

February 27, 2020

**ADMINISTRATION COMMITTEE**  
**Douglas County Board of Supervisors**  
**Thursday, March 5, 2020, 9:30 a.m., Courthouse Room 207C**  
**1313 Belknap Street, Superior, Wisconsin**

Please call the County Clerk's Office (715-395-1483) if you are unable to attend.

MEMBERS:	Alan Jaques, Chair	Larry Quam, Vice Chair	Nick Baker
	Mary Lou Bergman	Joseph Moen	Douglas Finn
	Rosemary Lear	Scott Luostari	Pat Ryan

**AGENDA**

*(Committee to maintain a two-hour meeting limit or take action to continue meeting beyond that time).*

1. Roll call.
2. Approval of the December 5, 2019, and special meeting December 19, 2019, open session and closed session minutes (provided in confidential envelope) and determine whether closed minutes should remain closed or become an open record (attached).
3. Departmental financial reports and goals/objectives for 2020 (budget reports attached; all areas will be listed, although there may not be additional report from each):
  - a. Administration/Human Resources;
  - b. Buildings and Grounds;
  - c. Corporation Counsel;
  - d. County Clerk;
  - e. Finance/Information Services;
  - f. Register of Deeds; and
  - g. Treasurer.
4. Action items/Referrals:
  - a. Budgetary:
    - 1) Year-end 2019 carry-overs and reserves (attached); and
    - 2) Transfers (attached).
  - b. Establish elected officials salary for County Clerk, Treasurer and Register of Deeds for next term of office (attached).
5. Informational:
  - a. County Administrator appointment;
  - b. Superior Days coordinator; and
  - c. Employee Quarterly Report – 4<sup>th</sup> quarter 2019.
6. Future agenda items.
7. Adjournment.

NOTE: A quorum of the Executive Committee, Health and Human Services Board, Transportation and Infrastructure Committee and Zoning Committee will be present at this meeting due to memberships of this committee's members on those boards/committees.

cc: County Board Supervisors      Department Managers      Shelley Nelson (Telegram)  
Posted: Courthouse      Government Center      Douglas County website      Superior Public Library

Agenda and attachments are available in County Clerk's Office for viewing or at [www.douglascountywi.org](http://www.douglascountywi.org). Action may be taken on items on the agenda. The County of Douglas complies with the Americans with Disabilities Act of 1990. If you are in need of an accommodation to participate in the public meeting process, please contact the Douglas County Clerk's Office at (715) 395-1341 by 4:00 p.m. on the day prior to the scheduled meeting. Douglas County will attempt to accommodate any request depending on the amount of notice we receive.



Pamela A. Tafelski      02-27-2020

**ADMINISTRATION COMMITTEE**  
**Douglas County Board of Supervisors**  
**Thursday, December 5, 2019, 9:30 a.m., Courthouse Room 207C**  
**1313 Belknap Street, Superior, Wisconsin**

Meeting called to order by Chair Alan Jaques.

**ROLL CALL:** Present - Larry Quam, Mary Lou Bergman, Joseph Moen, Douglas Finn, Rosemary Lear, Scott Luostari, Pat Ryan, Alan Jaques. Absent – Nick Baker. Others present – Tyler Edwards, Shelley Nelson (Telegram), Jerry Moe, Candy Holm Anderson, Linda Corbin, Dave Sletten, Pat Schanen, Rebecca Severson, Carolyn Pierce, Ashley Vande Voort, Carol Jones, Tracy Middleton, Ann Doucette, Mark Liebaert, Susan Sandvick, Pam Tafelski (Committee Clerk).

**APPROVAL OF MINUTES:** Motion by Ryan, second Bergman, to approve September 26, 2019, Administration Committee minutes. Motion by Ryan, second Bergman, to amend minutes and correct Administrator's / Finance Director's 2020 Budget Presentation, fifth line, as follows: Total expenses for 2020, **\$57,258,998**; increase of **1.09%** over 2019. Motion carried. Motion to approve minutes as amended, carried.

**DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2019:**  
**Administration/Human Resources:** New jail recruitment eligibility list in progress; vacancies in several departments posted; sales tax revenue \$288,000 over projection (\$472,000 to date). **Buildings and Grounds:** Fully staffed; snow removal operations will impact overtime budget; need to plan for upgraded snow removal equipment in future. **Corporation Counsel:** Very busy – significant increase for Child Support and Health and Human Services Departments; part-time Assistant Corporation Counsel position did not attract applicants. **County Clerk:** Special elections will put budget over by \$5,000 to \$10,000 in 2020; proposed legislation may help fund certain special elections and may also be able to tap budget reserve. **Finance/Information Services:** Preparing budget book to submit to Government Accounting Office; new liability questionnaire to be completed; Matt Caya, IS, leaving in March, 2020. **Register of Deeds:** Position vacancy filled; statewide issuance of marriage licenses now available may increase revenue; Middleton on research committee regarding mandatory e-filing of documents. **Treasurer:** 450 certified notification letters of upcoming tax deeds mailed; 2019 real estate tax statements out one week earlier this year; CDBG account activity picking up.

**ACTION ITEMS/REFERRALS:**

**Sawyer County Resolution – Nonpartisan Procedure for Preparation of Legislative and Congressional Redistricting Plans Supported:** Attached; similar to 2017 by Douglas County.

**ACTION (RESOLUTION):** Motion by Quam, second Lear, to support resolution and forward to County Board. Motion carried unanimously.

**Request for Fulltime Assistant Corporation Counsel Position:** Supporting documentation attached. Current budget supports the full-time and part-time positions, with approximately 60% of those costs funded by state reimbursement through billing Child Support and Health and Human Services Departments. Full-time position will add \$8,000 to \$12,000 to budget, and funding source to be identified at a later date.

**ACTION (RESOLUTION):** Motion by Bergman, second Ryan, to approve request and forward to County Board. Motion carried unanimously.

**Purchasing Policy:** Attached. Auditors' recommendation based on federal uniform guidance legislation.

**ACTION (RESOLUTION):** Motion by Luostari, second Lear, to approve and refer to County Board. Motion carried unanimously.

**From Committees:**

**Forest, Parks and Recreation Committee - Reforestation Reserve Fund Clarification/Requirements:** Letter from Jon Harris, Forestry Director, explains necessity of non-lapsing disaster recovery fund, with recommendation from committee to fund annually and rename established reserve fund.

**ACTION (RESOLUTION):** Motion by Quam, second Ryan, to approve recommendation of the Forest, Parks, and Recreation Committee and rename reserve fund established by Resolution #70-11 “Reforestation Reserve Fund” and annually reserve 1.25% of gross timber sales revenues in the fund, capping it at \$350,000. Motion carried unanimously.

**Land Conservation Committee – Policy for Reimbursement of Cost-Share Project Funds to Project Owner:** Land Conservation Committee does not have authority to establish finance policy. Ashley Vande Voort, Land Conservationist, advised to discuss with Finance Department for resolution.

**Public Safety Committee – Reliance Systems Proposal for Upgraded Telephone Services to include Voice/Text/Video and Visitation System:** Attached information and agreements reviewed.

**ACTION (RESOLUTION):** Motion by Quam, second Lear, to approve Reliance Systems proposal and agreements as recommended and forward to County Board. Motion carried unanimously.

**Budgetary Transfers:** Attached.

**ACTION (RESOLUTION):** Motion by Bergman, second Ryan, to approve budgetary transfers as presented and forward to County Board. Motion carried unanimously.

**INFORMATIONAL ITEM:** Employee staffing report attached.

**MOTION TO ADJOURN OPEN SESSION AND CONVENE INTO CLOSED SESSION PURSUANT TO SECTION 19.85(1)(E) OF THE WISCONSIN STATUTES FOR THE PURPOSE OF UPDATE ON DEPUTY SHERIFF LABOR CONTRACT.** Motion by Ryan, second Lear, to adjourn open session and convene into closed session as stated herein. Roll call vote taken and passed with 8 Yes, 0 No, 1 Absent. Absent – Baker. Open session adjourned at 10:25 a.m.

