



**Beth A. Hauser, County Clerk**  
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## Administrative Services Committee Agenda

**DATE:** Tuesday, May 9, 2023  
**TIME:** 8:30 AM  
**PLACE:** Room 017, Calumet County Courthouse

### MEMBERS OF THE PUBLIC:

If you wish to attend the Committee Meeting, you can do so either in person or via WebEx. The telephone number to call is **1-844-992-4726**. You will be asked to enter the following access code: **2483 033 8274**. You will then be asked for a password and you can press the # key on your phone. Please note that all call-in users will be muted upon entering the meeting.

Page

**1. ROLL CALL**

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF AGENDA**

**4. APPROVAL OF MINUTES**

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4.1. [Administrative Services Committee - 11 Apr 2023 - Minutes - Pdf](#)

**5. COMMUNICATIONS**

**6. PUBLIC PARTICIPATION**

**7. SUPERVISOR REPORTS**

## 8. DEPARTMENTAL REPORTS

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### 8.1. DEPARTMENT OF ADMINISTRATION

- Review and approve :
  - RESOLUTION TO CREATE 50 FULL-TIME EQUIVALENTS (FTE) IN THE POSITIONS OF AUTISM SPECTRUM DISORDER CONSULTANT, OCCUPATIONAL THERAPIST, PARAPROFESSIONAL, SPEECH LANGUAGE PATHOLOGIST, SCHOOL TO WORK TRANSITION COORDINATOR, AND SPECIAL EDUCATION TEACHER IN THE CALUMET COUNTY DEPARTMENT OF ADMINISTRATION
- ACT 4 Update
- AB 245 Shared Revenue update
- Courthouse Remodel Project update
- Finance and Human Resources Project update
- Hiring update

[Resolution Special Education.Support Positions](#)

### 8.2. MAINTENANCE DEPARTMENT

- Maintenance Department update

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### 8.3. FINANCE DEPARTMENT

- Review Sales Tax Report for 2022
- Review March Investment Report

[Calumet County 2022 Sales Tax Annual Report](#)  
[March, 2023 Investment Report](#)

### 8.4. INFORMATION TECHNOLOGY

- Keyless access project update

## 9. NEXT REGULAR MEETING DATE

June 13, 2023 at 8:30 AM

## 10. 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 County Clerk's Office at (920) 849-1458 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 based on the agenda.



**Administrative Services Committee Meeting  
Minutes**

Tuesday, April 11, 2023

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The Administrative Services Committee of Calumet County was called to order on Tuesday, April 11, 2023, at 8:30 AM, in Room 017, Calumet County Courthouse, with the following members present:

**1 ROLL CALL**

**Committee Members Present:** Chair Merlin Gentz; Supervisors Ronald Dietrich, Chad Doran, Ken Irwin, Mary Schwalenberg, Pete Stier and Tom Stoffel.

**Staff and Others Present:** John Anderson, I.T. Director; Alice Connors, County Board Chair; Beth Hauser, County Clerk; Adam Hernke, Facilities Director; David Maccoux, Finance Director; Matt Payette, Director of Operations; Todd Romenesko, County Administrator; Kimberly Tenerelli, Corporation Counsel; and Michelle Wright, Human Resources Director.

**2 PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**3 APPROVAL OF AGENDA**

**Moved** by Supervisor Irwin 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 Schwalenberg to approve the minutes from the March 14, 2023 meeting. Motion carried unanimously.

**5 SUPERVISOR REPORTS**

Supervisor Diedrich - in NACO newsletter, Telluride County, Colorado, citizens volunteer and get credit for taxes.

