

The Administrative Services Committee of Calumet County was called to order on Tuesday, March 8, 2022, at 8:30 AM, in Room 017, Calumet County Courthouse, with the following members present:

1 ROLL CALL

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

Committee Member excused: Supervisor Tom Stoffel.

Staff and others present: County Board Chair Alice Connors; Adam Hernke, Facilities Director; Beth Hauser, County Clerk; David Maccoux, Finance Director; John Anderson, IT Director; Kimberly Tenerelli, Corporation Counsel; Mark Wiegert, Sheriff; Mary Kohrell, Community Economic Development Director; Matt Payette, Business Systems Analyst and Communications Manager; Michelle Wright, Human Resources Manager; Mike Schlaak, Treasurer; and Todd Romenesko, County Administrator.

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3 APPROVAL OF AGENDA

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

4 APPROVAL OF MINUTES

Moved by Supervisor Schwalenberg and seconded by Supervisor Stier to approve the Minutes from the Special Meeting on February 11, 2022 and Regular Meeting on February 1, 2022. Motion carried unanimously.

5 SUPERVISOR REPORTS

- **Supervisor Karth:** Spoke regarding economic items that support Russia; suggested the County contact 401(k) plans and give employees option to opt out of any Russian holdings.
- **Supervisor Stier:** Adding to Supervisor Karth's request, to include state pension. Wants to know if we can do a resolution supporting Ukraine.
- **Supervisor Schwalenberg:** Recently attended a conservation dinner that honored Connie Leonhard, a long-time employee who recently retired.

6 SPECIAL BUSINESS

Discuss County Administrator Performance Evaluation - this year's evaluation will focus on strategic planning. Will also evaluate the County Administrator's relationships with the County Board, committees and Department Heads.

7 DEPARTMENTAL REPORTS

a) DEPARTMENT OF ADMINISTRATION

1. **Review and approve County Administrator Performance Evaluation Process - moved** by Supervisor Stier and seconded by Supervisor Schwalenberg to approve the amended County Administrator Performance Evaluation Process as provided by HR Director Michelle Wright and to forward it to the full County Board at its March meeting for consideration. Motion carried unanimously.
2. **Review and approve resolution authorizing salaries for elected officials for the years 2023-2026 - moved** by Supervisor Dietrich and seconded by Supervisor Barribeau to approve the resolution and to forward to the full county board at its March meeting for consideration. Motion carried unanimously.
3. **Review 2021 Strategic Plan Summary of Accomplishments** - this item was deferred to an upcoming County Board meeting for discussion.
4. **Hiring update** - Michelle Wright reviewed the hiring update with the Committee.

[County Administrator Annual Performance Evaluation Process 2022 as amd](#)

b) FINANCE DEPARTMENT

1. **Review and approve resolution for 2021 Budget Amendments - moved** by Supervisor Stier and seconded by Supervisor Schwalenberg to approve the resolution as presented and to forward it to the full County Board at its March meeting for consideration. Motion carried unanimously.
2. **Review and approve resolution for 2021 Continuing Appropriations - moved** by Supervisor Dietrich and seconded by Supervisor Barribeau to approve the resolution as presented and to forward it to the full County Board at its March meeting for consideration. Motion carried unanimously.
3. **Review and approve resolution for project length appropriations for American Rescue Plan Act Projects** - Finance Director David Maccoux presented a resolution for project length appropriations for ARPA and there was general discussion. **Moved** by Supervisor Schwalenberg and seconded by Supervisor Stier to approve the resolution as presented and to forward it to the full County Board at its March meeting for consideration. Motion carried unanimously.
4. The Committee reviewed the American Rescue Plan Act Project Funding Project Status as of December 31, 2021.
5. The Committee reviewed the January Investment Report.
6. The Finance Director distributed copies of the Budget to Actual Comparison – December 31, 2021 and reviewed them with the Committee.

c) **FACILITIES DEPARTMENT**

1. **Facilities Update** - Facilities Director Adam Hernke provided an update on facilities. The handout is attached and made a part of the file.