Submitted by,

Pamela A. Tafelski  
Committee Clerk

**ADMINISTRATION COMMITTEE**  
**Douglas County Board of Supervisors**  
**Thursday, December 19, 2019 – 5:15 p.m., Government Center Room 204**  
**1316 North 14<sup>th</sup> Street, Superior, Wisconsin 54880**

A meeting of the Administration Committee of the Douglas County Board of Supervisors was called to order by Chair Alan Jaques.

Present – Alan Jaques, Rosemary Lear, Patricia Ryan, Mary Lou Bergman, Nick Baker, Scott Luostari, Larry Quam, Joseph Moen. Absent – Douglas Finn. Others present – Mark Liebaert, Ann Doucette, Carolyn Pierce, Linda Corbin, Susan Sandvick.

**ACTION/ADJOURNMENT:** Motion by Baker, second Lear, to adjourn open session and convene into closed session pursuant to Section 19.85(1)(g) Wisconsin Statutes, to discuss pending litigation. Roll call vote taken, with all present voting yes. Absent –Finn. Open session adjourned at 5:15 p.m.

Submitted by,

Susan Sandvick  
County Clerk



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE  
DEPARTMENT SUMMARY**



**2020**

**Transactions posted as of printing date**

**2/25/2020**

<b>Department</b>	<b>Prior Year Actual</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Budget through Current Month</b>	<b>Actual Amount</b>	<b>Variance Amount</b>
COUNTY BOARD OF SUPERVISORS	178,875.71	199,803.00	199,803.00	33,300.50	29,499.23	3,801.27
ADMINSTRATION	321,949.54	382,181.00	382,181.00	63,696.83	47,707.48	15,989.35
CORPORATION COUNSEL	48,577.34	92,336.00	92,336.00	15,389.33	10,096.97	5,292.36
REGISTER OF DEEDS	(14,538.20)	(36,437.00)	(36,437.00)	(6,072.83)	(19,890.54)	13,817.71
COUNTY CLERK	177,708.89	246,459.60	246,459.60	41,076.60	16,697.22	24,379.38
COUNTY TREASURER	203,696.73	216,397.00	216,397.00	36,066.17	42,111.52	(6,045.35)
FINANCE	364,439.14	364,878.00	364,878.00	60,813.00	48,676.64	12,136.36
BUILDING AND GROUNDS	256,706.66	275,753.00	275,753.00	45,958.83	67,984.53	(22,025.70)
INFORMATION SERVICES	(3,210.00)	-	-	-	(17,543.38)	17,543.38



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE**  
**SCHEDULE OF REVENUES AND EXPENDITURES**  
**COUNTY BOARD OF SUPERVISORS**  
 Transactions posted as of printing date  
 2/25/2020



	Prior Year Actual	2020 Original Budget	2020 Amended Budget	Budget through Current Month	2020 Actual Amount	Variance Amount
<b>Revenues</b>						
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-	-
Public Charges For Services	-	-	-	-	-	-
Intergovt. Charges For Serv.	-	-	-	-	-	-
Miscellaneous Revenues	1,057.23	-	-	-	-	-
Other Financing Sources	-	-	-	-	-	-
<b>Revenues</b>	<b>1,057.23</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>						
Personnel Services	122,110.06	128,353.00	128,353.00	21,392.17	15,440.35	5,951.82
Contractual Services	152.41	900.00	900.00	150.00	0.87	149.13
Supplies & Expense	56,005.47	65,500.00	65,500.00	10,916.67	13,550.01	(2,633.34)
Intra Country Charges	-	-	-	-	-	-
Fixed Charges	789.00	2,000.00	2,000.00	333.33	-	333.33
Debt Service	-	-	-	-	-	-
Grants & Contributions	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Department Allocation	876.00	3,050.00	3,050.00	508.33	508.00	0.33
<b>Expenditures</b>	<b>179,932.94</b>	<b>199,803.00</b>	<b>199,803.00</b>	<b>33,300.50</b>	<b>29,499.23</b>	<b>3,801.27</b>
<b>Net Cost</b>	<b>\$ 178,875.71</b>	<b>\$ 199,803.00</b>	<b>\$ 199,803.00</b>	<b>\$ 33,300.50</b>	<b>\$ 29,499.23</b>	<b>\$ 3,801.27</b>



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE  
SCHEDULE OF REVENUES AND EXPENDITURES  
ADMINISTRATION**



Transactions posted as of printing date  
2/25/2020

	Prior Year Actual	2020 Original Budget	2020 Amended Budget	Budget through Current Month	2020 Actual Amount	Variance Amount
<b>Revenues</b>						
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-	-
Public Charges For Services	843.52	3,000.00	3,000.00	500.00	221.14	(278.86)
Intergovt. Charges For Serv.	41,103.00	47,500.00	47,500.00	7,916.67	-	(7,916.67)
Miscellaneous Revenues	568.00	-	-	-	-	-
Other Financing Sources	-	-	-	-	-	-
<b>Revenues</b>	<b>42,514.52</b>	<b>50,500.00</b>	<b>50,500.00</b>	<b>8,416.67</b>	<b>221.14</b>	<b>(8,195.53)</b>
<b>Expenditures</b>						
Personnel Services	323,092.34	389,439.00	389,439.00	64,906.50	44,710.45	20,196.05
Contractual Services	34,791.73	36,490.00	36,490.00	6,081.67	6,101.99	(20.32)
Supplies & Expense	27,837.35	43,402.00	43,402.00	7,233.67	1,553.40	5,680.27
Intra Country Charges	-	-	-	-	-	-
Fixed Charges	1,364.00	1,450.00	1,450.00	241.67	-	241.67
Debt Service	-	-	-	-	-	-
Grants & Contributions	300.00	600.00	600.00	100.00	-	100.00
Capital Outlay	-	-	-	-	-	-
Department Allocation	(22,921.36)	(38,700.00)	(38,700.00)	(6,450.00)	(4,437.22)	(2,012.78)
<b>Expenditures</b>	<b>364,464.06</b>	<b>432,681.00</b>	<b>432,681.00</b>	<b>72,113.50</b>	<b>47,928.62</b>	<b>24,184.88</b>
<b>Net Cost</b>	<b>\$ 321,949.54</b>	<b>\$ 382,181.00</b>	<b>\$ 382,181.00</b>	<b>\$ 63,696.83</b>	<b>\$ 47,707.48</b>	<b>\$ 15,989.35</b>



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE**  
**SCHEDULE OF REVENUES AND EXPENDITURES**  
**BUILDING AND GROUNDS**  
 Transactions posted as of printing date  
 2/25/2020



	Prior Year Actual	2020 Original Budget	2020 Amended Budget	Budget through Current Month	2020 Actual Amount	Variance Amount
<b>Revenues</b>						
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-	-
Public Charges For Services	-	-	-	-	-	-
Intergovt. Charges For Serv.	6,491.35	6,000.00	6,000.00	1,000.00	-	(1,000.00)
Miscellaneous Revenues	324,018.96	323,400.00	323,400.00	53,900.00	17,616.41	(36,283.59)
Other Financing Sources	-	-	-	-	-	-
<b>Revenues</b>	<b>330,510.31</b>	<b>329,400.00</b>	<b>329,400.00</b>	<b>54,900.00</b>	<b>17,616.41</b>	<b>(37,283.59)</b>
<b>Expenditures</b>						
Personnel Services	367,347.99	410,594.00	410,594.00	68,432.33	56,767.39	11,664.94
Contractual Services	822,657.11	785,450.00	785,450.00	130,908.33	83,992.10	46,916.23
Supplies & Expense	60,459.87	56,750.00	56,750.00	9,458.33	3,382.45	6,075.88
Fixed Charges	47,893.00	66,000.00	66,000.00	11,000.00	-	11,000.00
Debt Service	-	-	-	-	-	-
Grants & Contributions	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Department Allocation	(711,141.00)	(713,641.00)	(713,641.00)	(118,940.17)	(58,541.00)	(60,399.17)
<b>Expenditures</b>	<b>587,216.97</b>	<b>605,153.00</b>	<b>605,153.00</b>	<b>100,858.83</b>	<b>85,600.94</b>	<b>15,257.89</b>
<b>Net Cost</b>	<b>\$ 256,706.66</b>	<b>\$ 275,753.00</b>	<b>\$ 275,753.00</b>	<b>\$ 45,958.83</b>	<b>\$ 67,984.53</b>	<b>\$ (22,025.70)</b>





