
The Administrative Services Committee of Calumet County was called to order on Monday, October 4, 2021, at 8:30 AM, in Room 019, Calumet County Courthouse, with the following members present:

1 ROLL CALL

Administrative Services Committee Present: Chair Merlin Gentz; Supervisors Bill Barribeau, Ronald Dietrich, Hope Karth, Mary Schwalenberg, Pete Stier and Tom Stoffel.

County Board Supervisors Present: Matthew Budde, Alice Connors, Judy Hartl, Mike Hofberger, Nick Kesler, Ed Kleckner, Joseph Mueller, Marilyn Schuh, Duaine Stillman and Emily Voight-Cone.

Staff Present: John Anderson, IT Director; Adam Backus, Park Director; Brian Glaeser, Highway Commissioner; Beth Hauser, County Clerk; Mary Kohrell, Community Economic Development Director; David Maccoux, Finance Director; Chris Meuer, Director of Planning, Zoning and Land Information; Matt Payette, Business Systems Analyst and Communications Manager; Tony Reali, County Conservationist; Todd Romenesko, County Administrator; Kimberly Tenerelli, Corporation Counsel; Chris Viau, Area Director of UW-Extension; Mark Wiegert, Sheriff; 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 Schwalenberg to approve the agenda as presented. Motion carried unanimously.

4 SPECIAL BUSINESS

a) Review and approve position description of Jail Administrator in the Sheriff's Office:

Moved by Supervisor Stier and seconded by Supervisor Schwalenberg to approve the position description of Jail Administrator in the Sheriff's Office. Motion carried unanimously.

b) Review and approve Resolution Creating 1.0 Full-time Equivalent (FTE) Jail Administrator in the Calumet County Sheriff's Office Effective January 2, 2022:

Moved by Supervisor Stier and seconded by Supervisor Schwalenberg to approve the Resolution Creating 1.0 Full-time Equivalent (FTE) Jail Administrator in the Calumet County Sheriff's Office Effective January 2, 2022 and forwarding it to the full County Board at its November 1 Annual Meeting for action. Motion carried unanimously.

c) Review and approve Resolution Creating 1.0 Full-time Equivalent (FTE) Project Manager in the Calumet County Department of Health and Human Services Effective January 2, 2022:

Moved by Supervisor Schwalenberg and seconded by Supervisor Stier to approve the Resolution Creating 1.0 Full-time Equivalent (FTE) Project Manager in the Calumet County Department of Health and Human Services Effective January 2, 2022 and forwarding it to the full County Board at its November 1 Annual Meeting for action. Motion carried unanimously.

d) Review and approve Resolution Creating 1.0 Full-time Equivalent (FTE) Natural Resource Specialist Position in the Calumet County Parks Department Effective January 2, 2022:

Moved by Supervisor Schwalenberg and seconded by Supervisor Stoffel to approve the Resolution Creating 1.0 Full-time Equivalent (FTE) Natural Resource Specialist Position in the Calumet County Parks Department Effective January 2, 2022 and forwarding it to the full County Board at its November 1 Annual Meeting for action. Motion carried unanimously.

e) Review and approve Resolution Creating 1.0 Full-time Equivalent (FTE) Parks Program Assistant Position in the Calumet County Parks Department Effective January 2, 2022:

Moved by Supervisor Stier and seconded by Supervisor Schwalenberg to approve the Resolution Creating 1.0 Full-time Equivalent (FTE) Parks Program Assistant Position in the Calumet County Parks Department Effective January 2, 2022 and forwarding it to the full County Board at its November 1 Annual Meeting for action. Motion carried unanimously.

f) Review and approve Resolution Eliminating One (1.0) Full-time Equivalent (FTE) Administrative Assistant (Veterans) Position in the Veteran Service Office and Replacing Said Position with One (1.0) FTE Assistant Veterans Service Officer Position Effective January 2, 2022:

Moved by Supervisor Dietrich and seconded by Supervisor Schwalenberg to approve the Resolution Eliminating One (1.0) Full-time Equivalent (FTE) Administrative Assistant (Veterans) Position in the Veteran Service Office and Replacing Said Position with 1.0 Full-time Equivalent (FTE) Assistant Veterans Service Officer Position Effective January 2, 2022 and forwarding it to the full County Board at its November 1 Annual Meeting for action. Motion carried unanimously.

g) Todd Romenesko, County Administrator and David Maccoux, Finance Director, presented the 2022 Budget Proposal to the Committee and Board. General discussion followed.

5 NEXT MEETING DATE

The October meeting of the Administrative Services Committee has been canceled. The November meeting will be held November 9, 2021 at 8:30 AM.

6 ADJOURNMENT

Chair Gentz adjourned the meeting at 10:45 AM.

Beth A. Hauser, Recording Secretary