

The Administrative Services Committee of Calumet County was called to order on Tuesday, May 12, 2020, at 8:30 AM, in WebEx Meeting, with the following members present:

**1 ROLL CALL**

**Committee Members in attendance:** Merlin Gentz, Bill Barribeau, Ronald Dietrich, Peter Stier, Mary Schwalenberg, Tom Stoffel and Hope Karth.

**Staff and Others in attendance:** County Board Chair, Alice Connors; County Administrator, Todd Romenesko; Finance Director, Dan De Bonis; Human Resources Director, Michelle Wright; Community Economic Development Director, Mary Kohrell; Corporation Counsel, Kimberly Tenerelli; Facilities Director, Adam Hernke; Interim Information Technology Director, John Anderson; County Treasurer, Mike Schlaak; Sheriff, Mark Wiegert; and County Clerk, Beth Hauser.

**2 PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**3 ELECTION OF CHAIR**

Supervisor Schwalenberg nominated Supervisor Gentz as Chair of the Administrative Services Committee. There were no other nominations. **Moved** by Supervisor Barribeau and seconded by Supervisor Karth to close nominations and cast a unanimous ballot. Motion carried unanimously.

**4 ELECTION OF VICE CHAIR**

Supervisor Stier nominated Supervisor Dietrich as Vice Chair of the Administrative Services Committee. There were no other nominations. **Moved** by Supervisor Barribeau and seconded by Supervisor Stier to close nominations and to cast a unanimous ballot for Supervisor Dietrich as Vice Chair. Motion carried unanimously.

**5 APPROVAL OF AGENDA**

**Moved** by Supervisor Dietrich and seconded by Supervisor Barribeau to approve the Agenda as presented. Motion carried unanimously.

**6 APPROVAL OF MINUTES**

**Moved** by Supervisor Stier and seconded by Supervisor Stoffel to approve the Minutes of the February 11, 2020 meeting as presented. Motion carried unanimously.

**7 SUPERVISOR REPORTS**

1. Supervisor Dietrich applauded staff on handling of virtual meetings.
2. Supervisor Schwalenberg reported on NACO.
3. Supervisor Connors reported on the four WCA County Officials Workshops.

## 8 DEPARTMENTAL REPORTS

### a) DEPARTMENT OF ADMINISTRATION

1. **Building Projects update** - Adam Hernke reported that the jail project is behind due to weather. Estimated completion date is October 2021. The 3rd floor project is progressing - approximately 60% of the 3rd floor is painted, 50% of the drop ceiling has been installed and the bathrooms have been re-tiled.
2. **Hiring update** - Michelle Wright provided a hiring report to the Committee. The complete report will be included with the County Administrator's Report for County Board.

### b) COMMUNITY ECONOMIC DEVELOPMENT

1. **Consider approval of the Calumet County Emergency Small Business Microloan RLF Program** - Mary Kohrell explained the proposed program to the Committee. **Moved** by Supervisor Barribeau and seconded by Supervisor Stier to approve the Calumet County Emergency Small Business Microloan RLF Program as presented. Motion carried unanimously.

### c) FINANCE DEPARTMENT

1. **Review and approve the resolution authorizing the addition of one Police School Liaison officer - moved** by Supervisor Stier and seconded by Supervisor Barribeau to approve the resolution and to forward to the full county board at its May meeting for consideration. Motion carried unanimously.
2. **Review and approve the resolution amending the 2020 budget to reflect the award of a \$25,000 drug trafficking response grant - moved** by Supervisor Stier and seconded by Supervisor Schwalenberg to approve the resolution and to forward to the full county board at its May meeting for consideration. Motion carried unanimously.
3. Review and approve transfers to cover 2019 overdrawn accounts by less than 10% of their budget - **moved** by Supervisor Schwalenberg and seconded by Supervisor Stoffel to approve the transfers as presented. Motion carried unanimously.
4. **Review and approve a resolution to cover 2019 overdrawn accounts by more than 10% of their budget - moved** by Supervisor Stier and seconded by Supervisor Dietrich to approve the resolution and to forward to the full county board at its May meeting for consideration. Motion carried unanimously.
5. **Review summary of litigation between Brown County and the Brown County Taxpayers Association on the imposition of the County Sales Tax** - placed on file.
6. **Review Investment Report(s) from February, March and April 2020** - copies of the investment reports are attached and made a part of the record.