**DOUGLAS COUNTY ADMINISTRATION COMMITTEE  
SCHEDULE OF REVENUES AND EXPENDITURES  
CORPORATION COUNSEL**



Transactions posted as of printing date  
2/25/2020

	Prior Year Actual	2020 Original Budget	2020 Amended Budget	Budget through Current Month	2020 Actual Amount	Variance Amount
<b>Revenues</b>						
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-	-
Public Charges For Services	-	-	-	-	-	-
Intergovt. Charges For Serv.	214,280.23	200,000.00	200,000.00	33,333.33	23,244.23	(10,089.10)
Miscellaneous Revenues	-	-	-	-	-	-
Other Financing Sources	-	-	-	-	-	-
<b>Revenues</b>	<b>214,280.23</b>	<b>200,000.00</b>	<b>200,000.00</b>	<b>33,333.33</b>	<b>23,244.23</b>	<b>(10,089.10)</b>
<b>Expenditures</b>						
Personnel Services	249,002.18	274,270.00	274,270.00	45,711.67	31,852.70	13,858.97
Contractual Services	3,805.52	5,550.00	5,550.00	925.00	33.69	891.31
Supplies & Expense	4,069.87	5,945.00	5,945.00	990.83	508.81	482.02
Intra Country Charges	-	-	-	-	-	-
Fixed Charges	964.00	900.00	900.00	150.00	-	150.00
Debt Service	-	-	-	-	-	-
Grants & Contributions	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Department Allocation	5,016.00	5,671.00	5,671.00	945.17	946.00	(0.83)
<b>Expenditures</b>	<b>262,857.57</b>	<b>292,336.00</b>	<b>292,336.00</b>	<b>48,722.67</b>	<b>33,341.20</b>	<b>15,381.47</b>
<b>Net Cost</b>	<b>\$ 48,577.34</b>	<b>\$ 92,336.00</b>	<b>\$ 92,336.00</b>	<b>\$ 15,389.33</b>	<b>\$ 10,096.97</b>	<b>\$ 5,292.36</b>



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE  
SCHEDULE OF REVENUES AND EXPENDITURES  
COUNTY CLERK**



Transactions posted as of printing date  
2/25/2020

	Prior Year Actual	2020 Original Budget	2020 Amended Budget	Budget through Current Month	2020 Actual Amount	Variance Amount
<b>Revenues</b>						
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-	-
Licenses & Permits	13,370.00	12,300.00	12,300.00	2,050.00	1,430.00	(620.00)
Fines Forfeits & Penalties	-	-	-	-	-	-
Public Charges For Services	17,969.22	16,630.00	16,630.00	2,771.67	3,457.61	685.94
Intergovt. Charges For Serv.	28,138.49	34,690.00	34,690.00	5,781.67	9,932.99	4,151.32
Miscellaneous Revenues	56,950.31	37,215.40	37,215.40	6,202.57	11,742.60	5,540.03
Other Financing Sources	-	-	-	-	-	-
<b>Revenues</b>	<b>116,428.02</b>	<b>100,835.40</b>	<b>100,835.40</b>	<b>16,805.90</b>	<b>26,563.20</b>	<b>9,757.30</b>
<b>Expenditures</b>						
Personnel Services	236,118.46	242,670.00	242,670.00	40,445.00	35,307.67	5,137.33
Contractual Services	8,875.40	21,540.00	21,540.00	3,590.00	3,347.16	242.84
Supplies & Expense	39,493.55	63,710.00	63,710.00	10,618.33	1,565.10	9,053.23
Intra Country Charges	-	-	-	-	-	-
Fixed Charges	1,365.50	1,800.00	1,800.00	300.00	33.18	266.82
Debt Service	-	-	-	-	-	-
Grants & Contributions	-	-	-	-	79.31	(79.31)
Capital Outlay	-	-	-	-	-	-
Department Allocation	8,284.00	17,575.00	17,575.00	2,929.17	2,928.00	1.17
<b>Expenditures</b>	<b>294,136.91</b>	<b>347,295.00</b>	<b>347,295.00</b>	<b>57,882.50</b>	<b>43,260.42</b>	<b>14,622.08</b>
<b>Net Cost</b>	<b>\$ 177,708.89</b>	<b>\$ 246,459.60</b>	<b>\$ 246,459.60</b>	<b>\$ 41,076.60</b>	<b>\$ 16,697.22</b>	<b>\$ 24,379.38</b>



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE  
SCHEDULE OF REVENUES AND EXPENDITURES  
FINANCE**



Transactions posted as of printing date  
2/25/2020

	Prior Year Actual	2020 Original Budget	2020 Amended Budget	Budget through Current Month	2020 Actual Amount	Variance Amount
<b>Revenues</b>						
Taxes	\$ 122.27	\$ -	\$ -	\$ -	\$ 20.00	\$ 20.00
Intergovernmental Revenues	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-	-
Public Charges For Services	587.00	-	-	-	-	-
Intergovt. Charges For Serv.	218,506.30	262,252.00	262,252.00	43,708.67	29,344.75	(14,363.92)
Miscellaneous Revenues	23.00	-	-	-	-	-
Other Financing Sources	-	-	-	-	-	-
<b>Revenues</b>	<b>219,238.57</b>	<b>262,252.00</b>	<b>262,252.00</b>	<b>43,708.67</b>	<b>29,364.75</b>	<b>(14,343.92)</b>
<b>Expenditures</b>						
Personnel Services	480,322.02	492,380.00	492,380.00	82,063.33	70,394.90	11,668.43
Contractual Services	65,480.45	69,900.00	69,900.00	11,650.00	189.68	11,460.32
Supplies & Expense	25,125.24	40,050.00	40,050.00	6,675.00	3,672.81	3,002.19
Intra Country Charges	-	-	-	-	-	-
Fixed Charges	1,987.00	2,100.00	2,100.00	350.00	-	350.00
Debt Service	-	-	-	-	-	-
Grants & Contributions	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Department Allocation	10,763.00	22,700.00	22,700.00	3,783.33	3,784.00	(0.67)
<b>Expenditures</b>	<b>583,677.71</b>	<b>627,130.00</b>	<b>627,130.00</b>	<b>104,521.67</b>	<b>78,041.39</b>	<b>26,480.28</b>
<b>Net Cost</b>	<b>\$ 364,439.14</b>	<b>\$ 364,878.00</b>	<b>\$ 364,878.00</b>	<b>\$ 60,813.00</b>	<b>\$ 48,676.64</b>	<b>\$ 12,136.36</b>



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE**  
**SCHEDULE OF REVENUES AND EXPENDITURES**  
**INFORMATION SERVICES**  
 Transactions posted as of printing date  
 2/25/2020



