

The Administrative Services Committee of Calumet County was called to order on Tuesday, April 13, 2021, at 8:30 AM, in Room 025, Calumet County Courthouse.

1 ROLL CALL

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

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

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 OF FEB 9, 2021 MEETING

Moved by Supervisor Stier and seconded by Supervisor Stoffel to approve the Minutes of the February 9, 2021 meeting as presented. Motion carried unanimously.

5 SUPERVISOR REPORTS

- Supervisor Dietrich reported on: 1) Health & Human Services meeting - returned \$1.3 million to general fund and 2) issue surrounding insurance for theft of house titles.

6 DEPARTMENTAL REPORTS

a) DEPARTMENT OF ADMINISTRATION

- **Update on the audit firm of Baker Tilly** (letter presented at February CB meeting attached for reference) - 2020 Highway year end was completed by CliftonLarsenAllen on behalf of the county. Baker Tilly will perform the 2021 audit.
- **Discuss the American Rescue Plan Act** - Matt Payette updated the Committee on the 600-page document that was signed by President Biden on March 11. The Act is a \$1.9 trillion package which allocates \$195 billion for states and \$65.1 billion for counties, which results in Calumet County receiving \$9.7 million, which can be used to aid impacted industries, economic impacts, provide premium pay to essential workers responding to the pandemic, replace lost revenues due to the pandemic, make investments in water, sewer and broadband structure. Priorities will be formulated

for using the funds and will be brought back to the Committee for discussion. There are still many unanswered questions about eligible expenditures vs. ineligible expenditures.

- **Discuss Administration 2021 Strategic Initiatives** - general discussion
- **Review and approve position description of Behavioral Health Crisis Supervisor in the Department of Health and Human Services** - moved by Supervisor Stier and seconded by Supervisor Dietrich to approve the position description as presented. Motion carried unanimously.
- **Review and approve Resolution Eliminating One (1.0) Full-time Equivalent (FTE) Position of Children, Youth and Families Division Manager in the Department of Health and Human Services and replacing said position with One (1.0) FTE Behavioral Health Crisis Supervisor Position effective upon adoption** - moved by Supervisor Dietrich and seconded by Supervisor Stier to approve the resolution and to forward it to the full County Board at its April meeting for adoption. Motion carried unanimously.
- **Building Projects update** - see attached report
- **Hiring Update** - see attached report

[April 2021 construction update](#)

[Hiring Updates](#)

b) FINANCE DEPARTMENT

- **Review Investment Report(s)** - January, February and revised March reports were reviewed by the Committee

c) ECONOMIC DEVELOPMENT

- **Review and approval of Resolution amending the 2021 Budget for the implementation of the CDBG CV Microenterprise Grant.** Moved by Supervisor Dietrich and seconded by Supervisor Stoffel to approve the resolution and to forward it to the full County Board at its April meeting for adoption. Motion carried unanimously.

d) INFORMATION TECHNOLOGY

John Anderson, Information Technology Director, updated the Committee on the following items:

- **New Desktop Support Specialist** - Justin Enderby from Oconto County started March 29.
- **Datacenter Migration Update** - as part of jail project, data center is being moved to the basement of the courthouse.
- **Law Enforcement Center Project Updates:**
 - WIFI Network - supplies are here and should be installed in next couple of weeks
 - Security Electronics Network - equipment is available and will be installed and tested by beginning of July
- **Courthouse Updates:**
 - WIFI Network - all new wi-fi network being used
 - 2021 Computer Rollout - 33% completed

e) COUNTY TREASURER

- **Update on 2017 tax foreclosures** - title searches should be completed soon. 11 properties left to be redeemed.
- **Update on property previously acquired through tax foreclosure (N3503 Hwy 55)** - general discussion regarding status of project.
- **Legislative Updates:**

Mike updated the Committee on the following legislative efforts related to County Treasurers:

- Personal Property Elimination (SB 189)
 - Property Tax Relief (AB 232)

7 NEXT REGULAR MEETING DATE

May 11, 2021 at 8:30 AM

8 ADJOURNMENT

Chair Gentz adjourned the meeting at 10:12 AM.

Beth A. Hauser,
Recording Secretary

April construction update

Jail construction

- Terrazzo lobby floor is finished.
- Cabinetry is being installed.
- 20% of detention frames have been painted.
- Security ceiling is being installed.
- Electrical switches, receptacles and lighting are being installed.
- Plumbing fixtures are being installed.
- Clerk of Courts area the opening for the connecting hallway have been demoed.

Court House projects

- Sewer project, we have been working with the city of Chilton on our sewer project. We teamed up to make one big project. City is responsible for Court street and the county is responsible for the Court House property.
- 1912 switch gear replacement. The switch gear in the 1912 basement is from the early 70's. We are currently working with an engineer on a replacement project. Looking to have it completed by early fall.
- 1912 boiler addition. We are working with engineers to add an additional boiler to give a back up for the current single boiler system in the 1912 part of the building.

Hiring Updates

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

Full-time/Part-time:

Correctional Officer (Female)
Correctional Officer (Male)
Finance Director
Financial Manager – 4/21/21
HHC/Hospice RN
Human Services Professional (Child Welfare Unit) – 4/16/21
Human Services Professional (Family Services Unit) – 4/16/21
WIC/Nutrition Coordinator (PT)

Casual/Limited-term:

Correctional Officer (Male) (Casual)
Psychiatric Nurse (Casual)

Seasonal:

3rd Shift Ranger (Seasonal)
Concessions Worker (Seasonal)
Ranger/Maintenance Worker (Seasonal)
Seasonal Summer Help (Highway)

Hired:

Full-time/Part-time:

Correctional Officer (Male) –4/11/21 – (Internal)
Desktop Support Specialist – 3/29/21
Highway Maintenance Worker – 3/29/21
Human Services Professional (Child Welfare Unit) – 4/12/21
Jail Sergeant (Internal Only) – 5/23/21

Casual:

Concessions Worker (Seasonal) – 4/10/21 – 5 candidates
Community Nurse – Vaccinator (PT – LTE) 3/23/21– 2 candidates