[INVESTMENT REPORT Feb 2020](#)

[INVESTMENT REPORT Mar 2020](#)

[INVESTMENT REPORT Apr 2020](#)

### d) TREASURER

1. **Update on 2016 tax foreclosure process** - there are currently 4 properties left to be redeemed.
2. **Update on property previously acquired through tax foreclosure (N3503 Hwy. 55, T of Stockbridge)** - certain areas of the property have been earmarked for asbestos and lead paint abatement. Phase 1 by the DNR has been completed. Phase 2 will not start until the structure has been removed.

## 9 NEXT REGULAR MEETING DATE

June 9, 2020 at 8:30 AM

**10 ADJOURNMENT**

The meeting was adjourned at 9:27 A.M.

*Beth A. Hauser*

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Beth A. Hauser, Recording Secretary

CALUMET COUNTY  
 INVESTMENT REPORT  
 February 29, 2020

General Investments				Int	
Financial Inst.	Dated	Due	Rate	Rate	Amount
Nicolet National Bank - MM Acct		Feb.	Rate	0.20%	145,459.07
Nicolet National Bank - ICS Account		Feb.	Rate	1.24%	3,543,902.26
Local Gov Invest Pool		Feb.	Rate	1.62%	16,928,800.26
Associated Bank MM Acct*		Feb.	Rate	1.51%	1,035,887.80
BMO CDBG Planning Grant		Feb.	Rate	0.00%	85.00
BMO Savings Account*		Feb.	Rate	1.75%	367,790.62
BMO Harris Financial Advisors		Feb.	Rate	1.62%	6,630,048.05
Sub-Total General Investments					<u>\$ 28,651,973.06</u>
Bond Proceed Investments					
BMO Harris Savings Account*		Feb.	Rate	1.66%	4,323,959.39
BMO Harris Collateralized CD	09/09/19	3/9/2020		1.72%	1,300,000.00
BMO Harris Collateralized CD	09/09/19	4/9/2020		1.69%	1,300,000.00
BMO Harris Collateralized CD	09/09/19	5/9/2020		1.65%	1,300,000.00
BMO Harris Collateralized CD	09/09/19	6/9/2020		1.62%	1,300,000.00
BMO Harris Collateralized CD	09/09/19	7/9/2020		1.58%	1,300,000.00
Sub-Total Bond Investments					<u>10,823,959.39</u>
Total County Investments					<u>\$ 39,475,932.45</u>



CALUMET COUNTY  
INVESTMENT REPORT  
April 30, 2020

General Investments				
Financial Inst.	Dated	Due	Int Rate	Amount
Nicolet National Bank - MM Acct		Apr.	Rate	145,491.35
Nicolet National Bank - ICS Account		Apr.	Rate	3,550,825.69
Local Gov Invest Pool		Apr.	Rate	18,545,408.15
Associated Bank MM Acct*		Apr.	Rate	1,036,571.38
BMO CDBG Planning Grant		Apr.	Rate	100.00
BMO Savings Account*		Apr.	Rate	368,262.91
BMO Harris Financial Advisors		Apr.	Rate	6,674,212.64
Sub-Total General Investments				<u>\$ 30,320,872.12</u>
 Bond Proceed Investments				
BMO Harris Savings Account*		Apr.	Rate	4,368,507.70
BMO Harris Collateralized CD	09/09/19	5/9/2020	1.65%	1,300,000.00
BMO Harris Collateralized CD	09/09/19	6/9/2020	1.62%	1,300,000.00
BMO Harris Collateralized CD	09/09/19	7/9/2020	1.58%	1,300,000.00
Sub-Total Bond Investments				<u>8,268,507.70</u>
Total County Investments				<u>\$ 38,589,379.82</u>
 County Sales Tax Collections**				
		Year To Date		\$ 1,403,904.41