Seasonal)
- Highway Maintenance Worker (LTE)
- Naturalist Intern
- Ranger/Maintenance Worker (Seasonal)
- Seasonal Summer Help (Highway)

Interviews: (May be scheduling for an interview, but still sourcing/accepting applications)

Full-time/Part-time:

- Finance Director – 2/12/21
- Human Services Professional (Information & Assistance) – TBD

Casual:

- Community Nurse – Vaccinator (PT- LTE) – 2/4/21 & 2/5/21
- Meal Site Manager (PT) – 2/2/21

Reference Check/Offer Being Extended, Background & Pre-employment Checks:

Full-time/ Part-time:

- Behavioral Health Therapist
- Human Services Worker (Family Services Unit)

Casual:

- Correctional Officer (Certified) (Male)
- Highway Maintenance Worker (LTE)

Hired:

Full-time/Part-time:

- Director of Planning, Zoning and Land Information – 1/31/21 (Internal Candidate)
- Maintenance Worker – 2/22/21 (Internal Candidate)
- Physical Therapist (Birth to 3 Program)– 2/22/21
- Public Health Nurse (PT - .8 FTE) – 1/27/21
- Secretary (Floater) – 2/8/21 (Internal Candidate)

Casual:

- Hospice Social Worker (Casual) – 1/14/21 (Internal Candidate)