**6 DEPARTMENTAL REPORTS**

a) **DEPARTMENT OF ADMINISTRATION**

- **Courthouse Remodel Project Update** - Matt provided the following update: bids are due by May 10. Project should start around the end of May and be completed by the end of October.

b) **FINANCE DEPARTMENT**

- David reviewed the first quarter 2023 ARPA Financial Report with the Committee. General discussion.
- **Moved** by Supervisor Schwalenberg and seconded by Supervisor Stier to approve a Resolution amending the 2023 Budget for the expenditure of

American Rescue Plan Act Funds and to forward to County Board for adoption. Motion carried unanimously.

c) **COUNTY CLERK**

- Beth provided a recap of 2023 Elections for the Committee. General discussion.
- **Moved** by Supervisor Dietrich and seconded by Supervisor Schwalenberg to approve a Resolution Prohibiting the Use of Private Donations to Administer Elections and to forward to the full County Board for adoption. Motion carried unanimously.

**7 NEXT REGULAR MEETING DATE**

May 9, 2023 at 8:30 AM

**8 CLOSED SESSION**

At 8:57 AM, **moved** by Supervisor Dietrich and seconded by Supervisor Stier to go into closed session according to Wis. Stat. 19.85(1)(g)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically to discuss the contract status regarding Samuels Group. Roll Call was taken and motion carried unanimously.

**9 ADJOURNMENT**

Chair Gentz adjourned the meeting at 9:35 AM.

Beth A. Hauser, Recording Secretary

**RESOLUTION 2023--xx**

**RESOLUTION TO CREATE 50 FULL-TIME EQUIVALENTS (FTE) IN THE POSITIONS OF AUTISM SPECTRUM DISORDER CONSULTANT, OCCUPATIONAL THERAPIST, PARAPROFESSIONAL, SPEECH LANGUAGE PATHOLOGIST, SCHOOL TO WORK TRANSITION COORDINATOR, AND SPECIAL EDUCATION TEACHER IN THE CALUMET COUNTY DEPARTMENT OF ADMINISTRATION**

To the Honorable Chair and Board of Supervisors of Calumet County, Wisconsin:

<b>Motion:</b>	Adopted: <input type="checkbox"/>
1 <sup>st</sup> _____	Lost: <input type="checkbox"/>
2 <sup>nd</sup> _____	Tabled: <input type="checkbox"/>
Yes: _____ No: _____	Absent: _____
Number of votes required:	
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds
Reviewed by: _____	Kimberly Tenerelli Corp Counsel

**WHEREAS,** The Department of Administration has terminated the purchased service contract for the Calumet County Special Education program; and

**WHEREAS,** The direct oversight of the Special Education program by the Calumet County Department of Administration will provide improved special education services to the school districts of Calumet County and will enhance services in a number of programmatic ways; and

**WHEREAS,** The Autism Spectrum Disorder Consultant, Occupational Therapist, Paraprofessional, Speech Language Pathologist, School to Work Transition Coordinator, and Special Education Teacher positions hereinafter “Special Education Staff” will be a part of the Department of Administration – Special Education, reporting to the Director of Special Education; and

**WHEREAS,** The Special Education Staff provides access to high-quality programs, services, and support to Calumet County students with a disability, aiding them in reaching their greatest potential; and

**WHEREAS,** The Administrative Services Committee hereinafter “Committee”, is responsible under the rules of the Calumet County Board of Supervisors, hereinafter “Board”, to “Provide leadership for setting policy pertaining to wages, benefits, hours, and other conditions of employment for all county employees.”; and

**WHEREAS,** The Committee has accepted the Special Education Staff compensation structure, as identified in “Attachment A,” to be implemented as of July 1, 2023; and

**WHEREAS,** The anticipated costs for the remainder of 2023, for the Special Education Staff are to be funded by existing financial resources within the special education; and

**NOW THEREFORE BE IT RESOLVED** That the Board herein assembled authorizes the creation of 50 FTE Autism

	YES	NO	A
1 <u>BUDDE</u>			
2 <u>CLARK</u>			
3 <u>CLEVELAND</u>			
4 <u>CONNORS</u>			
5 <u>DIETRICH</u>			
6 <u>DORAN</u>			
7 <u>GENTZ</u>			
8 <u>HANDSCHKE</u>			
9 <u>HOFBERGER</u>			
10 <u>IRWIN</u>			
11 <u>JOHNSTON</u>			
12 <u>KESLER</u>			
13 <u>KLECKNER</u>			
14 <u>LAUGHRIN</u>			
15 <u>MUELLER</u>			
16 <u>PAGEL-HOLZSCHUH</u>			
17 <u>SCHWALENBERG</u>			
18 <u>STIER</u>			
19 <u>STOFFEL</u>			
20 <u>STUCKMANN</u>			
21 <u>VOIGHT</u>			

