

The Administrative Services Committee of Calumet County was called to order on Tuesday, February 11, 2020, at 8:30 AM, in Room 017, Calumet County Courthouse, with the following members present:

**1 ROLL CALL**

**Committee Members present:** Chair Merlin Gentz; Supervisor Bill Barribeau; Supervisor Ronald Dietrich; Supervisor Patrick Laughrin; Supervisor Mary Schwalenberg; and Supervisor Tom Stoffel.

**Committee Member Excused:** Supervisor Pete Stier

**Staff in attendance:** Todd Romenesko, County Administrator; Dan De Bonis, Finance Director; John Anderson, Network Administrator; Matt Payette, Director of Planning, Zoning & Land Information; Kimberly Tenerelli, Corporation Counsel; Michelle Wright, Director of Human Resources; and Beth Hauser, County Clerk.

**2 PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**3 APPROVAL OF AGENDA**

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

**4 APPROVAL OF MINUTES**

**Moved** by Supervisor Stoffel and seconded by Supervisor Schwalenberg to approve the Minutes of the January 14, 2020 Meeting as presented. Motion carried unanimously.

**5 SUPERVISOR REPORTS**

Supervisor Laughrin reported on the WCA Legislative Exchange.

Supervisor Dietrich reported that the libraries are now allowing electronic attendance (Skype, etc) at meetings.

**6 FINANCE DEPARTMENT REPORT**

- a) Dan reviewed the Annual Comment from Moody's Investor Service dated January 16, 2020 with the Committee.
- b) Dan reviewed the resolution authorizing 2019 continuing appropriations in the 2020 Budget with the Committee. **Moved** by Supervisor Dietrich and seconded by Supervisor Barribeau to approve the resolution and to forward it to the full County Board at its February meeting for approval. Motion carried unanimously.
- c) Dan reviewed the January 31, 2020 Investment Report with the Committee. Total County

Investments totaled \$35,818,000.71 and county sales tax collections in January totaled \$410,243.19.

## **7 DEPARTMENT OF ADMINISTRATION REPORT**

### **a) Building Project Updates:**

- Additional fill is being brought in for the jail project.
- Prep work is being done for the underground electric and plumbing.
- Upcoming meeting with the Samuels Group regarding coordination of information.
- There is a change order to the jail project to accommodate the new state mandated cell size of 7 feet. Todd will bring additional information to a future meeting.
- The State Street project in the City of Chilton will be starting in March. Sewer lines to the courthouse will be scoped while everything is dug up for the project and if there are concerns, they will be taken care of while the project is ongoing.
- There is continued concern about water pressure in the county buildings.
- 3rd floor remodeling - Air and heating ducts are being worked on currently. Work hours for construction have been shifted due to the high noise levels from construction.

**b)** Michelle Wright provided hiring updates to the Committee. The Hiring Report will be in the County Administrator's February Report to the County Board.

**c) Review of Calumet County Strategic Plan for 2019** - Todd, Michelle Wright and Matt Payette reviewed the 2019 Summary of Accomplishments of the Calumet County Strategic Plan with the Committee and will also be shared at the February County Board Meeting. A copy of the Summary is in the file and made a part of the record.

## **8 CLOSED SESSION**

At 9:18 A.M., **moved** by Supervisor Dietrich and seconded by Supervisor Barribeau to go into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes to review and discuss the performance evaluation data of the County Administrator, over which the committee has jurisdiction and exercises responsibility. Roll call vote was taken and motion carried unanimously.

## **9 NEXT REGULAR MEETING DATE**

March 10, 2020 at 8:30 A.M.

## **10 ADJOURNMENT**

Chair Gentz adjourned the meeting at 9:54 A.M.