

Administrative Services Committee Meeting Minutes

Tuesday, June 9, 2020

The Administrative Services Committee of Calumet County was called to order on Tuesday, June 9, 2020, at 8:30 AM, in a WebEx Meeting, with the following members present:

1 ROLL CALL

Members present: Chair Merlin Gentz; Supervisors Bill Barribeau, Ronald Dietrich, Hope Karth, Mary Schwalenberg, Pete Stier and Tom Stoffel.

Staff and others present: John Anderson, Interim IT Director; Adam Backus, Parks Director; Dan De Bonis, Finance Director; Beth Hauser, County Clerk; Adam Hernke, Facilities Director; Mary Kohrell, Community Economic Development Director; Todd Romenesko, County Administrator; Mike Schlaak, County Treasurer; and Michelle Wright, Human Resources Director.

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3 APPROVAL OF AGENDA

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

4 ADOPTION OF MINUTES

Moved by Supervisor Stier and seconded by Supervisor Barribeau to approve the Minutes of the May 12, 2020 meeting as presented. Motion carried unanimously.

5 DEPARTMENTAL REPORTS

a) DEPARTMENT OF ADMINISTRATION

- **Building Projects update** - Adam Hernke provided a building projects update to the Committee; a copy of which is attached and made a part of the record.
- **Hiring update** - Michelle Wright provided a report on recent hiring; a copy of which is attached and made a part of the record.
- **Reopening the Workplace Department Planning** - Department Heads were provided a draft plan providing guidance on limiting social interaction, disinfecting, etc. Each department put together a departmental plan and they are all being combined into a Return to workplace guide for employees. Face coverings are available in Human Resources for any employee that needs them. County Board is starting in-person meetings this month and in July, committees will be starting in-person meetings as well.

[Building Project Update 6-2020](#)

[6-2020 Hiring Updates](#)

b) FINANCE DEPARTMENT

- Dan De Bonis reviewed the 1st Quarter General Fund Account Status Report with the Committee.
- Dan reviewed the proposed 2020 General Obligation Bond Financing timeline with the Committee. Carol Wirth will present detailed information at the July committee meeting.
- **Review Investment Report** - The May 31, 2020 Investment Report is attached and made a part of the record.

[May 2020 INVESTMENT REPORT](#)

c) ECONOMIC DEVELOPMENT

- Mary Kohrell reviewed a draft Resolution authorizing adoption of the Calumet County Economic Development Plan - **moved** by Supervisor Stier and seconded by Supervisor Barribeau to approve the Resolution as presented and to forward it to the full County Board at its June meeting for consideration. Motion carried unanimously.

d) COUNTY TREASURER

- **Discuss Wisconsin Act 185 in regard to tax bills** - there was a general discussion regarding the provision in WI Act 185 that allows a county or municipality to pass an ordinance to defer installment payments until October 1. This was provided for informational purposes only.

6 CLOSED SESSION

Closed Session: Discuss land for sale for park use in the Town of Stockbridge - at 9:22 AM, **moved** by Supervisor Stier and seconded by Supervisor Barribeau to go into closed session pursuant to Sec. 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for competitive bargaining reasons. Roll call vote was taken and motion carried unanimously.

7 RETURN TO OPEN SESSION

At 10:02 AM, **moved** by Supervisor Stier and seconded by Supervisor Dietrich to return to open session. Motion carried unanimously.

- **Moved** by Supervisor Stier and seconded by Supervisor Schwalenberg to allow the County Administrator to continue negotiations for the purchase of 7-10 acres of land that are adjacent to the County Park in the Town of Stockbridge for park use. Motion carried unanimously.

8 NEXT REGULAR MEETING DATE

July 14, 2020 at 8:30 AM

9 ADJOURNMENT

The meeting was adjourned at 10:10 AM.

Beth A. Hauser, Recording Secretary

Building project update

June 2020

Third Floor

- 95% of the lighting is installed and working
- Heating and Cooling are installed and ready to be tested.
- Paint is 90% finished.
- Ceiling grid is installed with outer tiles installed.
- Break room base cabinet are installed
- Shelves in storage areas are installed.
- Looking to move employees to third Floor in early August.

L.E.C.

- Northern sections of the rubber roof will be installed in June.
- Steel structure for the E.O.C. / conference room is being erected.
- Concrete floors are being poured where Electrical and plumbing ruff ins have been completed.
- Concrete stoops have been removed from West side of Courthouse. So that the new construction can connect to existing Courthouse.

Hiring Updates

Sourcing/Accepting Applications (Open until filled, unless noted):

Regular Full-time/Part-time:

- ADRC Supervisor
- Behavioral Health Therapist
- Child Welfare Supervisor
- Human Services Professional (Behavioral Health Case Manager)
- Human Services Professional (Child Welfare Unit)
- Human Services Professional (Information & Assistance)

Casual:

- Dispatcher (Certified) (Casual/Part-time)
- HHC/Hospice RN (Casual)
- Hospice Nurse Practitioner (Casual)

Interviews:

- Deputy County Clerk (PT - .75 FTE) - TBD
- Highway Maintenance Worker – 6/11/20
- Human Services Professional (Behavioral Health Case Manager) - Ongoing

Offer Extended, Background & Pre-employment Checks:

Regular Full-time:

- Human Services Professional (Behavioral Health Crisis Coordinator)
- Patrol Officer

Hired:

- Clean Boats/Clean Waters Intern – 5/27/20
- Correctional Officer (Certified) (Casual/Part-time) (Female) – 6/1/20
- HHC/Hospice RN (2 positions) – 5/26/20 & 6/8/20
- Parks Seasonal (Returning 3rd Shift Rangers, Concessions Workers, Ranger/Maintenance Workers) – Miscellaneous start dates
- Recycling and Hazardous Waste Intern – 5/26/20
- Seasonal Summer Help (Highway) (5 positions) – Miscellaneous start dates – Last employee starting on 6/9/20

CALUMET COUNTY
INVESTMENT REPORT
May 31, 2020

General Investments				
Financial Inst.	Dated	Due	Int Rate	Amount
Nicolet National Bank - MM Acct		May	Rate 0.10%	145,491.35
Nicolet National Bank - ICS Account		May	Rate 0.25%	3,551,963.98
Local Gov Invest Pool		May	Rate 0.20%	13,664,758.77
Associated Bank MM Acct*		May	Rate 0.15%	1,036,703.07
BMO CDBG Planning Grant		May	Rate 0.00%	100.00
BMO Savings Account*		May	Rate 0.30%	368,367.57
BMO Harris Financial Advisors		May	Rate 1.49%	6,680,195.41
Sub-Total General Investments				<u>\$ 25,447,580.15</u>
 Bond Proceed Investments				
BMO Harris Savings Account*		May	Rate 0.30%	3,402,625.95
BMO Harris Collateralized CD	09/09/19	6/9/2020	1.62%	1,300,000.00
BMO Harris Collateralized CD	09/09/19	7/9/2020	1.58%	1,300,000.00
Sub-Total Bond Investments				<u>6,002,625.95</u>
Total County Investments				<u>\$ 31,450,206.10</u>
 County Sales Tax Collections**				
		Year To Date		\$ 1,697,080.33

* Collateralized investment

** Represent a cash basis collection