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## Administrative Services Committee Agenda

**DATE:** Tuesday, July 12, 2022  
**TIME:** 8:30 AM  
**PLACE:** Room 015, 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: **2494 086 8685**. 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. [20220614 Administrative Services Minutes](#)

**5. COMMUNICATIONS**

**6. PUBLIC PARTICIPATION**

**7. SUPERVISOR REPORTS**

## **8. DEPARTMENTAL REPORTS**

### **8.1. DEPARTMENT OF ADMINISTRATION**

- Discuss Strategic Planning
- Courthouse remodeling project update
- Hiring update

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### **8.2. FINANCE DEPARTMENT**

- Review ARPA Quarterly Report
- Review Budget Timeline and Instructions
- Review June Investment Report

[July 12, 2022 ARPA Quarterly Report](#)

### **8.3. COUNTY TREASURER**

- Update on tax foreclosures for the 2018 and 2019 tax foreclosures
- Update on property previously acquired through tax foreclosure (N3503 Hwy. 55, T. Stockbridge)

### **8.4. COUNTY CLERK**

- Review 2022 Elections
- Discuss Marriage License law change effective July 1, 2022

## **9. NEXT REGULAR MEETING DATE**

August 9, 2022 at 8:30 AM in Room 017

## **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, June 14, 2022

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The Administrative Services Committee of Calumet County was called to order on Tuesday, June 14, 2022, at 8:30 AM, in Room 017, Calumet County Courthouse, with the following members present:

**1 ROLL CALL**

**Committee members present:** Chair Gentz; Supervisors Dietrich, Irwin, Schwalenberg and Stier.

**Committee member excused:** Supervisor Stoffel.

**Committee member absent:** Supervisor Doran.

**Staff and others present:** John Anderson, IT Director; Alice Connors, County Board Chair; Beth Hauser, County Clerk; Mike Klaeser, Medical Examiner; David Maccoux, Finance Director; Matt Payette, Business Systems Analyst and Communications Manager; Todd Romenesko, County Administrator; Mike Schlaak, Treasurer; Kimberly Tenerelli, Corporation Counsel; Michelle Wright, Human Resources Director; Lydia Dill; Rebecca Scherer, Director of the Manitowoc-Calumet Library System; and Mike Smith, Mayor of the City of Brillion.

**2 PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**3 APPROVAL OF AGENDA**

**Moved** by Supervisor Dietrich and seconded by Supervisor Irwin to approve the agenda with an amendment to move item 8.1 prior to the report of the Department of Administration. Motion carried unanimously.

**4 APPROVAL OF MINUTES OF MAY 10, 2022 MEETING**

**Moved** by Supervisor Schwalenberg and seconded by Supervisor Stier to approve the Minutes of the May 10, 2022 meeting as presented. Motion carried unanimously.

**5 PUBLIC PARTICIPATION**

Mike Smith, Mayor of the City of Brillion, addressed the Committee regarding the City of Brillion's library funding shortage of \$31,000.

**6 SUPERVISOR REPORTS**

Chair Connors reported that the Wisconsin Counties Association Committees have been confirmed and all committee appointments will start June 1. Applicants will receive a confirmation letter from WCA soon.

**7 DEPARTMENTAL REPORTS**

**a) FINANCE DEPARTMENT**

**Review and approve a resolution approving a one-time adjustment to the reimbursable formula between the Manitowoc-Calumet Library System and Outagamie Waupaca Library System. Moved** by Supervisor Dietrich and seconded by Supervisor Stier to approve the resolution and forward to the full County Board at its June meeting for consideration. General discussion.

**Moved** by Supervisor Dietrich and seconded by Supervisor Stier to amend the Resolution in the last paragraph to add 2021 prior to reimbursable circulation at 47,905. Motion carried unanimously.

The amended resolution was adopted unanimously and will be forwarded to the full County Board.

