

The Administrative Services Committee of Calumet County was called to order on Tuesday, March 14, 2023, at 8:30 AM, in Room 015, Calumet County Courthouse, with the following members present:

**1 ROLL CALL**

**Committee Members present:** Chair Gentz; Supervisors Dietrich, Irwin, Schwalenberg, Stier and Stoffel.

**Committee Member excused:** Supervisor Doran

**Staff and others present:** County Board Chair Alice Connors; Supervisor Pagel-Holzschuh; Register of Deeds Tami Alten; IT Director John Anderson; County Clerk Beth Hauser; Facilities Director Adam Hernke; Finance Director David Maccoux; Director of Operations Matt Payette; County Conservationist Tony Reali; County Administrator Todd Romenesko; Treasurer Mike Schlaak; HR Director Michelle Wright.

**2 PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**3 APPROVAL OF AGENDA**

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

**4 APPROVAL OF MINUTES**

**Moved** by Supervisor Stier and seconded by Supervisor Schwalenberg to approve the Minutes of the February 14, 2023 as presented. Motion carried unanimously.

**5 SUPERVISOR REPORTS**

Chair Connors reported on County Mutual Insurance conference in Florida.

**6 SPECIAL BUSINESS**

- a) **Review and approve Resolution authorizing Calumet County to enter into the Settlement Agreements with TEVA Pharmaceutical Industries Ltd., Allergan Finance, LLC, Walgreen Co., Walmart, Inc., CVS Health Corporation and CVS Pharmacy, Inc., agree to the terms of the addendum to the MOU allocating settlement proceeds and authorize entry into the MOU with the Attorney General.**

**Moved** by Supervisor Dietrich and seconded by Supervisor Irwin to approve the resolution and forward to the full county board at its March meeting as presented. General discussion. Motion carried unanimously.

**b) Review and approve resolution authorizing Wisconsin Assessment Monies (WAM) Program Application.**

**Moved** by Supervisor Schwalenberg and seconded by Supervisor Irwin to approve the resolution and to forward it to the full County Board at its March meeting. Motion carried unanimously.

## **7 DEPARTMENTAL REPORTS**

**a) DEPARTMENT OF ADMINISTRATION**

- **Finance and Human Resources Project Update** - a decision has not been made yet - one demo was rescheduled and another demo is scheduled tomorrow so we are running a little behind schedule. Have initial pricing from all vendors but still waiting for background checks on a few vendors.
- **Courthouse Remodel Project Update** - Kueny Architects were on-site yesterday to gather more information. Construction documents are almost complete. Trying to incorporate chiller replacement and Energy Design Assistance into design, which will put us back about 2 weeks.
- **Collective Bargaining Update** - slow progress with organization. Going through mediation process. Contract expired end of 2021. Probably looking at arbitration later this year. Old contract stands until a new contract is adopted.
- **Hiring Update** - Michelle Wright provided a hiring update to the Committee. Nine full-time positions are in process.

**b) FINANCE DEPARTMENT**

- **Review and approve Resolution Amending the 2023 Budget for the Multi Discharge Variance Program - Moved** by Supervisor Dietrich and seconded by Supervisor Stier to approve the resolution and forward it to the full County Board at its March meeting for approval. Motion carried unanimously.
- **Review Final 2022 ARPA report as of 12-31-22** - David Maccoux reviewed the final report for 2022 with the Committee.
- **Review and approve Resolution Authorizing Continuing Appropriations - Moved** by Supervisor Schwalenberg and seconded by Supervisor Irwin to approve the resolution and forward it to the full County Board for approval. Motion carried unanimously.
- **Review Investment Report - February, 2023** - David reviewed the report with the Committee.

**c) INFORMATION TECHNOLOGY**

- Keyless Access Project Update -
  - All keyless entry points have been installed and usable
  - Project is 75% completed
  - Project is on schedule to be completely implemented by June 1, 2023
  - Keyless entry is tied in with the fire system

**d) REGISTER OF DEEDS**

- Tami Alten reviewed the Register of Deeds Statistical Report with the Committee.

## **8 NEXT REGULAR MEETING DATE**

April 11, 2023 at 8:30 AM

## **9 ADJOURNMENT**

Chair Gentz adjourned the meeting at 9:28 AM.

Beth A. Hauser, Recording Secretary