



Administrative Services Committee Meeting Minutes

Tuesday, September 14, 2021

The Administrative Services Committee of Calumet County was called to order on Tuesday, September 14, 2021, at 8:30 AM, in Room 017, Calumet County Courthouse, with the following members present:

1 ROLL CALL

Committee members present: Chair Gentz; Supervisors Barribeau, Dietrich, Schwalenberg, Stier and Stoffel. Supervisor Karth was excused.

Staff and others present: Andrea Jansen, CFE Partner with Baker Tilly; John Anderson, IT Director; Adam Backus, Parks Director; Brian Glaeser, Highway Commissioner; Beth Hauser, County Clerk; Adam Hernke, Facilities Director; Mary Kohrell, Community Economic Development Director; David Maccoux, Finance Director; Todd Romenesko, County Administrator; Mike Schlaak, Treasurer (arrived at 9:00 AM); Kimberly Tenerelli, Corporation Counsel; Fay Weis, Accounting Manager; and Michelle Wright, Human Resources Director.

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3 APPROVAL OF AGENDA

Moved by Supervisor Dietrich and seconded by Supervisor Schwalenberg to approve the agenda as presented. Motion carried unanimously.

4 APPROVAL OF MINUTES

Moved by Supervisor Stier and seconded by Supervisor Barribeau to approve the minutes of the August 10, 2021 Meeting as presented. Motion carried unanimously.

5 SUPERVISOR REPORTS

Supervisor Schwalenberg reported on Ariens Company's recent projects within the county.

6 SPECIAL BUSINESS

a) 2020 Audit Results

- Andrea Jansen, CPA, CFE Partner with Baker Tilly US LLP presented 2020 Audit results to the committee. General discussion followed.

7 DEPARTMENTAL REPORTS

a) DEPARTMENT OF ADMINISTRATION

- Review and approve position description of Aging and Disability Resource Center (ADRC) Supervisor in the Health and Human Services Department - **moved** by

Supervisor Schwalenberg and seconded by Supervisor Stier to approve the position description. Motion carried unanimously.

- Review and approve the salary grade change of Aging and Disability Resource Center Supervisor (ADRC) in the Health and Human Services Department - **moved** by Supervisor Schwalenberg and seconded by Supervisor Stier to approve the salary grade change from Grade 12 to Grade 11. Motion carried unanimously.
- Consideration of Initial Resolution Approving Revenue Bond Financing for Bug Tussel Wireless, LLC. Information with respect to the job impact of the project will be available at the time of consideration of the Resolution. David Maccoux, Finance Director, handed out a worksheet on Revenue Bond Financing for Bug Tussel Wireless, Inc., a copy of which is in the file and made a part of the record. **Moved** by Supervisor Barribeau and seconded by Supervisor Stier to approve the resolution and to forward to the full County Board at its September meeting for action. Motion carried unanimously.
- **Building Projects update** - Adam Hernke, Facilities Director, presented a building projects update, a copy of which is in the file and made a part of the record.
- **Hiring update** - Michelle Wright, Human Resources Director, provided a hiring update, a copy of which is in the file and made a part of the record.

b) FINANCE DEPARTMENT

- Review and approve Parks Budget Amendment – Skid Steer - **moved** by Supervisor Schwalenberg and seconded by Supervisor Stoffel to approve the budget amendment as presented. Supervisor Stier abstained from the discussion and vote due to a conflict. Motion carried unanimously.
- Review and approve Parks Budget Amendment – Brothertown Parking Lot - **moved** by Supervisor Dietrich and seconded by Supervisor Schwalenberg to approve the budget amendment as presented. Motion carried unanimously.
- There was an assessment error related to the 2020 personal property valuation for Ariens Company, resulting in uncollected personal property taxes of approximately \$400,000 for the City of Brillion. Per statute, the City of Brillion has submitted a request to the Wisconsin Department of Revenue to chargeback the assessment error to other taxing entities, with the County’s portion being approximately \$100,000. The final chargeback amount needs to be paid by February 15, 2022 with the County including the repayment in its 2022 budget.
- David Maccoux reviewed the July 2021 Investment Report with the Committee.

c) COUNTY TREASURER

- Update on tax foreclosures for the 2017 and 2018 tax rolls - there are 6 properties left for redemption for the 2017 tax roll and 51 properties for the 2018 tax roll.
- Update on properties previously acquired through tax foreclosure process - Hwy. 55 property - structure is down and disposed of. Some groundwater and soil testing is taking place. Results of those tests determine next steps.

8 BUDGET REVIEW WITH COUNTY ADMINISTRATOR AND FINANCE DIRECTOR

October 4, 2021 at 8:30 AM in Room 019 (County Board Room)

October 5, 2021 at 8:30 AM in Room 019 (County Board Room) - IF NEEDED

9 NEXT REGULAR MEETING DATE

October 12, 2021 at 8:30 AM in Room 015

10 ADJOURNMENT

Chair Gentz adjourned the meeting at 9:35 AM.

Beth A. Hauser, Recording Secretary