**b) DEPARTMENT OF ADMINISTRATION**

1. **Review and approve Resolution Creating .5 FTE Chief Deputy Medical Examiner and amended 2022 Medical Examiner salary in the Medical Examiner's Office - moved** by Supervisor Connors and seconded by Supervisor Irwin to approve the resolution and to forward it to the full County Board at its June meeting for consideration. General discussion. Motion carried unanimously.
2. **Review and discuss changes to the Employee and General Administrative Policy Manual** -Michelle Wright reviewed the changes to the Manual. General discussion.
3. **Hiring Update** - Michelle Wright provided a hiring update to the Board. There are currently 23 positions open.
4. **Courthouse remodeling project update** - Matt Payette provided the following update to the Committee: There is an RFP for architectural and engineering services for the first floor remodeling as identified in the 2021 space study. There was a recent walk-through of the courthouse for interested contractors. Hoping to have a contract mid to late August.
5. **Courthouse door access project update** - Matt Payette provided the following update to the Committee: Matt, John Anderson and Adam Hernke are working together on door access/door controls. There are between 180 - 200 doors in the courthouse, without counting the jail facility. The County has contracted with MSA in Kiel to work through bid requirements for this project.

**c) FINANCE DEPARTMENT (CONTINUED)**

1. **Review 2021 Financial Results** - David Maccoux reviewed the 2021 Financial Results with the Committee. The document was provided with the agenda packet.
2. **Review the 2021 Sales Tax Annual Report** - David reviewed the annual report with the Committee and will provide to the County Board at an upcoming meeting.
3. **Review Investment Report(s) for the months of April and May, 2022** - David reviewed the reports with the Committee. The reports were provided with the agenda packet.

**d) COUNTY TREASURER**

1. **Update on tax foreclosures for the 2018 tax roll** - Mike Schlaak reported there are 3 unredeemed properties, which will have a redemption date in July or August.
2. **Update on property previously acquired through tax foreclosure (Town of Stockbridge)** - the majority of testing for soil and water has been completed.

**8 NEXT REGULAR MEETING DATE**

July 12, 2022 at 8:30 AM

**9 ADJOURNMENT**

Chair Gentz adjourned the meeting at 10:15 AM.

Beth A. Hauser, Recording Secretary

**American Rescue Plan Act Project Funding**  
As of June 30, 2022

Department	Name of Project	Description	Project Budget			Obligations	Actual Expenditures			Obligation Balance	Project Balance
			2021	2022	Total		2021	2022	Total		
<b>Resolution 2021-17, Dated July 20, 2021</b>											
Parks	Add Second R.O. Water System	Add new R.O. water plant in new water storage building currently being built at County Park	\$ 100,000	\$ -	\$ 100,000	\$ 105,966	\$ 142	\$ 176	\$ 318	\$ 105,648	\$ 99,682
Parks	Cave Expansion Work	Cave ventilation expansion work to improve air flow	125,000	-	125,000	-	-	-	-	-	125,000
Sheriff	New Command Post	Replace 20 year old mobile command post to be used to respond to the Covid-19 pandemic	100,000	-	100,000	-	-	-	-	-	100,000
Tourism	Discover Wisconsin	Tourism advertising	122,750	-	122,750	122,750	31,750	60,750	92,500	30,250	30,250
Tourism	Professional Photography	Tourism photo library	10,400	-	10,400	2,000	2,000	-	2,000	-	8,400
Tourism	Tourism Videography	Tourism video and video library	20,000	-	20,000	8,534	8,534	-	8,534	-	11,466
Information Technology	Door Security	Contactless access door control / card readers in Courthouse	250,000	-	250,000	-	-	-	-	-	250,000
Information Technology	Polycm Units - (2) Court	Used to report remotely for court appearances	100,000	-	100,000	131,932	41,010	90,922	131,932	-	(31,932)
Information Technology	County Board Room AV Upgrade	Audio video upgrades for County Board room	45,000	-	45,000	45,980	-	-	-	45,980	45,000
Maintenance	Water and Sewer Upgrade	Replacing Sewer and Water laterals at the Courthouse	225,000	-	225,000	221,810	221,810	-	221,810	-	3,190
Maintenance	Replace Bubblers	Replace bubblers to touchless bottle fillers in Courthouse	24,000	-	24,000	-	-	-	-	-	24,000
Administration	Vaccination Efforts	Red Shoes PR for Multicultural Committee and vaccination efforts	20,000	-	20,000	20,000	20,000	-	20,000	-	-
Information Technology	Microsoft Upgrade	Migrate to Microsoft 365	70,000	-	70,000	143,493	-	143,163	143,163	330	(73,163)
Planning and Zoning	Transcendent	Programing and module acquisition to allow online submittal of sanitary plans and permits	8,500	-	8,500	8,499	3,500	4,999	8,499	-	1
Sheriff	Mental Healthcare Services	For providing additional mental healthcare for jail facility	11,000	-	11,000	11,000	-	9,097	9,097	1,903	1,903
Administration	Time and Attendance, Payroll System Study	Study that outlines process for ensuring payroll, time and attendance and all related systems can be updated and integrated into a highly functioning collection of systems	75,000	-	75,000	79,300	-	43,170	43,170	36,130	31,830
Treasurer	Payment Drop Box	Drop box located near the west entrance to limit traffic within the building	3,500	-	3,500	2,355	2,355	-	2,355	-	1,145
Parks	Bathroom and Dump Station	Add an additional bathroom and dump station at the south end of the CCP park	250,000	-	250,000	-	-	-	-	-	250,000
Parks	Fee Station (Boat)	Three automated payment system for boat launch and other park related fees	45,000	-	45,000	25,579	-	-	-	25,579	45,000
Parks	Fee Station (Fire Wood)	One Automated payment system for park fire wood sales	17,500	-	17,500	12,500	-	12,500	12,500	-	5,000
Emergency Management	Calumet County's Emergency Operations Plan (EOP) Update	Convert Calumet County's Emergency Operations Plan (EOP) to an Emergency Response Plan (ERP)/Emergency Support Function (ESF) format	25,000	-	25,000	16,169	1,430	3,250	4,680	11,489	20,320
Sheriff	Truck	3/4 ton truck to transport mobile command post used for pandemic and emergency response	55,000	-	55,000	37,549	-	37,549	37,549	-	17,452
Parks	Holding Tank Replacement	Replace 3 existing holding tanks that are in poor condition	47,200	-	47,200	-	-	-	-	-	47,200
<b>Resolution 2021-31, Dated November 1, 2021 (2022 Budget)</b>											
Health and Human Services	Assistance to Thompson Community Center	Provide Thompson Community Center funds to deal with pandemics and continue to serve.	-	20,000	20,000	20,000	10,000	10,000.00	20,000	-	-
Administration	Administration of ARPA Funding Program	ARPA program oversight	-	25,000	25,000	25,000	-	-	-	25,000	25,000
Emergency Management	Portable Radios	Fund replacement of portable radios.	-	18,500	18,500	-	-	-	-	-	18,500
Tourism	Tourism Marketing Plan	Creation of a marketing plan to help understand consumers and know where to target marketing dollars. These cost are an estimate	-	45,000	45,000	-	-	-	-	-	45,000
Land & Water Conservation	Nitrogen Leaching Study	Study the impacts of conservation practices on Nitrogen Leaching - groundwater impacts	-	30,000	30,000	-	-	-	-	-	30,000

