

**ADMINISTRATION COMMITTEE**  
**Douglas County Board of Supervisors**  
**Thursday, April 5, 2018, 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, Marvin Finendale, Douglas Finn, Rosemary Lear, Scott Luostari, Pat Ryan, Alan Jaques. Absent – Nick Baker. Others present – Terry White, Tracy Middleton, Keith Kesler, Ann Doucette, Jerry Moe, Carolyn Pierce, Candy Holm Anderson, Char Kastern, Aaron Fregard, Michele Wick, Carol Jones, Tom Dalbec, Sam Pomush, Sue Sandvick, Pam Tafelski (Committee Clerk).

**APPROVAL OF MINUTES:** Motion by Ryan, second Luostari, to approve March 1, 2018, meeting minutes. Motion carried.

**DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2018:** Budget reports reviewed. **Administration/Human Resources:** Capital projects dollars available will be higher than expected; sales tax revenue first quarter 2018 is \$112,000 over-budget; COOP progressing. **Buildings and Grounds:** \$1,700 Focus on Energy rebate. **Corporation Counsel:** Fully staffed; working with Probate on e-filing. **County Clerk:** Election went well with no issues. **Finance/Information Services:** Financial statements completed; downloading reports for upcoming audit. **Register of Deeds:** Fully staffed. **Treasurer:** Collections up \$2,000,000 YTD with last year; tax notices mailing next month; reconfiguring customer counters in the department.

**ACTION ITEMS/REFERRALS:**

**CAPITAL PROJECTS REQUESTS:** Individual department requests attached to agenda and reviewed. **Buildings and Grounds:** Requests prioritized #1 through #7 summarized by Kesler. Total \$266,137.

**ACTION (REFERRAL):** Motion by Lear, second Bergman, to approve Buildings and Grounds capital project requests #1 through #7 as presented and refer to Administrator and Administration / Executive Committees. Motion carried.

**County Clerk:** Sandvick summarized request for new election equipment, with possible options for municipalities to payback costs.

**ACTION (REFERRAL):** Motion by Luostari, second Ryan, to approve County Clerk request of \$128,539.28 for election equipment as presented and refer to Administrator and Administration / Executive Committees. County Clerk to work on payback agreement with municipalities. Motion carried.

**Information Technology:** Upgrade of \$119,356.04 to telephone system hardware used by county and city; replaces mainframe (hardware) purchased 20 years ago which will not be supported after 2021.

**ACTION (REFERRAL):** Motion by Finendale, second Ryan, to approve Information Services request of \$119,356.04 for phone system hardware upgrade as presented and refer to Administrator and Administration / Executive Committees. Motion carried.

**Merit Reward Funding:** Doucette reported that allocations for merit funding in 2016 and 2017 far exceeded actual cost. Given this history, 2018 request is for \$65,000.

**ACTION (REFERRAL):** Motion by Ryan, second Lear, to approve \$65,000 for merit reward funding and refer to Administration / Executive Committees. Motion carried.

**NONPROFIT AGENCY FUNDING POLICY:** Attached/reviewed.

**ACTION (RESOLUTION):** Motion by Bergman, second Lear, to approve Nonprofit Agency Funding Policy and forward to County Board. Motion carried unanimously.

**FROM PUBLIC SAFETY COMMITTEE: SHERIFF'S SALE AND CIVIL PROCESS FEE CHANGES:** Attached/reviewed. Change Intra-agency Paper Service Rural to \$50 and City to \$40 per action of Public Safety Committee.

**ACTION (RESOLUTION):** Motion by Lear, second Quam, to approve Sheriff's Sale and Civil Process Fees as amended and forward to County Board. Motion carried unanimously.

**BUDGETARY:**

**Transfers:** Attached/reviewed. Additional Forestry Department transfer of \$100,000 distributed.

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

**Year-End 2017 Reserve Account Adjustments:** Attached/reviewed.

**ACTION (RESOLUTION):** Motion by Luostari, second Bergman, to approve year-end 2017 reserve account adjustments as presented and forward to County Board. Motion carried unanimously.

**INFORMATIONAL: Parking Options During Belknap Street Reconstruction.** Liebaert reviewed his efforts to obtain additional parking areas.

**MOTION TO CONVENE INTO CLOSED SESSION PURSUANT TO SECTION 19.85(1)(E) OF THE WISCONSIN STATUTES TO DISCUSS PURCHASE OF PROPERTY AT 1215 NORTH 13<sup>TH</sup> STREET AND POTENTIAL RENTAL OF PARKING LOT DURING BELKNAP STREET RECONSTRUCTION PROJECT.** Motion by Ryan, second Bergman, to convene closed session as stated. Roll call vote taken and passed with 8 Yes, 0 No, 1 Absent. Absent – Baker. Convened into closed session at 10:37 a.m.

**RECONVENE INTO OPEN SESSION TO TAKE ACTION, IF ANY, RESULTING FROM CLOSED SESSION.** Committee reconvened at 11:44 a.m.

**ACTION (RESOLUTION):** Motion by Quam, second Ryan, to authorize purchase of property located at 1215 N. 13<sup>th</sup> Street (Parcel #05-805-03006-00) for \$16,000.00, plus closing costs, with funding to come from the Parking Reserve Account. Motion carried unanimously.

**FUTURE AGENDA ITEMS:** Buildings and Grounds Department positions/structure.

**ADJOURNMENT:** Motion by Ryan, second Lear, to adjourn. Motion carried. Meeting adjourned at 11:45 a.m.

Submitted by,

Pamela A. Tafelski  
Committee Clerk