# AGENDA ITEM #8.1.

Spectrum Disorder Consultant, Paraprofessional, Occupational Therapist, Speech Language Pathologist, School to Work Transition Coordinator, and Special Education Teacher effective upon approval or July 1, 2023. The position descriptions are attached hereto and incorporated herein.

**NOW, THEREFORE, BE IT RESOLVED**, That the Board hereby authorizes and directs the adoption and implementation of the Special Education Staff compensation structure. The compensation structure is attached hereto as "Attachment A" for reference purposes only, and is subject to further review and modification in the future, by the Committee, for good and substantial reasons.

Dated this 16th day of May, 2023.

## INTRODUCED BY ADMINISTRATIVE SERVICES COMMITTEE

\_\_\_\_\_  
Merlin Gentz, Chair

\_\_\_\_\_  
Ronald Dietrich

\_\_\_\_\_  
Chad Doran

\_\_\_\_\_  
Kenneth Irwin

\_\_\_\_\_  
Mary Schwalenberg

\_\_\_\_\_  
Pete Stier

\_\_\_\_\_  
Tom Stoffel

## COUNTERSIGNED BY:

\_\_\_\_\_  
Alice Connors, County Board Chair



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**2022 County Sales Tax Report**

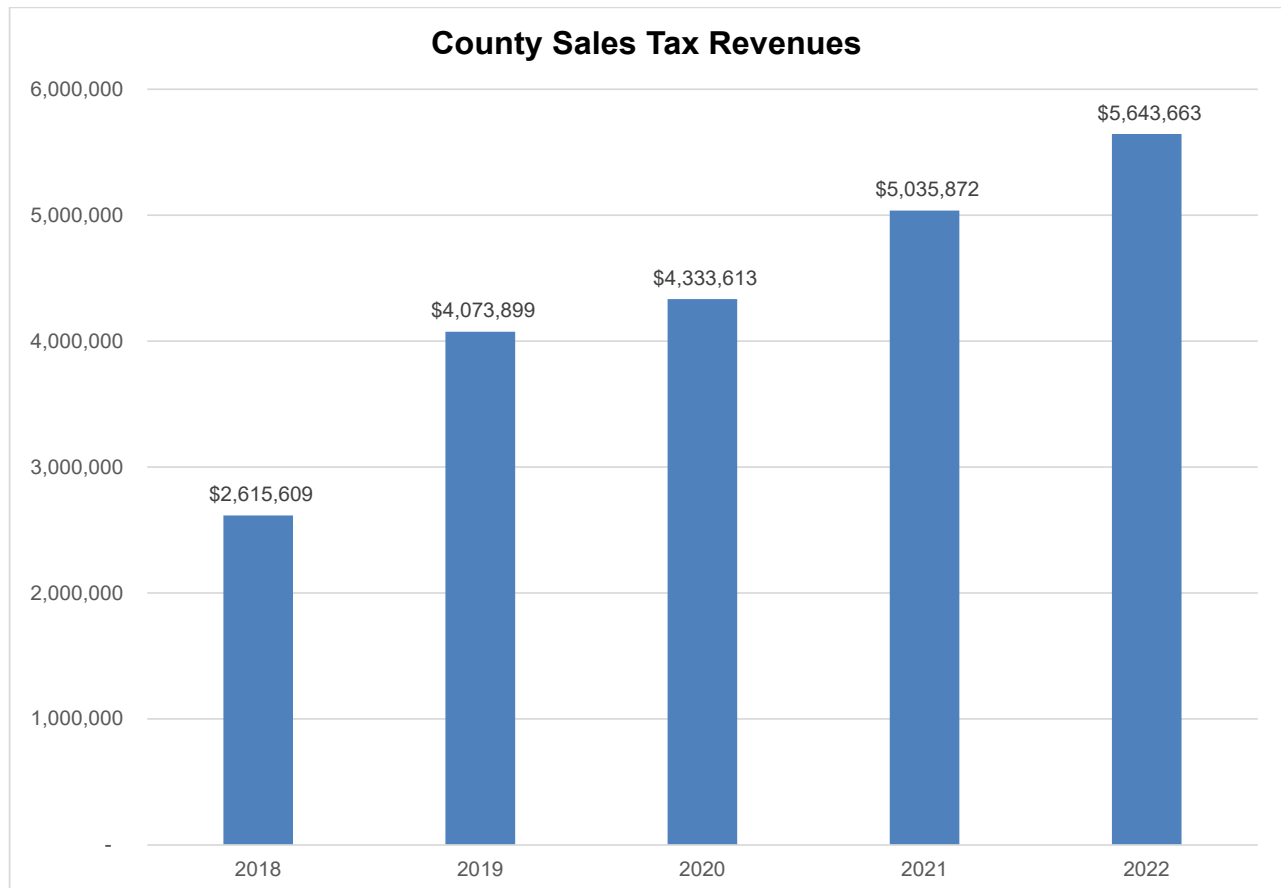
May 9, 2023

To the Administrative Services Committee and County Board  
Calumet County, Wisconsin

Ordinance No. 2017-06 enacted a one-half percent County sales tax effective the first day of April 2018 with collections received earmarked for capital improvement projects or debt reduction. The County established a separate fund to account for the County sales tax. The County Board annually approves capital improvement projects during the adoption of the County's annual budget or subsequent budget amendments.

**County Sales Tax Revenues**

The County has received \$21,702,656 of sales tax revenues through December 31, 2022, as summarized below:





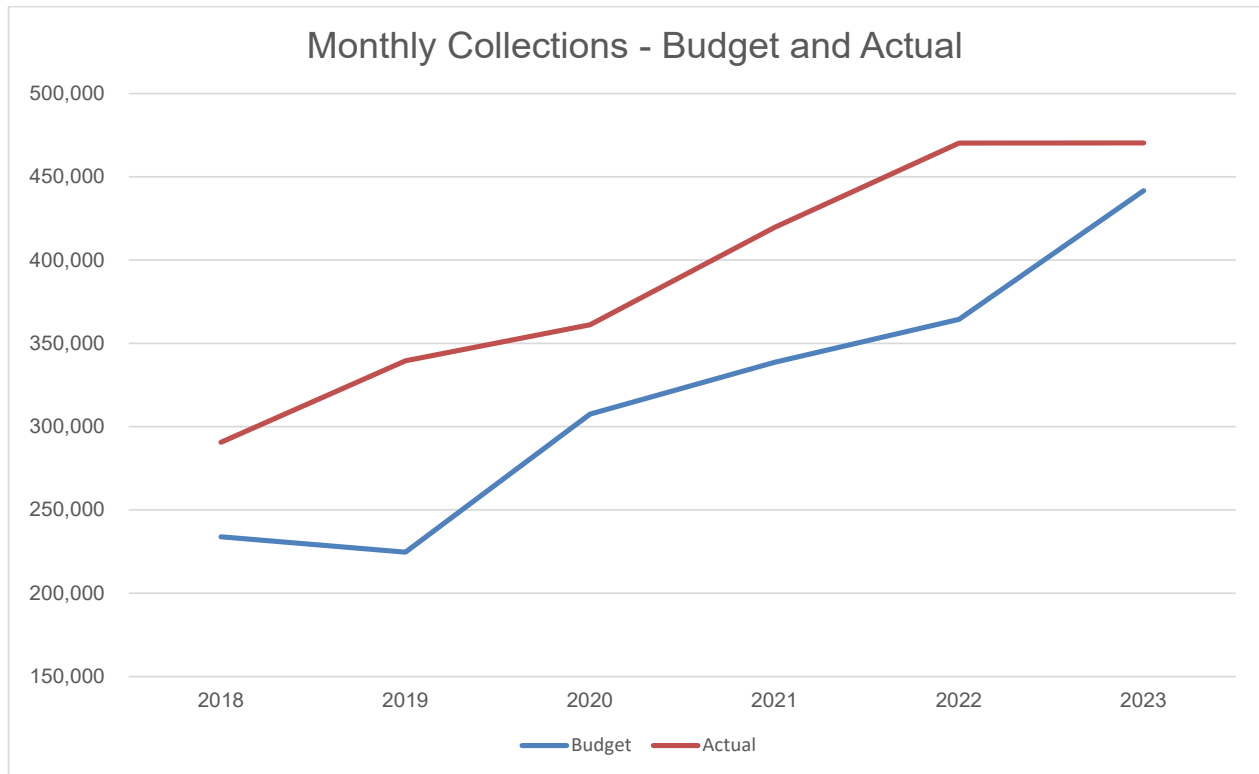
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**2022 County Sales Tax Report**