[Facilities March update](#)

d) **ECONOMIC DEVELOPMENT**

1. **Review and approval of resolution declaring March 2022 as Fair Housing Month** - Community Economic Development Director Mary Kohrell reviewed the resolution with the Committee. **Moved** by Supervisor Karth and seconded by Supervisor Schwalenberg to approve the resolution as presented and to forward to the full County Board at its March meeting for consideration. Motion carried unanimously.

e) **COUNTY TREASURER**

1. **Presentation and potential approval of sale of County owned property acquired through tax foreclosure (Jackson St. City of Appleton) - moved** by Supervisor Karth and seconded by Supervisor Schwalenberg to approve the bid of Todd Santoro in the amount of \$515.00 for the Jackson Street property in the City of Appleton. Motion carried unanimously.
2. **Update on 2018 tax foreclosures** - there are currently 8 properties left to be redeemed.
3. **Update regarding property previously acquired through tax foreclosure** - Town of Stockbridge property updates provided by the Treasurer.

8 NEXT REGULAR MEETING DATE

April 12, 2022 at 8:30 AM

9 ADJOURNMENT

Chair Gentz adjourned the meeting at 10:08 AM.

Beth Hauser, Recording Secretary



Human Resources

Michelle L. Wright, Human Resources Director

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County Administrator Annual Performance Evaluation Process

The purpose of the annual performance evaluation is to provide the basis for a meaningful and constructive two-way discussion concerning job performance. The process also serves as a means to suggest and establish goals for the organization and for individual growth.

Annual Goal Setting

- The Calumet County Strategic Plan is the foundation of the County Administrator's annual performance expectations.
- Additional goals for each performance cycle may be established
 - For example, goals addressing developmental aspirations/needs of the County Administrator, or goals addressing any conduct or performance issues, etc.
 - To ensure goals are clear, each one should be specific, measurable, achievable, relevant, and time bound.

Self-Evaluation

- The County Administrator, in coordination with department heads, will document accomplishments for the performance cycle in relation to Calumet County Strategic Plan goals.
- The County Administrator may complete an optional self-evaluation worksheet to highlight additional accomplishments outside of the strategic plan.

Evaluation Components

- The County Administrator's contract dictates the timing of the annual performance evaluation.
- At the start of the evaluation process, the County Board Chair will invite all County Board Supervisors to provide performance feedback on the County Administrator's performance.
- The County Administrator will be responsible for providing a summary of the prior year's accomplishments and progress on Calumet County Strategic Plan goals to the Administrative Services Committee and County Board of Supervisors.
- The County Board Chair, Vice Chair and Second Vice Chair along with the Administrative Services Committee Chair will meet with County Administrator to discuss the County Administrator's annual performance based on strategic plan accomplishments and achievement of established goals.
 - The Administrative Services Committee Chair will facilitate the evaluation discussion and take notes to develop a written evaluation summary document.
- Administrative Services Committee Meeting
 - Administrative Services Committee Chair will provide the committee with the performance evaluation summary for comment and discussion.
 - The Administrative Services Committee Chair is responsible for noting any recommended changes and/or additions to the performance evaluation summary. Followed by updating the document accordingly and acquiring the signatures of the County Board Chair, Committee Chair and County Administrator.
- County Board Meeting



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- Administrative Services Committee Chair will report out on the completed performance evaluation to the County Board of Supervisors for concurrence on the evaluation.
- The signed copy of the performance evaluation summary will be provided to the County Human Resources Director for placement in the County Administrator's personnel file.

The County Administrator will foster a continuous feedback approach to gathering feedback and input from department heads regarding how the Administrator can further support them and their departments.

County Board Supervisors are encouraged to provide ongoing feedback to the County Administrator rather than waiting to provide feedback, concerns, and suggestions at the time of the annual performance process. The annual performance evaluation process should not be the first or only time the County Administrator is made aware of feedback, concerns or suggestions.

The Administrative Services Committee will review the process of evaluating the performance of the County Administrator each year and reserves the right to change the evaluation process at its discretion in consultation with the County Human Resources Director.

Facilities March update

- Major Demo is done. All jail cells are removed and 95% of walls are removed.
- Concrete cutters are working on cutting in openings for the new elevator shaft on the north east corner of the courthouse building.
- Construction of the maintenance shop will start by the end of March.
- Construction of the inmate corridor behind Courtrooms will start by end of March.
- Maintenance department is working on making a maintenance schedule for the new jail and Sheriff's Office.
- In the summer of 2022 we will be starting a project to do some repairs on the copper dome of the courthouse. Scope of work is reattaching loose and worn out copper panels, and repairing some leaks.