	Prior Year Actual	2020 Original Budget	2020 Amended Budget	Budget through Current Month	2020 Actual Amount	Variance Amount
<b>Revenues</b>						
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-	-
Public Charges For Services	-	-	-	-	-	-
Intergovt. Charges For Serv.	940,817.43	965,366.00	965,366.00	160,894.33	148,352.77	(12,541.56)
Miscellaneous Revenues	1,417.50	-	-	-	-	-
Other Financing Sources	-	-	-	-	-	-
<b>Revenues</b>	<b>942,234.93</b>	<b>965,366.00</b>	<b>965,366.00</b>	<b>160,894.33</b>	<b>148,352.77</b>	<b>(12,541.56)</b>
<b>Expenditures</b>						
Personnel Services	184,263.38	202,511.00	202,511.00	33,751.83	26,281.83	7,470.00
Contractual Services	593,313.64	576,000.00	576,000.00	96,000.00	84,826.29	11,173.71
Supplies & Expense	66,084.79	69,605.00	69,605.00	11,600.83	(749.65)	12,350.48
Fixed Charges	95,363.12	117,250.00	117,250.00	19,541.67	20,450.92	(909.25)
Debt Service	-	-	-	-	-	-
Grants & Contributions	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Department Allocation	-	-	-	-	-	-
<b>Expenditures</b>	<b>939,024.93</b>	<b>965,366.00</b>	<b>965,366.00</b>	<b>160,894.33</b>	<b>130,809.39</b>	<b>30,084.94</b>
<b>Net Cost</b>	<b>\$ (3,210.00)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (17,543.38)</b>	<b>\$ 17,543.38</b>



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE**  
**SCHEDULE OF REVENUES AND EXPENDITURES**  
**REGISTER OF DEEDS**  
 Transactions posted as of printing date  
 2/25/2020



	Prior Year Actual	2020 Original Budget	2020 Amended Budget	Budget through Current Month	2020 Actual Amount	Variance Amount
<b>Revenues</b>						
Taxes	\$ 124,164.48	\$ 150,000.00	\$ 150,000.00	\$ 25,000.00	\$ 37,824.78	\$ 12,824.78
Intergovernmental Revenues	-	-	-	-	-	-
Licenses & Permits	4,965.00	4,100.00	4,100.00	683.33	880.00	196.67
Fines Forfeits & Penalties	-	-	-	-	-	-
Public Charges For Services	189,496.10	190,000.00	190,000.00	31,666.67	21,711.73	(9,954.94)
Intergovt. Charges For Serv.	-	-	-	-	-	-
Miscellaneous Revenues	1.00	25.00	25.00	4.17	-	(4.17)
Other Financing Sources	-	-	-	-	-	-
<b>Revenues</b>	<b>318,626.58</b>	<b>344,125.00</b>	<b>344,125.00</b>	<b>57,354.17</b>	<b>60,416.51</b>	<b>3,062.34</b>
<b>Expenditures</b>						
Personnel Services	261,455.53	270,100.00	270,100.00	45,016.67	39,171.29	5,845.38
Contractual Services	21,590.80	20,400.00	20,400.00	3,400.00	52.61	3,347.39
Supplies & Expense	6,249.41	8,450.00	8,450.00	1,408.33	237.35	1,170.98
Intra Country Charges	-	-	-	-	-	-
Fixed Charges	3,051.64	3,100.00	3,100.00	516.67	136.72	379.95
Debt Service	-	-	-	-	-	-
Grants & Contributions	(1.00)	75.00	75.00	12.50	-	12.50
Capital Outlay	-	-	-	-	-	-
Department Allocation	11,742.00	5,563.00	5,563.00	927.17	928.00	(0.83)
<b>Expenditures</b>	<b>304,088.38</b>	<b>307,688.00</b>	<b>307,688.00</b>	<b>51,281.33</b>	<b>40,525.97</b>	<b>10,755.36</b>
<b>Net Cost</b>	<b>\$ (14,538.20)</b>	<b>\$ (36,437.00)</b>	<b>\$ (36,437.00)</b>	<b>\$ (6,072.83)</b>	<b>\$ (19,890.54)</b>	<b>\$ 13,817.71</b>



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE  
SCHEDULE OF REVENUES AND EXPENDITURES  
COUNTY TREASURER**



Transactions posted as of printing date  
2/25/2020

	Prior Year Actual	2020 Original Budget	2020 Amended Budget	Budget through Current Month	2020 Actual Amount	Variance Amount
<b>Revenues</b>						
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	31,125.60	33,100.00	33,100.00	5,516.67	-	(5,516.67)
Licenses & Permits	-	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-	-
Public Charges For Services	30,209.44	24,000.00	24,000.00	4,000.00	2,781.39	(1,218.61)
Intergovt. Charges For Serv.	12,801.00	12,000.00	12,000.00	2,000.00	-	(2,000.00)
Miscellaneous Revenues	4.05	3,786.00	3,786.00	631.00	-	(631.00)
Other Financing Sources	-	-	-	-	-	-
<b>Revenues</b>	<b>74,140.09</b>	<b>72,886.00</b>	<b>72,886.00</b>	<b>12,147.67</b>	<b>2,781.39</b>	<b>(9,366.28)</b>
<b>Expenditures</b>						
Personnel Services	202,441.77	206,063.00	206,063.00	34,343.83	32,681.06	1,662.77
Contractual Services	10,909.49	19,020.00	19,020.00	3,170.00	1,658.74	1,511.26
Supplies & Expense	10,081.20	14,550.00	14,550.00	2,425.00	170.51	2,254.49
Intra Country Charges	-	-	-	-	-	-
Fixed Charges	22,783.36	19,200.00	19,200.00	3,200.00	5,306.60	(2,106.60)
Debt Service	-	-	-	-	-	-
Grants & Contributions	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Department Allocation	31,621.00	30,450.00	30,450.00	5,075.00	5,076.00	(1.00)
<b>Expenditures</b>	<b>277,836.82</b>	<b>289,283.00</b>	<b>289,283.00</b>	<b>48,213.83</b>	<b>44,892.91</b>	<b>3,320.92</b>
<b>Net Cost</b>	<b>\$ 203,696.73</b>	<b>\$ 216,397.00</b>	<b>\$ 216,397.00</b>	<b>\$ 36,066.17</b>	<b>\$ 42,111.52</b>	<b>\$ (6,045.35)</b>

