

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, March 7, 2019, 9:30 a.m., Courthouse Room 207C
1313 Belknap Street, Superior, Wisconsin

Meeting called to order by Chair Alan Jaques.

ROLL CALL: Present – Nick Baker, Mary Lou Bergman, Marvin Finendale, Douglas Finn, Rosemary Lear, Scott Luostari, Pat Ryan, Alan Jaques. Absent – Larry Quam. Others present – Candy Holm Anderson, Tom Dalbec, Ann Doucette, Mark Liebaert, Keith Kesler, Greg Heinbuch, Tracy Middleton, Sam Pomush, Carol Jones, Linda Corbin, Carolyn Pierce, Mark Fruehauf, Sue Sandvick, Pam Tafelski (Committee Clerk).

APPROVAL OF MINUTES: Motion by Ryan, second Bergman, to approve January 3, 2019, Administration Committee minutes. Motion carried.

DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2019:
Administration/Human Resources – Busy recruiting and updating job descriptions; new Parks and Recreation Supervisor to start April 1; capital projects estimate will be \$760,000 to \$1,000,000; joint Administration / Executive Committees meeting in early May. **Buildings and Grounds** – Snow removal costs astronomical this year; energy improvement estimates distributed. **Corporation Counsel** – Busy with Health and Human Services cases and ordinance reviews. **County Clerk** – Considering new office supplies vendor; proposals to be solicited. **Finance/Information Services** – Year-end closeout almost complete; audit in April. **Register of Deeds** – Transactions expected to increase with advent of spring. **Treasurer** – Collections completed; tax deed notices down about 200 from last year,

ACTION ITEMS/REFERRALS:

Budgetary:

Year-End 2018 Carry-Overs and Reserves: Updated reserves list distributed/reviewed.

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

Transfers: Updated transfers list distributed/reviewed.

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

Referred from Public Safety Committee:

Sheriff's Warrant Service Fee Increase: Fee of \$25, then \$12, has been collected by Clerk of Courts for several years. Statute allows increasing fee to be collected by Clerk of Courts and deposited into Sheriff Department account. Public Safety Committee approved \$50 fee.

ACTION (RESOLUTION): Motion by Bergman, second Ryan, to approve \$50 Sheriff's warrant service fee and forward to County Board. Motion carried unanimously.

Jail Staffing Plan Letter of Agreement: Attached/reviewed. State Jail Inspector report indicated this agreement should be reviewed and approved when any upgrades or changes are made. Last Douglas County agreement was 2002.

ACTION (RESOLUTION): Motion by Luostari, second Ryan, to approve Jail Staffing Plan Letter of Agreement as presented and forward to County Board. Motion carried unanimously.

INFORMATIONAL:

Summary of Preliminary Assessment: Facility Condition and Energy Analysis: Attached/reviewed. Compilation of cost estimates and benefits to replace or upgrade Courthouse and Government Center facility systems distributed. Life cycles of current equipment and systems reviewed. Prioritization/timelines to accomplish each of the recommended projects for budgeting purposes was suggested.

Superior Days Report: Liebaert summarized experiences of the 34th Superior Days events; attendees optimistic of legislators and agency receptivity to issues presented. General consensus is that the 34th was one of the best in several years. Positive legislator feedback on the one-half of 1% gas tax.

Courthouse 100 Year Anniversary: Recommendation is to establish small group to work on organizing a celebration; 1919 or 1920 courthouse opening to be confirmed. Fox 21 has indicated interest in announcing the celebration early on. Historical Society plans related display in courthouse lobby in the near future.

Employee Staffing Report 4th Quarter 2018: Attached/reviewed.

FUTURE AGENDA ITEMS: Compilation of all county-wide fees for periodic review; Courthouse sign update; Timeline for energy projects and cost estimate update.

MOTION TO ADJOURN OPEN SESSION AND CONVENE INTO CLOSED SESSION PURSUANT TO SECTION 19.85(1)(C), WISCONSIN STATUTES, TO DISCUSS COUNTY ADMINISTRATOR'S PERFORMANCE EVALUATION: Motion by Ryan, second Bergman, to adjourn open session and convene into closed session for the purpose as stated. Roll call vote taken and passed with 8 Yes, 0 No, 1 Absent. Adjourned open session at 10:30 a.m.

Submitted by,

Pamela A. Tafelski
Committee Clerk