

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, May 6, 2021, 9:30 a.m., Government Center Boardroom 201
1316 N. 14th Street, Superior, Wisconsin

Meeting called to order by Chair Jaques.

ROLL CALL: Present – Alan Jaques, Rosemary Lear, Mark Liebaert, Nick Baker (remote), Joseph Moen, Samuel Pomush, Mary Lou Bergman (remote), Pat Ryan. Absent – Scott Luostari. Others present – Michele Wick, Dave Sletten, Ann Doucette, Candy Anderson, Carolyn Pierce, Dan Lindberg, Carol Jones, Linda Corbin, Shelley Nelson, Tracy Middleton, Sue Sandvick, Cheryl Westman, Committee Clerk.

APPROVAL OF MINUTES: Motion by Baker, second Pomush, to approve the April 1, 2021, meeting minutes. Motion carried.

DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2021:
Administration/Human Resources: Doucette reported working on capital projects: \$2.3 million available with requests just over \$2.5 million to go to Administration/Executive Committees in June, along with reclassifications. Several position recruitments in progress. Sales tax is doing very well through April – ahead of budget and over last year. No guidance regarding COVID money spending guidelines as of yet. **Buildings and Grounds:** Sletten reported filling one vacant custodial position, and still down one staff on maintenance side with position to be filled in a few weeks. New program rollout in Energy Management system in progress. Emergency repairs were addressed and working on completing 2020 capital projects along with tear down of Room 270 which was utilized by the Health Department for COVID vaccines. **Corporation Counsel:** Pierce reported business as usual; ordinance updates; and busy with child support hearings. **County Clerk:** Overall things are fairly quiet, down one staff. Old Frankie’s Bar required assistance from the city boarding up and securing the building due to squatters; also working on draining water off roof. Clerk to talk with city about future of building. **Finance/Information Services:** Anderson reported field work for audit completed, now working on narrative. Not yet reviewed by the partner, but looking good. Study of internal controls in the future suggested. Also working on annual state reports due mid May. **Register of Deeds:** Middleton reported business as usual – very busy. **Treasurer:** Jones reported working with tax deed individuals and looking for payments prior to June deadline; lower amount than last year. Overall, tax collections are in higher numbers than last year.

ACTION ITEMS/REFERRALS:

Capital Project Requests:

Administration: Total cost of reconfiguration of administration area is approximately \$96,000. City has agreed to pay for two thirds of reconfiguration. Request is for \$32,000, plus \$9,700 for carpet, for total of \$41,700.

ACTION (REFERRAL/RESOLUTION): Motion by Ryan, second Bergman, to approve the capital project request as presented in the amount of \$41,700, and refer to County

Administrator, Administration/Executive Committees, and County Board. Motion carried unanimously.

Buildings and Grounds: Flooring replacement \$56,000 (Priority #1); Parking lot-repave/seal coat \$138,500 (Priority #1); Siemens compact HVAC controllers \$24,050 (Priority #1); Panic alarms for complex \$40,750 (Priority #1); Facility door repairs \$24,000 (Priority #1); Building energy assessment/audit \$5,100 (Priority #1); Steam trap replacement \$17,000 (Priority #2); Courthouse fire panel \$30,000 (Priority #2); Dryer liners for jail laundry \$5,200 (Priority #3); FM200 fire suppression panel upgrade \$19,000 (Priority #3); Generator back up for courthouse \$50,000 (Priority #4); Upgrade lighting and enhance energy efficiencies \$5,500 (Priority #5). Total is \$425,400.

ACTION (REFERRAL/RESOLUTION): Motion by Lear, second Ryan, to approve the capital project requests from Buildings and Grounds as presented in the amount of \$425,400, and refer to County Administrator, Administration/Executive Committees, and County Board. Motion carried.

Finance/Information Services: Request is to replace the computer equipment and furniture in the IT Lab area on the 4th floor of the courthouse and quoted at \$32,373.23. (Carpeting would be done prior to this and is included in Buildings and Grounds capital project request.)

ACTION (REFERRAL/RESOLUTION): Motion by Ryan, second Bergman, to approve the capital project request from Finance/Information Services as presented in the amount of \$32,373.23, and refer to County Administrator, Administration/Executive Committees and County Board. Motion carried unanimously.

Request to Approve Early Hire of Medical Examiner: Doucette advised Darrell Witt is stepping down on August 8, 2021 if replacement is identified. He requested some overlap occur between hiring and leaving. Three week timeframe suggested.

ACTION (RESOLUTION): Motion by Ryan, second Pomush, to approve early hire of Medical Examiner and refer to County Board. Motion carried unanimously.

INFORMATIONAL ITEM/REFERRAL: Employee Staffing Report – 1st quarter 2021. Reviewed.

ADJOURNMENT/CLOSED SESSION: Motion by Liebaert, second Pomush, to adjourn open session and convene into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes, to discuss personnel issue. Roll call vote taken with 7 Yes, 0 No and 1 Absent (Luostari). Open session adjourned at 10:15 a.m.

Submitted by,

Cheryl Westman, Committee Clerk