

The Administrative Services Committee of Calumet County was called to order on Tuesday, June 14, 2022, at 8:30 AM, in Room 017, Calumet County Courthouse, with the following members present:

1 ROLL CALL

Committee members present: Chair Gentz; Supervisors Dietrich, Irwin, Schwalenberg and Stier.

Committee member excused: Supervisor Stoffel.

Committee member absent: Supervisor Doran.

Staff and others present: John Anderson, IT Director; Alice Connors, County Board Chair; Beth Hauser, County Clerk; Mike Klaeser, Medical Examiner; David Maccoux, Finance Director; Matt Payette, Business Systems Analyst and Communications Manager; Todd Romenesko, County Administrator; Mike Schlaak, Treasurer; Kimberly Tenerelli, Corporation Counsel; Michelle Wright, Human Resources Director; Lydia Dill; Rebecca Scherer, Director of the Manitowoc-Calumet Library System; and Mike Smith, Mayor of the City of Brillion.

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3 APPROVAL OF AGENDA

Moved by Supervisor Dietrich and seconded by Supervisor Irwin to approve the agenda with an amendment to move item 8.1 prior to the report of the Department of Administration. Motion carried unanimously.

4 APPROVAL OF MINUTES OF MAY 10, 2022 MEETING

Moved by Supervisor Schwalenberg and seconded by Supervisor Stier to approve the Minutes of the May 10, 2022 meeting as presented. Motion carried unanimously.

5 PUBLIC PARTICIPATION

Mike Smith, Mayor of the City of Brillion, addressed the Committee regarding the City of Brillion's library funding shortage of \$31,000.

6 SUPERVISOR REPORTS

Chair Connors reported that the Wisconsin Counties Association Committees have been confirmed and all committee appointments will start June 1. Applicants will receive a confirmation letter from WCA soon.

7 DEPARTMENTAL REPORTS

a) FINANCE DEPARTMENT

Review and approve a resolution approving a one-time adjustment to the reimbursable formula between the Manitowoc-Calumet Library System and Outagamie Waupaca Library System. Moved by Supervisor Dietrich and seconded by Supervisor Stier to approve the resolution and forward to the full County Board at its June meeting for consideration. General discussion.

Moved by Supervisor Dietrich and seconded by Supervisor Stier to amend the Resolution in the last paragraph to add 2021 prior to reimbursable circulation at 47,905. Motion carried unanimously.

The amended resolution was adopted unanimously and will be forwarded to the full County Board.

b) DEPARTMENT OF ADMINISTRATION

1. **Review and approve Resolution Creating .5 FTE Chief Deputy Medical Examiner and amended 2022 Medical Examiner salary in the Medical Examiner's Office - moved** by Supervisor Connors and seconded by Supervisor Irwin to approve the resolution and to forward it to the full County Board at its June meeting for consideration. General discussion. Motion carried unanimously.
2. **Review and discuss changes to the Employee and General Administrative Policy Manual** -Michelle Wright reviewed the changes to the Manual. General discussion.
3. **Hiring Update** - Michelle Wright provided a hiring update to the Board. There are currently 23 positions open.
4. **Courthouse remodeling project update** - Matt Payette provided the following update to the Committee: There is an RFP for architectural and engineering services for the first floor remodeling as identified in the 2021 space study. There was a recent walk-through of the courthouse for interested contractors. Hoping to have a contract mid to late August.
5. **Courthouse door access project update** - Matt Payette provided the following update to the Committee: Matt, John Anderson and Adam Hernke are working together on door access/door controls. There are between 180 - 200 doors in the courthouse, without counting the jail facility. The County has contracted with MSA in Kiel to work through bid requirements for this project.

c) FINANCE DEPARTMENT (CONTINUED)

1. **Review 2021 Financial Results** - David Maccoux reviewed the 2021 Financial Results with the Committee. The document was provided with the agenda packet.
2. **Review the 2021 Sales Tax Annual Report** - David reviewed the annual report with the Committee and will provide to the County Board at an upcoming meeting.
3. **Review Investment Report(s) for the months of April and May, 2022** - David reviewed the reports with the Committee. The reports were provided with the agenda packet.

d) COUNTY TREASURER

1. **Update on tax foreclosures for the 2018 tax roll** - Mike Schlaak reported there are 3 unredeemed properties, which will have a redemption date in July or August.
2. **Update on property previously acquired through tax foreclosure (Town of Stockbridge)** - the majority of testing for soil and water has been completed.

8 NEXT REGULAR MEETING DATE

July 12, 2022 at 8:30 AM

9 ADJOURNMENT

Chair Gentz adjourned the meeting at 10:15 AM.

Beth A. Hauser, Recording Secretary