July 12, 2022 Administrative Services Committee

**American Rescue Plan Act Project Funding**

As of June 30, 2022

Department	Name of Project	Description	Project Budget			Obligations	Actual Expenditures			Obligation Balance	Project Balance
			2021	2022	Total		2021	2022	Total		
Administration	Calumet County Broadband	Broadband Expansion for unserved and underserved areas of Calumet County	-	200,000	200,000	-	-	-	-	-	200,000
Planning and Zoning	POWTS replacement Program	Grant program for the replacement of septic systems in high risk areas for groundwater contamination	-	500,000	500,000	-	-	-	-	-	500,000
Land & Water Conservation	Storm water/Flood Control Study	Studies for two watersheds. Lake Winnebago/Pipe Creek and North Branch Manitowoc River watersheds	-	300,000	300,000	-	-	-	-	-	300,000
<b>Resolution 2021-36, Dated December 21, 2021</b>											
Health and Human Services	Chile Care Resource & Referral (CCR&R)	Countywide Child Care Proposal	689,783	-	689,783	689,783	-	126,664	126,664	563,119	563,119
Administration	Fox Cities Chamber - Economic Development	2021 Support for Chamber	50,000	-	50,000	50,000	50,000	-	50,000	-	-
<b>Resolution 2021-42, Dated February 15, 2022</b>											
Health and Human Services	Phase 1 Construction	The remodeling considers daily operations to respond to people with needs that are affected by the Covid-19 pandemic.	-	1,750,000	1,750,000	-	-	-	-	-	1,750,000
			<b>\$ 2,489,633</b>	<b>\$ 2,888,500</b>	<b>\$ 5,378,133</b>	<b>\$ 1,780,197</b>	<b>\$ 392,530</b>	<b>\$ 542,240</b>	<b>\$ 934,770</b>	<b>\$ 845,427</b>	<b>\$ 4,443,363</b>

ARPA County Allocation  
Project Balance to Allocate

9,729,201  
**\$ 4,351,068**