

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, March 5, 2020, 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, Pat Ryan, Rosemary Lear, Alan Jaques. Absent – Nick Baker, Joseph Moen, Douglas Finn, Scott Luostari. Others present – Tracy Middleton, Tom Dalbec, Shelley Nelson (Telegram), Char Kastern, Linda Corbin, Sam Pomush, Dave Sletten, Carolyn Pierce, Candy Holm Anderson, Carol Jones, Ann Doucette, Michele Wick, Tracy Ruppe, Mark Liebaert, Sue Sandvick, Pam Tafelski (Committee Clerk).

APPROVAL OF MINUTES: Motion by Lear, second Ryan, to approve December 5, 2019, and December 19, 2019, open and closed session minutes, with closed session minutes to remain closed. Motion carried.

DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2020:

Administration/Human Resources: Capital projects budget similar to last year; Emergency Management working with UW-S and Red Cross on disaster response exercise set for April 13; Pat Schanen, Kathy Ronchi, Mark Liebaert, and Doucette meeting regularly on COVID 19 preparedness; mediation with deputies union March 10; HR busy with recruitment and hiring. **Buildings and Grounds:** Updates on recycling/garbage agreements, negotiating cell tower leases, HVAC work, and working with SWL&P power surge issues related to Information Services needs. **Corporation Counsel:** Working on ordinance updates; Kevin VanErt new Assistant Corporation Counsel. **County Clerk:** February primary election completed; preparing for April 7 and May 12 elections; working on April 1 Census Day activities. **Finance/Information Services:** Year-end budget work in process; IS has one more year of Cloud support and IBM may release additional year. **Register of Deeds:** New legislation (remote notarization and death certificate requirement on termination of joint tenancy) addressed at Wisconsin County Constitutional Officers meeting; Supreme Court ruling from 2014 regarding expiration of easements after 40 years may affect county; Corporation Counsel asked to review. **Treasurer:** Tax collection finalized; 455 left to collect; \$145,000 more collected over last year; 169 reminders mailed last year, 132 this year. Statue 74.47 sets interest rate at 1% per month on delinquent real estate taxes.

ACTION ITEMS/REFERRALS:

Budgetary:

Year-End 2019 Carry-Overs and Reserves: Attached/reviewed.

ACTION (RESOLUTION): Motion by Ryan, second Lear, to approve year-end 2019 carry-overs and reserves as presented and forward to County Board. Motion carried unanimously.

Transfers: Amended budgetary transfers distributed; non-departmental \$75,000, not \$122,000.

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

Establish Elected Officials Salary for County Clerk, Treasurer and Register of Deeds for Next Term of Office: Additional information on surrounding comparable counties distributed by Sandvick and Jones, relating to population, salaries, and duties performed by County Clerks and Treasurers. Any increase is for 4-year term; salaries to be established prior to circulation of nomination papers, which is April 15.

ACTION: Motion by Lear, second Ryan, to have County Administrator to review and make recommendation to the April Administration Committee meeting. Motion carried.

INFORMATIONAL:

County Administrator Appointment: Doucette contract ends this month and Liebaert recommending County Board re-appointment at March board meeting with two-year contract.

Superior Days Coordinator: Discussion on potential of hiring coordinator for Superior Days 2021. Currently, no lead point person for all that is involved in planning and coordinating event. It was strongly recommended that direct experience with Superior Days organization and event planning be a consideration if coordinator position is pursued.

Employee Quarterly Report – 4th quarter 2019: Attached/reviewed.

FUTURE AGENDA ITEMS: Elected officials salaries; easement ruling; COVID 19 emergency plan.

ADJOURNMENT: Motion by Lear, second Quam, to adjourn. Motion carried. Adjourned 10:26 a.m.

Submitted by,

Pamela A. Tafelski
Committee Clerk