County sales tax revenues increased 12.1% in 2022, and has increased 9.6% over the first three months of 2023, compared to 2022, although the average monthly collections have remained constant with fiscal year 2022, as illustrated below.

The County's monthly investments report includes sales tax collections received each month, as required by Chapter 66, Section 5(h)(1) of the Calumet County Code of Ordinances.

A comparison of the budgeted revenue per month and actual through March of 2023 follows:





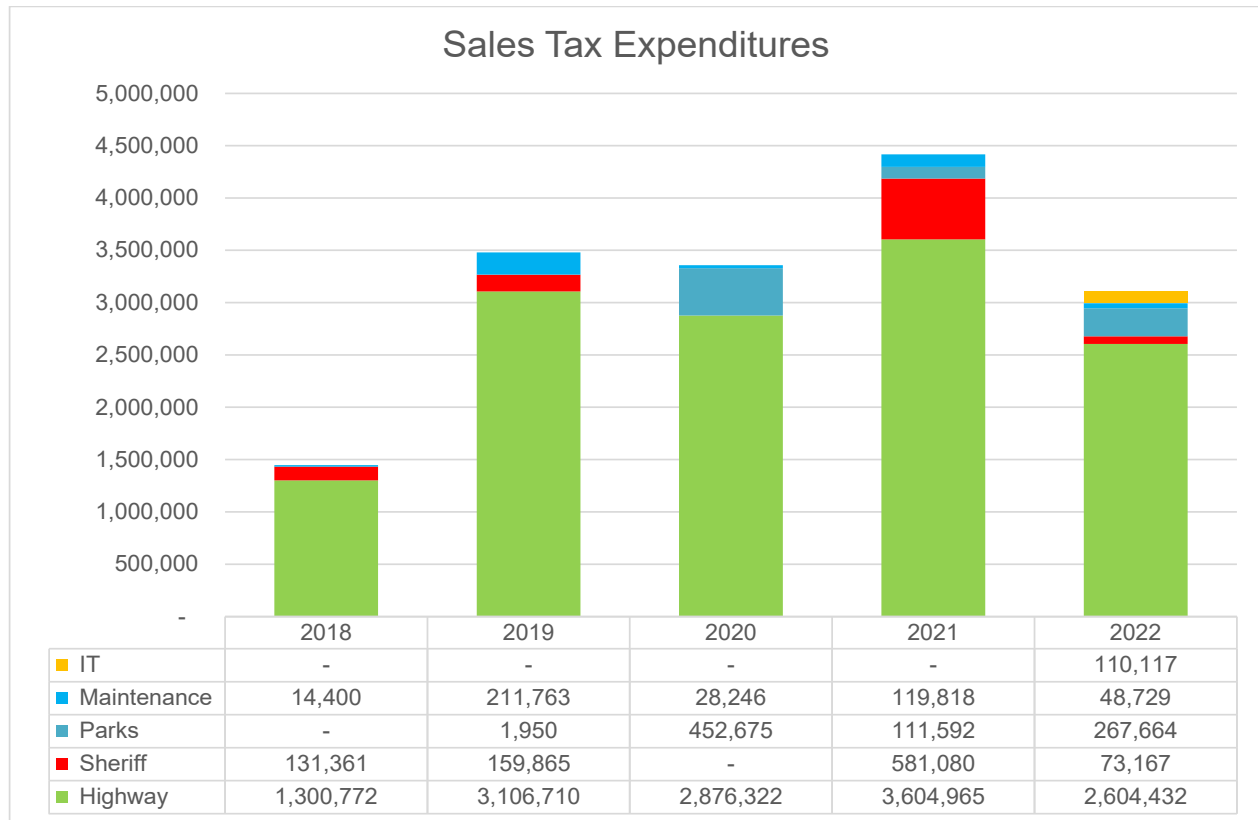


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**2022 County Sales Tax Report**

**County Sales Tax Expenditures**

The County has expended \$15,805,628 on capital improvements projects through December 31, 2022, as summarized below:



Capital improvement spending for 2022 totaled \$3,104,109 and consisted primarily of the following projects:

- \$2,604,432 on 8 highway projects, including design work on the County Highway G infrastructure project funded by the Bipartisan Infrastructure Law and new salt shed.
- \$78,415 to construct rental cabins and \$125,292 for parking lot improvements within our parks.
- \$110,117 for network storage replication.

