



# CALUMET COUNTY CLERK

206 Court Street  
Chilton, WI 53014

**Beth A. Hauser, Clerk**

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(920) 849-1458

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April 5, 2018

## ADMINISTRATIVE SERVICES COMMITTEE MEETING AGENDA

DATE: Tuesday, April 10, 2018  
TIME: 8:30 a.m.  
PLACE: Calumet County Courthouse  
206 Court St., Chilton, WI 53014-1198  
Room 017 (Enter West Entrance "B")

### AGENDA:

1. Meeting Announcement and Posting
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes of the March 13, 2018 meeting
6. Public Participation
7. Report of Committee Members
8. Communications
9. **REPORT OF DEPARTMENTS**
  - ❖ **Department of Administration**
    1. Review and Approve Emergency Management Coordinator Position Description and Resolution Abolishing the Position of 1.0 FTE Emergency Management Director/Safety Manager and the Emergency Management Department and Creating 1.0 FTE Emergency Management Coordinator in the Sheriff's Department
    2. Hiring Updates
  - ❖ **County Clerk**
    1. Discuss results of Spring Election
    2. Discuss Special Election for Senate District 1
    3. Discuss Election Security in Wisconsin
  - ❖ **Register of Deeds**
    1. Discuss statistical report
  - ❖ **County Treasurer**
    1. Update on legislative items
    2. Review tax data and statistics as of March 31, 2018

❖ **Finance Department**

1. Review and approve transfers to cover 2017 overdrawn accounts by less than 10% of their budget
  2. Review and approve a resolution to cover overdrawn accounts by more than 10% of their budget
  3. Review of the 2017 Continuing Appropriations approved under Resolution 2017-30
  4. Discuss the 2018 Bond Issuance time table
  5. Discuss funding of County Sales Tax projects
  6. Review the Investment Report
10. **NEXT MEETING DATE:** The next regularly scheduled meeting will be Tuesday, May 8, 2018, at 8:30 A.M.
11. Adjournment

**So as not to disturb the meeting, all cell phones must be placed on vibrate, and all calls taken outside the meeting room.**

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Personnel Department at (920) 849-1611 at least twenty four (24) hours before the scheduled meeting time so appropriate arrangements can be made.

This is a public meeting. As such, all members or a majority of the members of the County Board may be in attendance. While a majority of the County Board members, or the majority of any given County Board Committee, may be present only the above committee will take official action.