

**ADMINISTRATION COMMITTEE**  
**Douglas County Board of Supervisors**  
**Thursday, March 4, 2021, 9:40 a.m., Government Center, Boardroom 201**  
**1316 North 14<sup>th</sup> Street, Superior, Wisconsin**

Meeting called to order by Chair Alan Jaques.

**ROLL CALL:** Present – Alan Jaques, Mary Lou Bergman, Samuel Pomush, Rosemary Lear, Joseph Moen, Pat Ryan, Mark Liebaert, Nick Baker (remote). Absent – Scott Luostari. Others present – Shelley Nelson (remote), Linda Corbin, Dave Sletten, Candy Holm Anderson, Carol Jones, Ann Doucette, Carolyn Pierce, Sue Sandvick, Kaci Lundgren (Committee Clerk).

**APPROVAL OF MINUTES:** Motion by Baker, second Pomush, to approve January 12, 2021, meeting minutes. Motion carried.

**DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2021:**

**Administration/Human Resources:** Recruiting numerous positions; Superior Days held virtually with lobbying efforts focused on .5% road sales tax and Better City Superior. 2020 was the highest tax revenue year ever. Wessman Arena will be a shared COVID-19 vaccine site with Barron County. **Buildings and Grounds:** Short staffed. Some building equipment was damaged during the extremely cold weather. Government Center main entrance floor needs to be replaced due to safety hazards. Room evacuation videos were created and will be shared with County Board Supervisors. **Corporation Counsel:** Court held via zoom; working on Public Assemblage and Zoning Ordinance amendments. **County Clerk:** Redistricting data not available until September 30, 2021. New proposed timeline from Wisconsin Counties Association must be approved by legislature to move forward with process. **Finance/Information Services:** In process of financial audit; finishing out year end reports. Cost allocation plan will take place later this year. Department to consider replacement of JD Edwards as support diminishes. Carpeting in IT area will be requested through capital projects. **Treasurer:** Finance and Register of Deeds Departments helped with tax collection. Published unclaimed funds and tax deed ads. New employee begins March 15.

**ACTION ITEMS/REFERRALS:**

**Worker's Compensation Self-Insurance Reauthorization Resolution:** Resolution required every three years.

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

**BUDGETARY:**

**Year-end 2020 Carry-overs and Reserves:** Included with agenda.

**ACTION (RESOLUTION):** Motion by Ryan, second Pomush, to approve year-end 2020 carry-overs and reserves as presented and refer to County Board. Motion carried unanimously.

**Transfers:** Included with agenda.

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

**INFORMATIONAL:**

**Employee Quarterly Staffing Report – 4<sup>th</sup> Quarter 2020:** Included with agenda.

**FUTURE AGENDA ITEMS:** Comprehensive Plan continuing review process; merit rewards.

**ADJOURNMENT:** Motion by Bergman, second Ryan, to adjourn. Motion carried. Adjourned at 10:09 a.m.

Submitted by,

Kaci Jo Lundgren, Committee Clerk