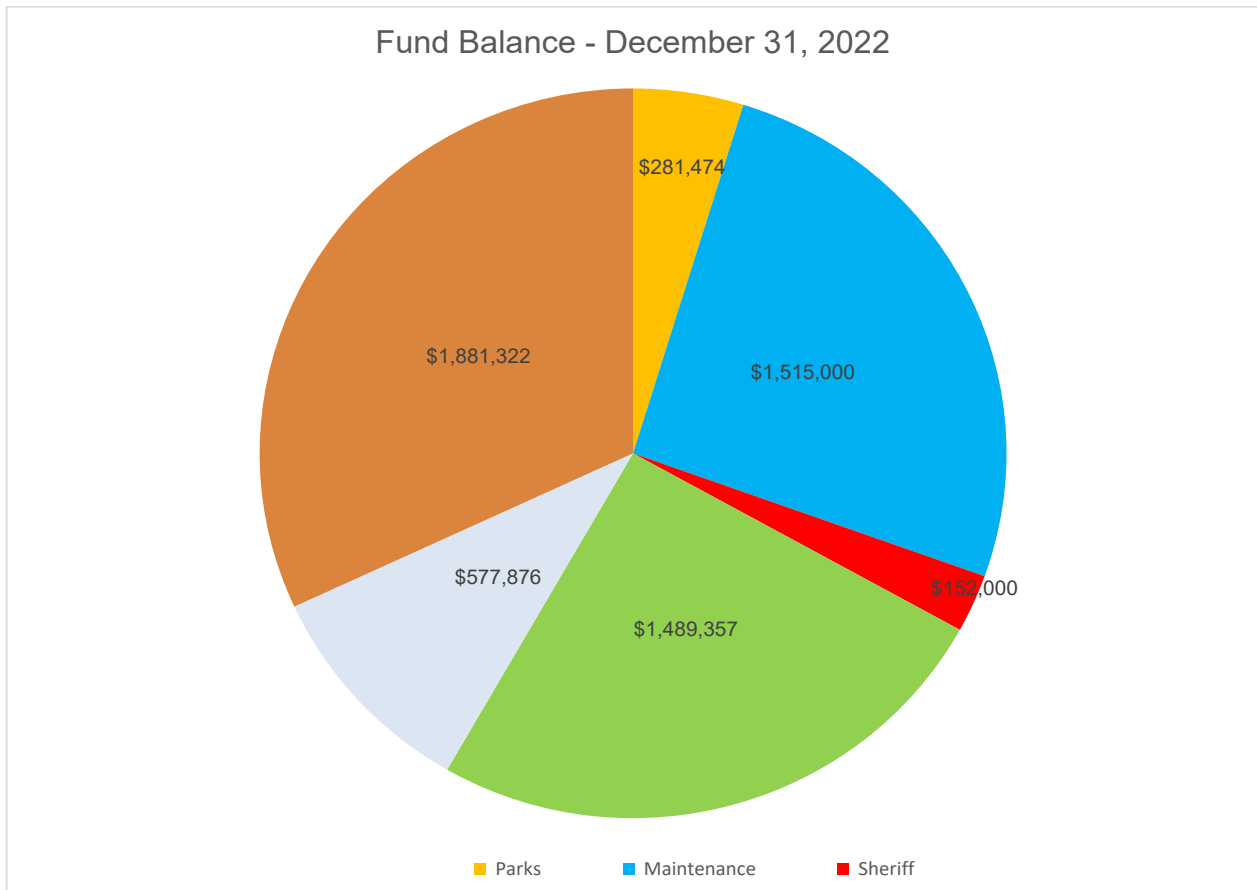


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**2022 County Sales Tax Report**

**Looking Forward**

The County's sales tax fund balance totals \$5,897,029 as of December 31, 2022, consisting of capital improvement projects of \$3,437,831 carried forward from 2022, as summarized by departments below, and \$577,876 applied as part of the 2023 budget, leaving \$1,881,322 available for additional capital improvement projects.



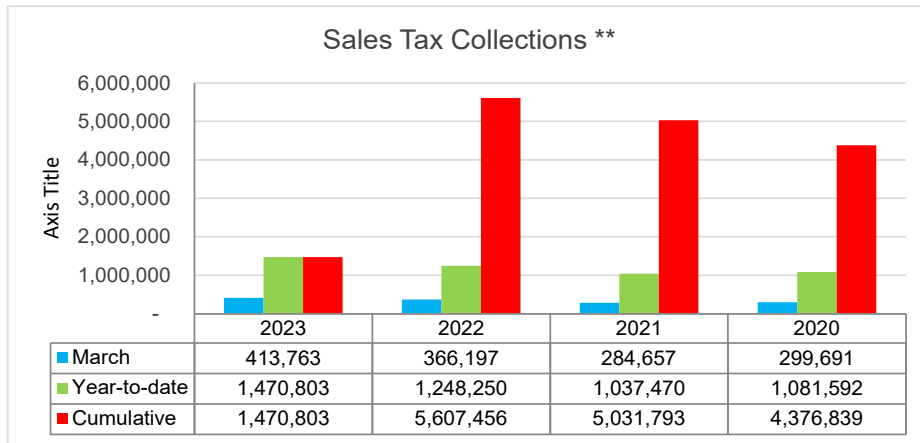
Submitted in accordance with Chapter 66, Section 5(h)(2) and (3) of the Calumet County Code of Ordinances.

Sincerely,

David Maccoux, CPA  
Finance Director

**CALUMET COUNTY  
INVESTMENT REPORT  
March 31, 2023**

General Investments	Financial Inst.	Int Rate	Amount
	Nicolet National Bank - MM Acct	0.50%	\$ 145,957.79
	Nicolet National Bank - ICS Account	4.60%	3,636,069.91
	Local Gov Invest Pool	4.62%	26,698,362.83
	Associated Bank MM Acct*	4.62%	526,161.83
	BMO CDBG Planning Grant	0.00%	100.00
	BMO Savings Account*	1.00%	372,083.57
	BMO Harris Financial Advisors	0.70%	4,492,816.41
	Sub-Total General Investments		35,871,552.34
ARPA Investments			
	BMO Harris Savings Account (ARPA)*	1.00%	-
	Local Gov Invest Pool	4.62%	7,862,218.45
	Sub-Total ARPA Investments		7,862,218.45
Bond Proceed Investments			
	BMO Harris Savings Account*	1.00%	206,885.30
			206,885.30
Total County Investments			\$ 43,940,656.09



\* Collateralized investment

\*\* Represent a cash basis collection