

**ADMINISTRATION COMMITTEE**  
**Douglas County Board of Supervisors**  
**Thursday, August 1, 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, Douglas Finn, Rosemary Lear, Scott Luostari, Pat Ryan, Alan Jaques. Others present – Shelley Nelson (Telegram), Zach DeVoe, Tracy Ruppe, Candy Holm Anderson, Dave Sletten, Tracy Middleton, Carol Jones, Jerry Moe, Michele Wick, Carolyn Pierce, Mark Liebaert, Sue Sandvick, Pam Tafelski (Committee Clerk).

**APPROVAL OF MINUTES:** Motion by Ryan, second Lear, to approve June 6, 2019, Administration Committee minutes. Motion carried.

**SUSPEND AGENDA:** Motion by Bergman, second Ryan, to suspend agenda and move to item 4.b. Motion carried.

**Agreement between NWRPC and Douglas County for Services for Administration of the Current Housing Program:** Agreement renewal for life of grant (2021); no fiscal impact.

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

**DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2019:** Budget reports attached/reviewed. **Administration/Human Resources** – HR recruiting for positions for Clerk of Courts, Corporation Counsel, Highway Department; Administration working on Emergency Management reorganization, health insurance premium levels, budget planning. **Buildings and Grounds** – Sletten, Interim Emergency Management/Communications Center/General Services Director, summarized eventual need and potential costs to replace Government Center and Courthouse cooling/heating components; B&G short staffed for last 5 months – one position still open; Sletten to tour Douglas County facilities to establish project priorities. **Corporation Counsel** - Assistant Corporation Counsel last day August 9; will begin recruiting for replacement. **County Clerk** – Transitioning to new office supplies vendor (Northern Business Products) due to dissatisfaction with current vendor; received quotes from Tri-State and Northern Business Products; no contract required. **Finance/Information Services** – Finalized state annual reports; single audit done in September; working on 2020 budget book; IS continues Windows 10 transition and upgrades for new 911 program. **Register of Deeds** – Document processing level close to 2018 YTD; reduced home loan interest rates may generate increase in incoming documents. **Treasurer** - \$1,000,000 more collected in July alone compared to last July; 186 parcels with 2018 taxes unpaid; 54 less tax deeds recorded than last year.

**ACTION ITEMS/REFERRALS:**

**Recycling Disposal Fee Schedule – from Highway Committee:** Attached/reviewed. Review of other counties resulted in some Douglas County increases to be more comparable.

**ACTION (RESOLUTION):** Motion by Luostari, second Lear, to approve recycling disposal fee schedule as presented and forward to County Board. Motion carried unanimously.

**Social Media Policy:** Attached/reviewed. Policy is result of county's technology group and intended to control any media accounts set-up by departments.

**ACTION (RESOLUTION):** Motion by Lear, second Baker, to approve Social Media Policy with change of word “should” to “shall” throughout the document, eliminate “It is highly recommended that” in number 11, and forward to County Board. Motion carried unanimously.

**Public Charges for Services:** Distributed/reviewed. Some fees are established by statute; next review to identify or omit those fees. Committee will rely on department managers to routinely review fees and recommend adjustments when necessary.

**Set Budget Meeting Dates:**

**ACTION:** Motion by Baker, second Ryan, to set September 26 and 27, 2019, for Administration Committee budget meeting. Motion carried.

**Budgetary Transfers:** Forestry and Land and Development transfers added.

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

**INFORMATIONAL:**

**Cybersecurity:** Information attached and reviewed. County’s servers on-site which lessens most security risks. Insurance adequate at this time. Working with Compudyne on phantom hacks and e-mail scams to identify any issues. Additional employee education will be forthcoming.

**Employee Quarterly Staffing Report – 2<sup>nd</sup> Quarter:** Attached/reviewed.

**FUTURE AGENDA ITEMS:** Health insurance rates.

**ADJOURNMENT:** Motion by Ryan, second Quam, to adjourn. Motion carried. Adjourned at 10:13 a.m.

Submitted by,

Pamela A. Tafelski  
Committee Clerk