

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, April 4, 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, Nick Baker, Mary Lou Bergman, Marvin Finendale, Rosemary Lear, Scott Luostari, Pat Ryan, Alan Jaques. Absent – Doug Finn. Others present – Tom Dalbec, Carol Jones Shelley Nelson (Telegram), Ann Doucette, Linda Corbin, Brian Erickson, Candy Holm Anderson, Mark Liebaert, Dani Miller, Sue Sandvick, Pam Tafelski (Committee Clerk).

APPROVAL OF MINUTES: Motion by Ryan, second Baker, to approve March 7, 2019, meeting minutes. Motion carried.

FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2019: Administration/Human Resources – Updating Personnel Policies; capital projects estimate \$560,000 (\$800,000 less the 15% each set aside for Buildings and Grounds and Forestry reserves); capital project requests due to Administrator by April 12. **County Clerk** – Election equipment worked well; possible statewide recount on Wisconsin Supreme Court Justice race; working on new office supplies contract and updating Douglas County videos; County Clerk’s Office article in April Positively Superior magazine. **Finance/Information Services** – Audit starting next week; IT working on Windows 10 training for employees. **Treasurer** - Down to 117 tax deed notices.

ACTION ITEMS/REFERRALS:

Capital Project Requests:

Buildings and Grounds: Request of \$73,380 – software to control heating, ventilation and air conditioning for courthouse, Government Center and jail; possibly use B & G reserve.

ACTION (REFERRAL): Motion by Baker, second Lear, to approve Buildings and Grounds capital request of \$73,380 and forward to Administrator and joint Administration/Executive Committees meeting. Motion carried.

Finance/Information Services: Request of \$79,900 – upgrade to Windows 10 for computers and servers.

ACTION (REFERRAL): Motion by Luostari, second Lear, to approve Finance/IS capital request of \$79,900 and forward to Administrator and joint Administration/Executive Committees meeting. Motion carried.

From Other Committees:

Health and Human Services Board – Veterans Service Office reorganization (replace Veterans Benefits Specialist with Assistant Veterans Officer): Rationale and costs attached.

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

Forest, Parks and Recreation Committee – Department Fee Schedule: No changes in 8 years. Clarification recommended with Rental – Pavilion and Pavilion/Soundshell language.

ACTION (RESOLUTION): Motion by Lear, second Luostari, to approve fee schedule amending Over 150 to Over 100 People group size for Rental – Pavilion and Pavilion/Soundshell and forward to County Board. Motion carried unanimously.

Amendments to Personnel Policies:

Position Classification/Reclassification Review: Draft reviewed.

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

Leaves – Personal Time: Draft reviewed. Changes to Dispatchers and Jailers personal hours.

ACTION (RESOLUTION): Motion by Lear, second Ryan, to approve with the following amendments: A.1. 24/7 services (Dispatchers) from 3 days (24 hours) to 3.5 days (28 hours), and 24/7 services (Jailers) from (24 hours when working 8 hour shifts) to 3.5 days (28 hours when working 8 hour shifts), and forward to County Board. Motion carried unanimously.

Reimbursement for Expenses: Draft reviewed.

ACTION (RESOLUTION): Motion by Baker, second Luostari, to approve and forward to County Board. Motion carried unanimously.

Emergency Conditions: Draft reviewed. Question on “or designee”.

ACTION (RESOLUTION): Motion by Bergman, second Ryan, to approve. Motion by Lear, second Ryan, to amend B. second line, and add “County Board Chair” after County Administrator. Motion carried. Motion carried unanimously to approve policy as amended and forward to County Board.

Budgetary:

Transfers: Attached/reviewed.

ACTION (RESOLUTION): Motion by Lear, second Bergman, to approve and forward to County Board. Motion carried.

Year-End 2018 Reserve Account Adjustments: Attached/reviewed.

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

Resolution Supporting Restoration of State Income Tax Reciprocity Between Wisconsin and Minnesota: Attached draft reviewed.

ACTION (RESOLUTION): Motion by Quam, second Ryan, to approve with deletion of last Whereas paragraph, and forward to County Board. Motion carried unanimously.

INFORMATIONAL:

Settlement from Enbridge for County Trunk Highway W Repairs: Agreement of \$758,000.

Compilation of County-Wide Fees: This is on agenda for department managers meeting.

Change to Nationwide Retirement System Plan Document. Option added to employee plan.

FUTURE AGENDA ITEMS: Nepotism /ethics policy review.

ADJOURNMENT: Motion by Baker, second Quam, to adjourn. Motion carried. Adjourned 10:18 a.m.

Submitted by,
Pamela A. Tafelski, Committee Clerk