

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, May 2, 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, Mary Lou Bergman, Douglas Finn, Rosemary Lear, Pat Ryan, Alan Jaques. Absent - Scott Luostari, Nick Baker, Marvin Finendale. Others present – Sam Pomush, Keith Kesler, Candy Holm Anderson, Ann Doucette, Carolyn Pierce, Mark Liebaert, Carol Jones, Michele Wick, Sue Sandvick, Pam Tafelski (Committee Clerk).

APPROVAL OF MINUTES: Motion by Ryan, second Quam, to approve April 4, 2019, Administration Committee meeting minutes. Motion carried.

DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2019:

Administration/Human Resources: Capital projects funding short \$84,000 to fund departmental #1 priorities; requests total \$2.4 million. Health insurance claims reflected \$700,000 loss. **Buildings & Grounds:** Vendor working on HVAC software issues. Hired one custodian and 1 temporary staff; still down 1 custodian; Kesler noted supportive teamwork within the department. Kesler retiring July 5, 2019. **Corporation Counsel:** Working on policies. **Finance/Information Services:** Field audit completed - no adjustments; IT busy with new programs. **Treasurer:** 125 potential tax deeds. Investments - CD rates discussed.

ACTION ITEMS/REFERRALS:

Merit Reward Funding: Request is \$75,000 which goes through capital projects.

ACTION (REFERRAL): Motion by Lear, second Ryan, to approve \$75,000 for merit reward funding through capital projects discretionary funding and refer to Joint Administration / Executive Committees meeting. Motion carried.

Refinancing of Government Center Bond: Attached/reviewed. (1) Refinancing last of Government Center bonds (\$7,650,000) at 2.47%, a savings of \$83,000; (2) Refinancing State Trust Fund Loan (\$4,792,000) for pay off of unfunded pension liability, at ½% interest rate deduction; savings \$123,000. Savings goes towards debt reduction, not operating funds.

ACTION (RESOLUTION): Motion by Ryan, second Quam, to approve authorizing parameter resolutions for purposes of refinancing Government Center bond and State Trust Fund Loan, for total estimated savings of \$206,000, and forward to County Board. Motion carried unanimously.

Budgetary Transfers: Attached/reviewed

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

From Health and Human Services Board – Request for Funding for First Year Operations of Comprehensive Community Services Program:

ACTION: Motion by Quam, second Ryan, to refer to June meeting. Motion carried.

INFORMATIONAL:

Nepotism Policy and Coverage of Elected Officials: Corporation Counsel opinion is Douglas County personnel policies, ethics policy, and ordinance address any nepotism concerns. Top evaluation should be qualification of candidates.

Employee Quarterly Staffing Report: First quarter attached/reviewed.

FUTURE AGENDA ITEM: Audit report; reclassification requests.

ADJOURNMENT: Motion by Ryan, second Quam, to adjourn. Motion carried. Adjourned 10:00 a.m.

Submitted by,

Pamela A. Tafelski
Committee Clerk