

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

**1 ROLL CALL**

**Committee Members Present:** Chair Gentz; Supervisors Barribeau, Dietrich, Schwalenberg, Stier and Stoffel.

**Committee Member Excused:** Supervisor Karth

**Staff and others present:** John Anderson, IT Director; Adam Backus, Parks Director; Alice Connors, County Board Chair; David Maccoux, Finance Director; Matt Payette, Business Systems Analyst and Communications Manager; Todd Romenesko, County Administrator; and Michelle Wright, Human Resources Director.

**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 (voice vote).

**4 APPROVAL OF MINUTES**

**Moved** by Supervisor Schwalenberg and seconded by Supervisor Stoffel to approve the Minutes of the May 11, 2021 meeting as presented. Motion carried unanimously (voice vote).

**5 SUPERVISOR REPORTS**

Supervisor Dietrich reported that the Rules Committee, along with the County Administrator, is working on language for attending meetings virtually when a member cannot attend in person. The Rules Committee has discussed already and will come forward with language at the Organizational Meeting next April.

**6 DEPARTMENTAL REPORTS**

a) **DEPARTMENT OF ADMINISTRATION**

- **Moved** by Supervisor Dietrich and seconded by Supervisor Stier to approve the Resolution Eliminating One (1.0) Full-time Equivalent (FTE) Position of Naturalist Assistant and Replacing Said Position With One (1.0) FTE Park Maintenance Worker in the Parks Department Effective Upon Approval and send to the full County Board for action at their June Meeting. Motion carried unanimously.

- **Moved** by Supervisor Schwalenberg and seconded by Supervisor Stoffel to approve the Resolution Amending the 2021 Budget for the acceptance of American Rescue Plan Act Funds and send to the full County Board for action at their June Meeting. Motion carried unanimously.
- Todd Romenesko provided a brief building projects update.
- Michelle Wright provided a hiring update - a copy is attached and made a part of the record.

[Hiring Updates](#)

**b) FINANCE DEPARTMENT**

1. David Maccoux, Finance Director, provided an update on the 2021 Bond Issuance. A bond resolution will be brought forward at the June County Board meeting for approval.
2. David reviewed the April Investment Report with the Committee. A copy is attached and made a part of the record.

[April Investment Report](#)

**7 NEXT REGULAR MEETING DATE**

July 13, 2021 at 8:30 AM

**8 ADJOURNMENT**

Chair Gentz adjourned the meeting at 8:57 AM.

Matt Payette, Recording Secretary

MP:bh

**Hiring Updates**

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

*Full-time/Part-time:*

- Behavioral Health Crisis Supervisor
- Behavioral Health Therapist
- Correctional Officer (Female)
- Correctional Officer (Male)
- Deputy Clerk of Court – 6/9/21
- Financial Manager – 6/25/21
- HHC/Hospice Aide (PT) – 6/18/21
- HHC/Hospice RN – 6/18/21
- Human Services Professional (Family Services Unit)
- Janitor – 6/7/21
- Legal Assistant – District Attorney (PT) – 6/25/21
- Meal Site Manager (PT) – 6/22/21

*Casual/Limited-term:*

- Correctional Officer (Male) (Casual)
- HHC/Hospice Aide (Casual)
- Psychiatric Nurse (Casual)

*Seasonal:*

- 3<sup>rd</sup> Shift Ranger (Seasonal)
- Concessions Worker (Seasonal)
- Ranger/Maintenance Worker (Seasonal)
- Seasonal Summer Help (Highway)

**Hired:**

*Full-time/Part-time:*

- Finance Director – 5/24/21
- Financial Manager – 5/26/21
- HHC/Hospice RN – 5/13/21
- Human Services Professional (Child Welfare Unit) – 6/9/21
- Patrol Sergeant (Internal) – 6/7/21
- Secretary(Floater)/Stockroom Clerk (PT) – 5/18/21

*Casual/Limited-term:*

- Contact Tracer (LTE) – 6/8/21

*Seasonal:*

- 3<sup>rd</sup> Shift Ranger (Seasonal) – 5/17/21
- Concessions Worker (Seasonal) – 6/8/21
- Ranger/Maintenance Worker (Seasonal) – 5/17/21
- Seasonal Summer Help (Highway) – 5/24/21 & 6/1/21

CALUMET COUNTY  
INVESTMENT REPORT  
April 30, 2021

General Investments	Financial Inst.	Dated	Due	Int Rate	Amount
	Nicolet National Bank - MM Acct		Apr.	Rate 0.03%	145,564.59
	Nicolet National Bank - ICS Account		Apr.	Rate 0.10%	3,555,317.17
	Local Gov Invest Pool		Apr.	Rate 0.05%	16,944,008.94
	Associated Bank MM Acct*		Apr.	Rate 0.10%	1,038,060.42
	BMO CDBG Planning Grant		Apr.	Rate 0.00%	100.00
	BMO Savings Account*		Apr.	Rate 0.15%	368,961.87
	BMO Harris Financial Advisors		Apr.	Rate 1.03%	6,680,828.69
	Sub-Total General Investments				<u>\$ 28,732,841.68</u>
<b>Bond Proceed Investments</b>					
	BMO Harris Savings Account*		Apr.	Rate 0.15%	2,646,846.59
	Sub-Total Bond Investments				<u>2,646,846.59</u>
	Total County Investments				<u>\$ 31,379,688.27</u>
	County Sales Tax Collections**		Year To Date		\$ 1,423,966.53

\* Collateralized investment

\*\* Represent a cash basis collection