

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, June 1, 2023, 9:51 a.m., Government Center Boardroom 201
1316 N. 14th Street, Superior, Wisconsin

Meeting called to order by Chair Alan Jaques.

1. ROLL CALL

Present – Mark Liebaert, Alan Jaques, Rosemary Lear, Nick Baker, Mary Lou Bergman, Bill Fennessey, Samuel Pomush, Kelly Peterson, Pat Ryan, Susan Hendrickson. Absent – Joseph Moen. Others present – Ann Doucette, Shelley Nelson, Matt Izzard, Bill Whiteside, Dan Lindberg, Anna Carlson, Jason Jackman, Tracy Middleton, Carolyn Pierce, Linda Corbin, Kaci Lundgren, Emily Cahill (Committee Clerk).

2. APPROVAL OF MINUTES

Motion by Pomush, second Fennessey, to approve May 4, 2023, open session and closed session minutes, with closed session minutes to remain closed. Motion carried.

3. DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2023

The following departments reported on departmental activities: Administration/Human Resources, Buildings and Grounds, Corporation Counsel, County Clerk, Finance, Information Technology, Register of Deeds and Treasurer.

4. ACTION ITEMS

- a. Referred from Land Conservation Committee: Environmental Reserve Fund Policy Amendments:** Request to approve Environmental Reserve Fund Policy Amendments as listed in agenda. Changes to policy from previous meeting highlighted in attachment.

ACTION (RESOLUTION): Motion by Baker, second Pomush, to approve Environmental Reserve Fund Policy as amended and refer to County Board. Motion carried unanimously.

- b. New position/reclassification requests:** Request to restructure six positions in three departments and additional new positions as listed below.

ACTION (REFERRAL): Motion by Baker, second Lear, to approve new position of Facility Maintenance Supervisor at a cost of \$11,373 and promotion of Building Maintenance Technician to Lead Building Maintenance Technician at a cost of \$4,393, and refer to 2024 budget process. Motion carried.

ACTION (REFERRAL): Motion by Baker, second Fennessey, to approve additional Systems Analyst position in the amount of \$91,261, \$80,000 of which to be absorbed by eliminating VC3's services, and refer to 2024 budget process. Motion carried.

ACTION (REFERRAL): Motion by Peterson, second Bergman, to approve additional Social Worker/Case Manager position in the amount of \$83,793, and Fiscal Specialist position in the amount of \$70,358, for CLTS program, absorbed by program billing, and an Office Associate position in the amount of \$63,272, to be covered by unused contracted services funds; minimal levy impact; refer to 2024 budget process. Motion carried.

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SUSPEND AGENDA

ACTION: Motion by Baker, second Pomush, to suspend agenda and address item 3.c. Departmental Financial Reports and Goals/Objectives for 2023 – Corporation Counsel. Motion carried.

3.c. Corporation Counsel reported on departmental activities.

c. Budgetary Transfers: Included with agenda.

ACTION (RESOLUTION): Motion by Lear, second Ryan, to approve budgetary transfers and refer to County Board. Motion carried unanimously.

5. INFORMATIONAL ITEMS

a. Sales Tax Update: Sales tax update will be presented quarterly.

b. ARPA Funding Update: Included with agenda.

6. ADJOURNMENT

Motion by Pomush, second Bergman, to adjourn meeting. Motion carried. Adjourned at 10:27 a.m.

Submitted by,

Emily Cahill
Committee Clerk