INVESTMENTS

MONTH/YEAR-DECEMBER 2019

BANK	RATE	BEG BALANCE	PURCHASE	RETIRE	END BALANCE
SCCU Savings	0.000%	57.86	0.00	0.00	57.86
BMO BANK CKG2 - ANALYSIS CHARGES	40.000%	0.00	874.25	874.25	-
BMO BANK MM	1.920%	25,996.09	1,424,202.39	700,000.00	750,198.48
NBC MM	0.140%	34,661.22	329,968.56	300,163.84	64,465.94
TIMBERWOOD MM	0.400%	153,354.83	53.78	0.00	153,408.61
HUNTINGTON MM	0.000%	(0.00)	0.00	0.00	(0.00)
ST POOL GENERAL	1.630%	6,413,195.39	709,226.40	600,000.00	6,522,421.79
ST POOL HIGHWAY BOND	1.630%	0.58	0.00	0.58	(0.00)
SUBTOTAL		6,627,265.97	2,464,325.38	1,601,038.67	7,490,552.68
CD - AB19-1 2/27/20	0.750%	1,500,000.00	0.00	0.00	1,500,000.00
CD - CVB16-1 8/18/20	2.000%	258,649.05	0.00	0.00	258,649.05
CD - CVB17-1 2/27/20 Renewed / 8/18/20	2.240%	100,650.82	0.00	0.00	100,650.82
CD - CVB17-2 8/18/19 Renewed 8/18/20	1.260%	101,508.34	0.00	0.00	101,508.34
CD - CVB17-3 8/18/20	1.510%	57,883.00	0.00	0.00	57,883.00
CD - CVB18-1 1/11/21	2.304%	125,000.00	0.00	0.00	125,000.00
CD - 1stMERIT16-1 8/2/20	0.750%	0.00	0.00	0.00	0.00
CD - NBC16-2 5/21/19	1.210%	0.00	0.00	0.00	0.00
CD - NBC16-3 9/02/19	1.050%	0.00	0.00	0.00	0.00
CD - NBC17-1 9/14/20	1.700%	600,000.00	0.00	0.00	600,000.00
CD - NBC18-1 10/26/21	3.000%	500,000.00	0.00	0.00	500,000.00
CD - NBC19-1 06/06/21	2.000%	2,000,000.00	9,877.86	9,877.86	2,000,000.00
CD - NBC19-2 09/02/21	1.610%	619,175.26	0.00	0.00	619,175.26
CD - SCCU 8/21/19 Renewed 4/10/20	2.000%	252,986.91	1,250.99	0.00	254,237.90
CD - Security State Bank 19-1 5/16/21	2.451%	650,000.00	0.00	0.00	650,000.00
CD - Security State Bank 19-2 5/16/21	2.451%	350,000.00	0.00	0.00	350,000.00
CD-TIMBERWOOD1 1/23/21	0.6500%	0.00	0.00	0.00	0.00
CD-TIMBERWOOD3 5/24/20	1.7500%	256,512.70	0.00	0.00	256,512.70
CD-TIMBERWOOD19-1 1/23/21	2.2500%	250,000.00	0.00	0.00	250,000.00
CD's SubTotals		7,622,366.08	11,128.85	9,877.86	7,623,617.07
SUBTOTAL		14,249,632.05	2,475,454.23	1,610,916.53	15,114,169.75
CD-BMO17-1 3/30/20 2 yr CD	1.4500%	0.00	0.00	0.00	0.00
CD-BMO17-2 3/30/20 2 yr CD	1.5500%	0.00	0.00	0.00	0.00
CD-BMO17-3 4/03/20 3 yr CD	1.7000%	248,000.00	346.52	346.52	248,000.00
CD-BMO17-4 4/03/20 2 yr CD	1.5000%	0.00	0.00	0.00	0.00
CD-BMO17-5 11/18/19 2-1/2 yr CD	1.6000%	0.00	0.00	0.00	0.00
CD-BMO17-6 06/23/20 2 yr CD	1.6500%	0.00	0.00	0.00	0.00
CD-BMO17-7 07/08/19 2 yr CD	1.6500%	0.00	0.00	0.00	0.00
CD-BMO17-8 05/11/20 1-1/2 yr CD	1.5500%	0.00	0.00	0.00	0.00
CD-BMO17-9 05/23/19 2 yr CD	1.6500%	0.00	0.00	0.00	0.00
CD-BMO17-10 10/13/20 3 yr CD	1.7500%	248,000.00	0.00	0.00	248,000.00
CD-BMO17-11 10/25/20 3 yr CD	1.9500%	248,000.00	0.00	0.00	248,000.00
CD-BMO17-12 10/27/20 3 yr CD	1.9500%	248,000.00	0.00	0.00	248,000.00
CD-BMO17-13 11/02/20 3 yr CD	1.9000%	200,000.00	0.00	0.00	200,000.00
CD-BMO18-1 2/8/21 3 yr CD	2.5000%	248,000.00	0.00	0.00	248,000.00
CD-BMO18-2 10/23/20 2.5 yr CD	2.3000%	248,000.00	468.82	468.82	248,000.00
CD-BMO18-3 05/11/21 3 yr CD	2.9000%	248,000.00	0.00	0.00	248,000.00
CD-BMO18-4 05/29/20 2 yr CD	2.7480%	248,000.00	3,438.03	3,438.03	248,000.00
CD-BMO18-5 08/03/20 2 yr CD	2.6500%	200,000.00	0.00	0.00	200,000.00
CD-BMO18-6 02/17/21 2-1/2 yr CD	2.8000%	200,000.00	460.27	460.27	200,000.00
CD-BMO18-7 09/10/21 3 yr CD	2.9500%	248,000.00	601.32	601.32	248,000.00
CD-BMO19-1 08/21/20 1-1/2 yr CD (int pd)	2.4990%	248,000.00	0.00	0.00	248,000.00
CD-BMO19-2 04/11/22 3 yr CD	2.6000%	248,000.00	0.00	0.00	248,000.00
BMO CD's SubTotals		3,328,000.00	5,314.96	5,314.96	3,328,000.00
SUBTOTAL	Next Call Maturity	17,577,632.05	2,480,769.19	1,616,231.49	18,442,169.75
BMO STEP UP AGCY BOND 16-1 cusip*TY5 1X03/30/17 €	1.4200%	250,000.00	0.00	0.00	250,000.00
BMO STEP UP AGCY BOND 16-3 cusip*SD8 call 8/23/17 €	1.1300%	0.00	0.00	0.00	0.00
BMO AGCY BOND 18-1 cusip*DL6 call 5/18 (8/25/21)	3.0000%	0.00	0.00	0.00	0.00
BMO AGCY BOND 18-2 cusip*F28 call contin (3/21/22)	2.7400%	388,944.00	0.00	0.00	388,944.00
BMO AGCY BOND 19-1 (2/25/20) Aug/Feb	2.4500%	250,122.50	0.00	0.00	250,122.50
BMO AGCY BOND 19-2 (2/25/20) Aug/Feb	2.5000%	0.00	0.00	0.00	0.00
BMO AGCY BOND 19-3 (2/23/23) Aug/Feb	2.0000%	598,000.00	0.00	0.00	598,000.00
BMO AGCY BOND 19-4 (9/3/21) Mar/Sep call 12/31/19 & Oct 1/31/20	2.0000%	715,000.00	3,535.28	718,535.28	0.00
StepUps SubTotals		2,202,066.50	3,535.28	718,535.28	1,487,066.50
SUBTOTAL		19,779,698.55	2,480,769.19	2,334,766.77	19,929,236.25
ST POOL W/C	1.630%	946,897.91	1,312.66	0.00	948,210.57
ST POOL HLTH INS	1.630%	1,279,289.65	1,773.44	0.00	1,281,063.09
TOTAL		22,005,886.11	2,483,855.29	2,334,766.77	22,158,509.91

