



Administrative Services Committee Meeting Minutes

Tuesday, May 9, 2023

The Administrative Services Committee of Calumet County was called to order on Tuesday, May 9, 2023, at 8:30 AM, in Room 017, Calumet County Courthouse, with the following members present:

1 ROLL CALL

All committee members were present.

Staff and others attending: Alice Connors, County Board Chair; John Anderson, I.T. Director; Beth Hauser, County Clerk; Adam Hernke, Facilities Director; David Maccoux, Finance Director; Joanne Metzen, Director of Special Education; Matt Payette, Director of Operations; Todd Romenesko, County Administrator; Kimberly Tenerelli, Corporation Counsel; and Michelle Wright, H.R. Director. One citizen was also in attendance.

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3 APPROVAL OF AGENDA

Moved by Supervisor Stier and seconded by Supervisor Schwalenberg to approve the agenda as presented. Motion carried unanimously.

4 APPROVAL OF MINUTES

Moved by Supervisor Dietrich and seconded by Supervisor Stier to approve the Minutes of the April 11, 2023 meeting as presented. Motion carried unanimously.

5 SUPERVISOR REPORTS

Supervisor Schwalenberg - Green Meadows TCL taking over electrical portion of landfill.
Supervisor Stier - rollover accident on Hwy 10/55 roundabout this morning.

6 DEPARTMENTAL REPORTS

a) DEPARTMENT OF ADMINISTRATION

- **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**

Moved by Supervisor Dietrich and seconded by Supervisor Irwin to approve the Resolution and to forward it to the full county board at its May meeting for adoption. Motion carried unanimously.

- **ACT 4 Update** - jailers would be reclassified as protective status for Wisconsin Retirement and early retirement. Jailers have the irrevocable option to opt out of the reclassification.
- **AB 245 Shared Revenue update** - Last week, Todd testified in favor of AB 245. The shared revenue formula has been stagnant for approximately 19 years. If the bill is approved, it would give our County an additional \$500,000 in shared revenue and be indexed for inflation. The bill would provide an additional \$227 million statewide.
- **Courthouse Remodel Project update** - only 2 general contractors initially interested. Bids are now due by May 17 to allow more competitive bids. The construction schedule is a concern to contractors because it is too aggressive. An alternate construction schedule is being offered to start construction in the Fall.
- **Finance and Human Resources Project update** - Matt presented a PowerPoint on the selection of vendors and an update on the project. A copy of the presentation is in the file and made a part of the record.
- **Hiring update** - Michelle provided a hiring update.

b) MAINTENANCE DEPARTMENT

- **Maintenance Department update** - Adam provided a report on maintenance projects. A copy of Adam's report is attached.

[Maintenance Department Update May 2023](#)

c) FINANCE DEPARTMENT

- **Review Sales Tax Report for 2022** - David reviewed this report with the Committee. The report was provided with the agenda packet.
- **Review March Investment Report** - David reviewed this report with the Committee. The report was provided with the agenda packet.

d) INFORMATION TECHNOLOGY

- **Keyless access project update** - John provided an update on the keyless access project. Project is approximately 90% completed.

7 NEXT REGULAR MEETING DATE

June 13, 2023 at 8:30 AM

8 ADJOURNMENT

Chair Gentz adjourned the meeting at 9:52 AM.

Maintenance Department Update

May 2023

- Working with Van Zeeland Nursery & Landscaping to come up with a design to redo and update some of the landscaping around the Courthouse. plan to have work done in 2023.
- Another project is the South parking lot lighting. By the end of June we will have the project out for Quotes. This project is adding four light poles to the South Parking lot. We will be reusing light poles from the old parking lot and buying new LED lights. The existing lighting is one light at the back of the parking lot.
- Working with Matt Payette, Reviewing Courthouse remodel plans. Also, working with engineers and architects to improve the accuracy of prints. This helps reduce costly change orders. Also, maintaining consistency of building as in HVAC systems and electrical systems
- Helping John Anderson and contractors on card reader project.
- West elevator modernization project. They will be replacing all the controls, pumps and sensors that make the double door West Elevator work. We have a tentative start date in July.
- I met with Public Service and did an Energy Assessment for the Courthouse. They gave us some suggestions on what to do to save some energy costs.
- We hired our second shift Janitor/Maintenance relief position. The position was vacant from a retirement. I Worked Human Resources Department to fill the position. They really did 99 percent of the work, I just had to pick the one I thought would be the best fit.
- Maintenance staff have been working very hard at keeping the building clean, maintaining miscellaneous systems such as Fire Alarm, HVAC, Plumbing, Electrical, Duress system, Maintaining the Jail and working with other employees on miscellaneous projects.