

**MINUTES OF
ADMINISTRATIVE SERVICES COMMITTEE
Tuesday, February 13, 2018
8:30 A.M.**

Committee Members Present: Chair Merlin Gentz; Supervisors Bill Barribeau, Ronald Dietrich, Mary Schwalenberg, Patrick Laughrin, Pete Stier and Robert Stanke.

Others Present: Alice Connors, County Board Chair; Todd Romenesko, County Administrator; Dan De Bonis, Finance Director; Kimberly Tenerelli, Corporation Counsel; Michelle Wright, Human Resources Director; Howard Mezera, Information Services Director; Adam Backus, Parks Director; Mark Ott, Sheriff; Mary Kohrell, Community Economic Development Director; Matt Payette, Planning, Zoning & Land Information Director; Mike Schlaak, Treasurer; Cindi Goebel, Communications and Project Specialist; Judy Dietrich, citizen; and Beth A. Hauser, County Clerk.

Chair Gentz called the meeting to order at 8:30 A.M.

The meeting was properly announced and the Pledge of Allegiance was recited.

APPROVAL OF AGENDA:

Moved by Supervisor Barribeau and seconded by Supervisor Laughrin to approve the agenda as presented. Motion carried unanimously.

APPROVAL OF MINUTES:

Moved by Supervisor Stier and seconded by Supervisor Stanke to approve the minutes from the December 12, 2017 minutes as presented. Motion carried unanimously.

Moved by Supervisor Schwalenberg and seconded by Supervisor Stier to approve the minutes of the January 9, 2018 meeting as amended {to include Mary Kohrell in attendance at the meeting}. Motion carried unanimously.

PUBLIC PARTICIPATION:

There was no public participation.

REPORT OF COMMITTEE MEMBERS:

- Supervisor Connors informed the Committee that SB 777/AB 923 (County Exec Bill) would be up for hearing on February 14 at 10:00 at the state capitol.

COMMUNICATIONS:

There were no communications.

REPORT OF DEPARTMENTS:

❖ **CORPORATION COUNSEL**

1. Kimberly Tenerelli, Corporation Counsel, reviewed a draft Ordinance to amend the Calumet County Code of Ordinances amending Chapter 2, Administration, with the Committee.

Moved by Supervisor Dietrich and seconded by Supervisor Stier to approve the Ordinance and to forward to the full County Board at its February meeting for action. Motion carried unanimously.

❖ **DEPARTMENT OF ADMINISTRATION**

1. Todd Romenesko, County Administrator, reviewed the summary of accomplishments of the Calumet County Strategic Plan with the Committee. Cindi Goebel, Communications and Project Specialist, reviewed the branding project and Mary Kohrell, Economic Development Director, provided a brief economic development update to the Committee as part of the Strategic Plan update. A report will be given to the entire County Board at its next meeting.
2. Michelle Wright, Human Resources Director, provided hiring updates to the Committee.

Sourcing/Accepting Applications: (Applications accepted until position filled, unless deadline noted):

- 3rd Shift Ranger (Seasonal)
- Concessions Worker (Seasonal)
- HHC/Hospice Aide (Casual)
- Hospice Social Worker (Casual)
- Meal Site Manager
- Naturalist Supervisor – 2/16/18
- Parks Maintenance Worker (Seasonal)
- Ranger/Maintenance Worker (Seasonal)

Testing/Interviews Scheduled:

- Correctional Officer (Female) (Certified) (Casual) – 2/15/18
- Correctional Officer (Female) (Full-time) – 2/15/18
- Correctional Officer (Male) – 2/15/18 – To create eligibility list
- Maintenance Worker – 2/12/18 & 2/13/18

References/Background Check/Pre-employment Testing Being Conducted:

- Correctional Officer (Certified) (Casual) (Male)
- HHC/Hospice RN (80%)

Pre-employment Requirements Met (Start date as listed):

- Family Services Unit Supervisor – 1/22/18
- Highway Maintenance Worker – 2/12/18
- HHC/Hospice RN (80%) – 1/18/18

Seasonal Positions – Start date to be determined and dependent on snow conditions:

- Highway Maintenance Worker (LTE Casual): 2 positions
- Hill Attendant (Seasonal): 2 positions
- Tow Operator (Seasonal)

❖ **FINANCE**

1. Dan De Bonis, Finance Director, reviewed a draft resolution reaffirming the County's desire to continue self-insurance for workers compensation. **Moved** by Supervisor Dietrich and seconded by Supervisor Stanke to approve the resolution and to forward it to the full County Board at its February meeting for action. Motion carried unanimously.
2. Dan reviewed a draft resolution for 2017 Continuing Appropriations carried forward into the 2018 budget. **Moved** by Supervisor Stanke and seconded by Supervisor Stier to approve the resolution and to forward it to the full County Board at its February meeting for action. Motion carried unanimously.
3. Dan reviewed the Planning Department's budget amendment request of \$9,300 for the 2018 Light Detention and Ranging (LIDAR) project. General discussion. **Moved** by Supervisor Dietrich and seconded by Supervisor Laughrin to approve the budget amendment as requested. Motion carried unanimously.

Kimberly Tenerelli left the meeting at 10:08 A.M.

4. Dan reviewed a draft 2018 budget amendment resolution for the County Park Water Project in the amount of \$200,000. **Moved** by Supervisor Stier and seconded by Supervisor Schwalenberg to approve the resolution and to forward it to the full County Board at its February meeting for action. Motion carried unanimously.
5. Dan provided the Investment Report for the period ending January 31, 2018. Total County Investments were \$19,674,502.82. A copy of the report is in the file and made a part of the record.

❖ **INFORMATION SERVICES**

1. Howard Mezera, Information Services Director, updated the Committee on current projects that the Information Services Department is working on, including the update to the network and the county phone system.

NEXT MEETING DATE:

The next regularly scheduled meeting will be Tuesday, March 13, 2018 at 8:30 A.M.

Adam Backus, Beth Hauser, Cindi Goebel, Dan De Bonis, Howard Mezera, Mark Ott, Matt Payette and Mike Schlaak left the meeting.

CLOSED SESSION:

At 10:25 A.M., **moved** by Supervisor Barribeau and seconded by Supervisor Schwalenberg to go into Closed Session pursuant to Sec. 19.85(1)(c) of the Wis. Stats. to review and discuss the County Administrator's Performance Evaluation. Roll call vote was taken and motion passed unanimously.

ADJOURNMENT:

At 10:45 A.M., **moved** by Supervisor Laughrin and seconded by Supervisor Stier to adjourn the meeting. Motion carried unanimously.

Beth A. Hauser,
Recording Secretary