INTEREST ON INVESTMENTS

MONTH/YEAR-DECEMBER 2019

BANK	BEG BALANCE	EARNED	RECEIVED	END BALANCE
SCCU Savings	0.00	0.00	0.00	-
BMO BANK CKG2 - INTEREST EARNED	0.00	484.90	484.90	-
BMO BANK MM	0.00	352.15	352.15	-
NBC MM	0.00	29.57	29.57	-
TIMBERWOOD MM	0.00	53.78	53.78	-
HUNTINGTON MM	0.00	0.00	0.00	-
ST POOL GENERAL	0.00	9,225.82	9,225.82	0.00
ST POOL HIGHWAY BOND	0.00	0.00	0.00	0.00
SUBTOTAL	0.00	10,146.22	10,146.22	0.00
CD - AB19-1	6,984.25	2,102.05	0.00	9,086.30
CD - CVB16-1	6,623.62	439.35	0.00	7,062.97
CD - CVB17-1	1,751.45	191.48	0.00	1,942.94
CD - CVB17-2	617.88	193.12	0.00	810.99
CD - CVB17-3	1,999.48	74.23	0.00	2,073.71
CD - CVB18-1	5,428.56	244.60	0.00	5,673.16
CD - 1stMERIT16-1	(0.00)	0.00	0.00	(0.00)
CD - NBC16-2	(0.00)	0.00	0.00	(0.00)
CD - NBC16-3	(0.00)	0.00	0.00	(0.00)
CD - NBC17-1	22,551.80	866.30	0.00	23,418.10
CD - NBC18-1	16,438.35	1,273.97	0.00	17,712.32
CD - NBC19-1	9,410.86	3,397.26	9,877.86	2,930.26
CD - NBC19-2	2,430.73	846.66	0.00	3,277.39
CD - SCCU	856.25	431.86	1,250.99	37.12
CD - Security State Bank 19-1	654.73	1,353.09	0.00	2,007.82
CD - Security State Bank 19-2	4,677.03	728.58	0.00	5,405.61
CD-TIMBERWOOD1	0.00	0.00	0.00	0.00
CD-TIMBERWOOD3	6,900.50	381.26	0.00	7,281.75
CD-TIMBERWOOD19-1	623.02	477.74	0.00	1,100.76
CD's SubTotals	87,948.51	13,001.56	11,128.85	89,821.21
SUBTOTAL	87,948.51	23,147.78	21,275.07	89,821.21
CD-BMO17-1	0.00	0.00	0.00	0.00
CD-BMO17-2	(0.00)	0.00	0.00	(0.00)
CD-BMO17-3	265.63	358.07	346.52	277.18
CD-BMO17-4	0.00	0.00	0.00	0.00
CD-BMO17-5	0.00	0.00	0.00	0.00
CD-BMO17-6	0.00	0.00	0.00	0.00
CD-BMO17-7	0.00	0.00	0.00	0.00
CD-BMO17-8	(0.00)	0.00	0.00	(0.00)
CD-BMO17-9	0.00	0.00	0.00	0.00
CD-BMO17-10	594.43	368.60	0.00	963.03
CD-BMO17-11	476.95	410.73	0.00	887.68
CD-BMO17-12	450.46	410.73	0.00	861.19
CD-BMO17-13	312.31	322.74	0.00	635.05
CD-BMO18-1	1,970.47	526.58	0.00	2,497.05
CD-BMO18-2	125.01	484.45	468.82	140.64
CD-BMO18-3	374.38	610.83	0.00	985.21
CD-BMO18-4	3,438.03	579.23	3,438.03	579.23
CD-BMO18-5	1,757.04	450.14	0.00	2,207.18
CD-BMO18-6	199.44	475.62	460.27	214.79
CD-BMO18-7	400.81	621.36	601.32	420.85
CD-BMO19-1	1,693.75	526.36	0.00	2,220.12
CD-BMO19-2	1,042.29	547.64	0.00	1,589.93
BMO CD's SubTotals	13,101.06	6,693.07	5,314.96	14,479.18
SUBTOTAL	101,049.57	29,840.85	26,590.03	104,300.39
BMO STEP UP AGENCY BOND 16-1	637.10	301.51	0.00	938.61
BMO STEP UP AGENCY BOND 16-3	(0.00)	0.00	0.00	(0.00)
BMO AGENCY BOND 18-1	0.00	0.00	0.00	0.00
BMO AGENCY BOND 18-2	7,337.34	905.12	0.00	8,242.47
BMO AGENCY BOND 19-1	1,542.35	520.46	0.00	2,062.81
BMO AGENCY BOND 19-2	(0.00)	0.00	0.00	(0.00)
BMO AGENCY BOND 19-3	3,112.87	1,015.78	0.00	4,128.65
BMO AGENCY BOND 19-4	3,408.49	126.79	3,535.28	0.00
StepUps SubTotals	16,038.15	2,869.66	3,535.28	15,372.53
SUBTOTAL	117,087.72	32,710.51	30,125.31	119,672.92
ST POOL W/C	0.00	1,312.66	1,312.66	0.00
ST POOL HLTH INS	0.00	1,773.44	1,773.44	0.00
TOTAL	117,087.72	35,796.61	33,211.41	119,672.92





**DOUGLAS COUNTY, WISCONSIN  
TREASURER'S MONTHLY REPORT  
ACCOUNT BALANCES  
As of 12/31/19**



ACCOUNT	PRINCIPAL 2019	PRINCIPAL 2018	INTEREST 2019	INTEREST 2019
<b>CASH AND INVESTMENTS</b>				
<b>Cash:</b>				
Cash on Hand	\$ 1,574	\$ 92,733		
Petty Cash	9,415	9,415		
<b>Checking:</b>				
General Fund--M & I	\$ 7,012,519	\$ 6,128,410	10,579	10,027
Payroll--NBC	1,370	1,955		
Forestry--NBC	525,749	349,945	41	44
<b>Short Term Investments</b>				
State Trust Fund	6,522,422	7,917,946	205,411	207,528
General Fund CDs	10,951,617	11,417,301	207,842	159,748
StepUps CDs	1,487,067	1,700,710	42,654	33,448
General Fund Savings Account	58	58		-
General Fund Money Markets	968,073	5,830,485	54,555	41,864
Rural Housing	38,368	32,027		
<b>CASH AND INVESTMENTS</b>	<b>\$ 27,518,232</b>	<b>\$ 33,480,985</b>	<b>\$ 521,082</b>	<b>\$ 452,659</b>
<b>RESTRICTED CASH AND INVESTMENTS</b>				
<b>Checking:</b>				
Huber Law Trust	\$ -	\$ 40,100		
Clerk of Court Trust	2,000	25,210		
<b>Short Term Investments:</b>				
State Trust Fund - Health Insurance	1,281,063	1,252,844	28,219	23,344
Clerk of Courts	612,260	498,921	815	697
Drug Investigation	180,638	168,122		
Land Conservation	118,190	113,808	170	140
<b>Long Term Investments:</b>				
Money-Market - Workers' Compensation	948,211	927,323	20,887	17,279
CD-Land Conservation	250,000	250,000	4,213	3,871
Certificates of Deposit - Worker's Comp	-	-	-	-
<b>RESTRICTED CASH AND INVESTMENTS</b>	<b>\$ 3,392,362</b>	<b>\$ 3,276,328</b>	<b>\$ 54,304</b>	<b>\$ 45,331</b>
<b>OUTSTANDING LONG-TERM DEBT</b>				
General Obligation Debt Payable	\$ 25,638,464	\$ 24,622,276		
Note Payable-(Unfunded Pension Liability)	-	4,526,197		
Liability Accrued Compensated Absences	2,018,142	1,966,609		
<b>OUTSTANDING LONG-TERM DEBT</b>	<b>\$ 27,656,606</b>	<b>\$ 31,115,082</b>		



DOUGLAS COUNTY, WISCONSIN  
TREASURER'S MONTHLY REPORT  
ACCOUNT BALANCES  
As of 12/31/19  
(Continued)



ACCOUNT	2019	2018
<b>RECEIVABLES</b>		
<b>Tax Certificates and Deeds:</b>		
Tax Certificate - Current Year		
Delinquent Real Estate Taxes 2008-Sale of 2009	791	791
Delinquent Real Estate Taxes 2009-Sale of 2010	819	819
Delinquent Real Estate Taxes 2010-Sale of 2011	866	866
Delinquent Real Estate Taxes 2011-Sale of 2012	863	863
Delinquent Real Estate Taxes 2012-Sale of 2013	853	853
Delinquent Real Estate Taxes 2013-Sale of 2014	856	849
Delinquent Real Estate Taxes 2014-Sale of 2015	3,845	12,697
Delinquent Real Estate Taxes 2015-Sale of 2016	15,946	212,087
Delinquent Real Estate Taxes 2016-Sale of 2017	204,848	650,768
Delinquent Real Estate Taxes 2017-Sale of 2018	627,370	1,244,589
Delinquent Real Estate Taxes 2018-Sale of 2019	1,258,415	
Forest and Cropland Taxes	421	1,996
Allowance for Uncollectable Taxes	(10,000)	(10,000)
Tax Clearing	(7,747,126)	-
Real Estate-Charge Backs		-
Tax Deeds Receivable	99,220	69,699
Allowance for Uncollectable Tax Deeds	(69,699)	(69,699)
<b>Tax Certificates and Deeds</b>	<b>(5,611,712)</b>	<b>2,117,178</b>
<b>Property Tax</b>	<b>17,230,910</b>	<b>17,316,043</b>
<b>Assessments</b>	<b>788,406</b>	<b>791,056</b>
<b>Accounts</b>	<b>13,372,150</b>	<b>14,018,695</b>
<b>Tax Installment Contracts</b>	<b>-</b>	<b>-</b>
<b>Due from other Governments</b>	<b>4,655,262</b>	<b>3,911,922</b>
<b>Accrued Interest</b>	<b>155,477</b>	<b>139,214</b>
<b>RECEIVABLES</b>	<b>\$ 30,590,493</b>	<b>\$ 38,294,108</b>

