

Administrative Services Committee Meeting Minutes

Tuesday, November 9, 2021

The Administrative Services Committee of Calumet County was called to order on Tuesday, November 9, 2021, at 8:30 AM, in Room 015, Calumet County Courthouse, with the following members present:

1 ROLL CALL

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

Staff and others present: John Anderson, IT Director; Adam Backus, Parks Director; Alice Connors, County Board Chair; Beth Hauser, County Clerk; Adam Hernke, Facilities Director; David Maccoux, Finance Director; Matt Payette, Business Systems Analyst and Communications Manager; Todd Romenesko, County Administrator; Kimberly Tenerelli, Corporation Counsel; 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 Stier to approve the agenda as presented. Motion carried unanimously.

4 APPROVAL OF MINUTES

Moved by Supervisor Schwalenberg and seconded by Supervisor Stier to approve the Minutes of the September 14, 2021 Regular meeting and October 4, 2021 Budget Review meeting as presented. Motion carried unanimously.

5 COMMUNICATIONS

- a) Proclamation from Governor Evers proclaiming November 1, 2021 as Election Hero Day - received and placed on file.

6 SPECIAL BUSINESS

- a) **Moved** by Supervisor Stier and seconded by Supervisor Barribeau to approve a resolution authorizing the amendment of the 2021 Budget for the award of the Drug Trafficking Response Grant and to forward the resolution to the full County Board at its November 16 meeting. Motion carried unanimously.

- b) Matt Payette and John Anderson reviewed the Calumet County Critical Systems Summary Report and Calumet County IT Questionnaire Matrix with the Committee. General discussion followed.

7 DEPARTMENTAL REPORTS

a) DEPARTMENT OF ADMINISTRATION

- There was a general discussion regarding proposed changes to the Meal Reimbursement Policy. **Moved** by Supervisor Barribeau and seconded by Supervisor Stoffel to postpone action on this item to a future date to allow further evaluation. Motion carried unanimously.
- Adam Hernke provided a Building Projects update to the Committee. A copy of his report is attached.
- Michelle Wright provided a Hiring update to the Committee.

[November construction update](#)

b) FINANCE DEPARTMENT

- David Maccoux reviewed the budget to actual report through the end of Quarter 3 with the Committee. General discussion followed.
- David reviewed the August and September Investment Reports with the Committee.

8 NEXT REGULAR MEETING DATE

December 14, 2021 at 8:30 AM

9 ADJOURNMENT

Chair Gentz adjourned the meeting at 9:36 AM.

November

Construction Update

1. West parking lot is 99% finished. The sidewalk and transition to side walk are going start Wednesday
2. Masonry on North East elevator shaft has been completed.
3. Loading dock for Maintenance shop has been constructed.
4. East and North blacktop will have binder (first layer) laid down. Finish layer will depend on weather
5. Land scaping will wait till Spring
6. Contractors are working on odds and ends in the jail, things like touch up paint, caulking, cleaning
7. Courts area, tile in bathroom is finished, working on electrical, plumbing, ceilings
8. Inmate corridor is being constructed in 025
9. Planning on moving inmates early December