**Douglas County, Wisconsin**  
**Budget Carry-overs/Restricted/Committed /Assigned Funds**  
**12/31/2019**

**Approval Required:**

**General Fund:**

158,821	2018 Capital Projects
156,872	2019 Capital Projects
306,765	Courthouse/Govt Center Maintenance Fund
1,000,000	Timber Sales Revenue Reserve
-	Communications Upgrades
69,410	Elections/Election Equipment (Repayment from Towns)
15,000	Comprehensive Planning Grant Match
1,000,000.00	Sales Tax Reserve
306,067	Land Conservation
30,145	Fairgrounds Improvements
487,465	Land & Development
59,500	Exodus Reserve
54,000	City Trail Reserves
54,226	Tank Removal
134,426	Septic Loans

**HUMAN SERVICES**

386,705	Remaning Supplemental Funds Designation
14,638	Veterans Van (Moved to Fund 201 HHS in January 2019)

**HEALTH**

25,000	PNCC Audit Costs
71,156	Software/Equipment

**FORESTRY**

45,422	Mooney Dam Repairs
56,839	Bird Sanctuary
15,005	Non-Lapsing Account for Lucius Woods sound shell (funding from concert fee revenue).
278,454	Remaining land acquisition designation, estb. 2007
33,281	Surveying
149,108	Reforestation reserve - salvage timber sales revenues
139,432	Miscellaneous Park Improvements
115,454	2018 Capital Operating Budget
434,916	2018 Capital Projects

**HIGHWAY**

1,780,262	STP Projects Restricted
196,171	2019 Equipment Carryover
3,367,000	Construction funding
504,063	County Bridge Aid designated
137,902	County Bridge Aid undesignated
65,000	Underground storage tank reserve

**Informational:**

**Reserves approved in the Annual Budget**

25,755	Medical Examiner Van
10,504	Zoning Car
38,682	Emergency Mgmt. Vehicle
1,527	Surveyor Vehicle

**Reserves required by State Statute:**

92,454	Jail Assessment
131,761	Register of Deeds Computer Maintenance
24,346	Court Commissioner/Marriage Counseling Fees
30,923	Veterans Soldiers & Sailors
143,366	Retained fees

**Reserves required for Audit**

11,286	Long-Term Receivables
15,930	Septic Loan Receivable
305,926	Prepaid
214,051	Public Safety Accounts (NACU)
2,018,142	Compensated Absences (All funds)
1,470,846	*Tax Collections (Not adjusted until after 2/29/2020)

DOUGLAS COUNTY WISCONSIN  
FORESTRY BUDGETARY / ACTUAL TRANSFERS  
February-20

Department	Amount	Explanation	Document #	Fiscal Note
Forestry	139,432	Release reserve funding for miscellaneous park improvements and projects	214615	Increase Purchased Services by \$10,000 (Db 52113.5299) Increase Fixed Assets - Boat Launch by \$16,000 (Db 61101.1871) Increase Contracted Services by \$48,932 (Db 61115.5249) Increase Fixed Assets - Equipment by \$35,000 (Db 61101.1851) Increase Fixed Assets - Other by \$14,000 (Db 61101.1889) Increase Fixed Assets - Other by \$7,500 (Db 61101.1889) Increase Fixed Assets - Other by \$6,000 (Db 61101.1889) Increase Fixed Assets - Land by \$2,000 (Db 61101.1822) Decrease Misc Park Improvement Reserve by \$139,432 (Cr 61101.3316.2)
Forestry	33,281	Release reserve funding for surveying costs	214615	Increase Forestry contracted service expense (Db 61112.5249) Decrease Surveying Reserve (Cr 61101.3316.6)
Forestry	24,500	Release reserve funding for County Reforestation Project	214615	Increase Purchased Services by \$24,500 (Db 61114.5299) Decrease County Reforestation Reserve by \$24,500 (Cr 61101.3316.9)
Forestry	360,700	Release Capital Projects reserve funding for land purchase - Upper St. Croix forest land acquisition	214615	Increase Forestry fixed assets (Db 61101.1821) Decrease Capital Project Reserve (Cr 61101.3316.18CP)
Forestry	15,005	Release Capital Projects reserve funding for Lucius Woods staining project	214615	Increase Fixed Assets Construction in Progress (Db 61101.1871) Decrease Capital Project Reserve (Cr 61101.3316.11)
Forestry	30,000	Release Land Acquisition funds to purchase property in Town of Solong Springs	214776	Increase Fixed Assets - Land by \$30,000 (Db 61101.1821) Decrease Land Acquisition Reserve by \$30,000 (Cr 61101.3316.7)

DOUGLAS COUNTY WISCONSIN  
 BUDGETARY / ACTUAL TRANSFERS  
 MARCH 2020 COUNTY BOARD MEETING

Department	Amount	Explanation	Document #	Fiscal Note
Veterans 2019	10,000	Release funds from the Soldiers and Sailors Reserve	212928	Increase Emergency Services (Db 47200.5714) Decrease Soldiers and Sailors Reserve (Cr 47200.3421.5)
Non Departmental 2019	122,000	Release funds from 2019 Capital Project Reserves for Merit Rewards	214258	Increase Personnel Cost by \$42,960.21 (Db 15210.5199) Increase Health Savings Contributions by \$32,039.79 (Db 19325.5739) Decrease 2019 Capital Project Reserve by \$122,000 (Cr 15420.3443.19)
Probate 2019	5,000	Record Additional State Reimbursement to Legal Fee Expense	214717	Increase Professional Services Expense by \$5,000 (Db 12310.5212.1) Increase Intergovernmental Revenue by \$5,000 (Cr 12310.4352.32)
Land Records 2020	77,082	Release funds from 2019 Capital Project Reserves for Pictometry	214329	Increase Purchased Services (Db 14610.5219) Decrease 2019 Capital Project Reserve (Cr 15420.3443.19)
Land Conservation 2020	4,000	Adjust budget for acceptance of Clean Boat Clean Water Grant	214348	Increase Purchased Services (Db 61425.5299) Increase Intergovernmental Revenues (Cr 61425.4358)
Land Conservation 2020	4,589	Release 2019 Capital Projects funds for groundwater testing project	214666	Increase Purchased Services (Db 61240.5299.1) Decrease 2019 Capital Projects (Cr 15420.3443.19)
Sheriff - Jail 2020	300,000	Record additional revenue by providing texting services. To be used to upgrade camera system for Central Control & Lobby.	214720	Increase Contracted Service Expense (Db 27110.5219.1) Increase Other Revenue (Cr 27110.4699)



# DOUGLAS COUNTY

## OFFICE OF ADMINISTRATOR

**DOUGLAS COUNTY  
MISSION STATEMENT**  
The mission of Douglas County is to provide cost-effective services, with equal access to all citizens; to continue and enhance partnerships; to responsibly manage our resources and plan for the future.

Ann W. Doucette  
1316 N. 14<sup>th</sup> Street • Suite 301  
Superior, WI 54880  
(715) 395-1335 Fax (715) 395-1312

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Date: February 27, 2020

TO: Administration Committee

FROM: Ann

RE: Setting Salaries for County Clerk, Register of Deeds and County Treasurer

Three documents are attached. The first document contains a history of elected officials' salaries from 2018 to 2022, if applicable. Listed below that grid are four different scenarios for the upcoming four-year period. The second and third documents are comparisons from surrounding counties, as requested by Administration Committee Chair, Alan Jaques.

Also, non-elected employees have received an increase of one percent per year, for the last four years. This does not include increases received through step progression or reclasses from the wage and market study.

Please let me know if you have any further questions or need additional information before we discuss the salaries at the Administration Meeting.

## Elected Officials (Annual Salary)

	1/1/2018	1/1/2019	1/1/2020	1/1/2021*	1/1/2022*
Clerk of Courts (2080) Res#10-18	61,905	63,143	64,406	65,694	67,008
County Treasurer (2080) Res#11-16	61,905	63,143	64,406		
Register of Deeds (2080) Res#11-16	61,905	63,143	64,406		
County Clerk (2080) Res#11-16	61,905	63,143	64,406		
Sheriff (2080) Res#10-18	\$78,087	85,149	86,852	88,589	90,361

\* The Clerk of Courts and Sheriff received a 2% increase.

## Different Scenarios County Treasurer, Register of Deeds and County Clerk Salary

	1/1/2018	1/1/2019	1/1/2020	<b>2.00%</b>	<b>1.00%</b>	<b>1.00%</b>	<b>1.00%</b>
	1/1/2018	1/1/2019	1/1/2020	1/1/2021	1/1/2022	1/1/2023	1/1/2024
County Treasurer	\$61,905	\$63,143	\$64,406	\$65,694	\$66,351	\$67,015	\$67,685
Register of Deeds	\$61,905	\$63,143	\$64,406	\$65,694	\$66,351	\$67,015	\$67,685
County Clerk	\$61,905	\$63,143	\$64,406	\$65,694	\$66,351	\$67,015	\$67,685
				<b>2.00%</b>	<b>1.50%</b>	<b>1.50%</b>	<b>1.50%</b>
	1/1/2018	1/1/2019	1/1/2020	1/1/2021	1/1/2022	1/1/2023	1/1/2024
County Treasurer	\$61,905	\$63,143	\$64,406	\$65,694	\$66,680	\$67,680	\$68,695
Register of Deeds	\$61,905	\$63,143	\$64,406	\$65,694	\$66,680	\$67,680	\$68,695
County Clerk	\$61,905	\$63,143	\$64,406	\$65,694	\$66,680	\$67,680	\$68,695
				<b>2.0%</b>	<b>2.0%</b>	<b>2.0%</b>	<b>2.0%</b>
	1/1/2018	1/1/2019	1/1/2020	1/1/2021	1/1/2022	1/1/2023	1/1/2024
County Treasurer	\$61,905	\$63,143	\$64,406	\$65,694	\$67,008	\$68,348	\$69,715
Register of Deeds	\$61,905	\$63,143	\$64,406	\$65,694	\$67,008	\$68,348	\$69,715
County Clerk	\$61,905	\$63,143	\$64,406	\$65,694	\$67,008	\$68,348	\$69,715
				<b>2.00%</b>	<b>2.0%</b>	<b>1.00%</b>	<b>1.00%</b>
	1/1/2018	1/1/2019	1/1/2020	1/1/2021	1/1/2022	1/1/2023	1/1/2024
County Treasurer	\$61,905	\$63,143	\$64,406	\$65,694	\$67,008	\$67,678	\$68,355
Register of Deeds	\$61,905	\$63,143	\$64,406	\$65,694	\$67,008	\$67,678	\$68,355
County Clerk	\$61,905	\$63,143	\$64,406	\$65,694	\$67,008	\$67,678	\$68,355

## Elected Officials 2020

### Comparisons with Surrounding Counties

Agency	County Treasurer	Register of Deeds	County Clerk
Ashland	\$ 52,500	\$ 52,500	\$ 52,500
Bayfield	\$ 62,115	\$ 62,115	\$ 69,985
Burnett	\$ 59,456	\$ 59,456	\$ 59,456
Sawyer	\$ 56,502	\$ 56,502	\$ 56,502
Washburn	\$ 60,578	\$ 56,669	\$ 56,669
	\$ 58,230	\$ 57,448	\$ 59,022
Douglas County	\$ 64,406	\$ 64,406	\$ 64,406
+/- Average	10.61%	12.11%	9.12%



**BAYFIELD COUNTY WAGE COMPARISON, ACROSS THE NWRP, 10 COUNTY DISTRICT**

<b>County BC RANK</b>	<b>Population 2 OF 10</b>	<b>Equalized Valuation 7 OF 10</b>	<b>Register of Deeds 9 OF 10</b>	<b>County Clerk 10 OF 10</b>	<b>Treasurer 9 OF 10</b>
<i>Iron</i>	6,861	\$ 983,071,000	\$ 53,032.00	\$ 54,647.00	\$ 53,032.00
<i>Bayfield</i>	<b>15,013</b>	<b>\$ 2,714,849,300</b>	<b>\$ 62,115.50</b>	<b>\$ 69,985.75</b>	<b>\$ 62,115.50</b>
<i>Rusk</i>	15,347	\$ 1,278,969,200	\$ 53,156.59	\$ 53,156.59	\$ 53,156.59
<i>Burnett</i>	15,674	\$ 2,845,710,000	\$ 59,459.00	\$ 59,456.00	\$ 59,456.00
<i>Price</i>	15,822	\$ 1,440,977,900	\$ 52,261.64	\$ 52,261.64	\$ 52,261.64
<i>Washburn</i>	16,036	\$ 2,644,185,500	\$ 56,669.65	\$ 56,669.65	\$ 60,578.00
<i>Sawyer</i>	16,196	\$ 3,695,423,300	\$ 56,502.00	\$ 56,502.00	\$ 56,502.00
<i>Ashland</i>	16,866	\$ 1,252,163,400	\$ 52,500.00	\$ 52,500.00	\$ 52,500.00
<i>Taylor</i>	19,680	\$ 1,509,078,800	\$ 54,564.00	\$ 54,564.00	\$ 54,564.00
<i>Douglas</i>	43,287	\$ 3,654,146,000	\$ 64,406.00	\$ 64,406.00	\$ 64,406.00
<b>TEN COUNTY AVERAGE</b>			<b>\$ 56,466.64</b>	<b>\$ 57,414.86</b>	<b>\$ 56,857.17</b>

*\*Population data is approximated as they use older census data.*

*^The equalized valuation data I retrieved from the Department of Revenue site for 2019.*

**Employee Staffing Report (October through December)  
4th Quarter - 2019**

<b>Department</b>	<b>Date</b>	<b>Position</b>	<b>FT/PT</b>	<b>Comments</b>
Highway	10/7/2019	Maintenance Worker I	FT	New Hire
Highway	10/7/2019	Maintenance Worker I	FT	New Hire
Highway	10/7/2019	Maintenance Worker I	FT	New Hire
Sheriff	10/28/2019	Deputy	FT	New Hire
Clerk of Courts	11/5/2019	Clerk of Courts - Deputy	FT	New Hire
Clerk of Courts	11/5/2019	Clerk of Courts - Deputy	FT	New Hire
Buildings & Grounds	10/28/2019	Custodial/Maintenance Assistant	FT	New Hire
Sheriff	11/11/2019	Deputy	FT	New Hire
HHS	11/5/2019	Social Worker	FT	New Hire
Register of Deeds	12/9/2019	Office Associate III	FT	Transfer from Land Services
<b>Department</b>	<b>Retired</b>	<b>Position</b>	<b>FT/PT</b>	<b>Comments</b>
Highway	10/10/2019	Maintenance Worker	FT	Retired
<b>Department</b>	<b>Resign/Term</b>	<b>Position</b>	<b>FT/PT</b>	<b>Comments</b>
Highway	10/1/2019	Seasonal Labor	FT	end of season
Child Support	10/21/2019	Child Support Investigator	FT	Involuntary Resignation
Register of Deeds	11/8/2019	Office Associate III	FT	Voluntary Resignation
Clerk of Courts	11/5/2019	Clerk of Courts -Deputy	FT	Voluntary Resignation
Sheriff/Jail Division	11/29/2019	Jailer	FT	Voluntary Resignation
Forestry	11/8/2019	Seasonal Park Worker	FT	end of season
Forestry	10/25/2019	Seasonal Park Worker	FT	end of season
Health & Human Services	11/12/2019	Social Worker	FT	Involuntary Resignation
Land Services	12/3/2019	Zoning Coordinator	FT	Voluntary Resignation
Health & Human Services	12/27/2019	Fiscal Specialist	FT	Voluntary Resignation