

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, August 3, 2023, 9:30 a.m., Government Center Boardroom 201
1316 N. 14th Street, Superior, Wisconsin

Meeting called to order by Chair Alan Jaques.

1. ROLL CALL

Present – Alan Jaques, Rosemary Lear, Mark Liebaert, Samuel Pomush, Kelly Peterson, Nick Baker, Bill Fennessey. Absent – Mary Lou Bergman, Pat Ryan. Others present – Ann Doucette, Shelley Nelson, Tracy Middleton, Amber Popplewell, Dan Lindberg, Michelle Wick, Dan Nichols, Bill Whiteside, Amy Tyson, Jason Jackman, Carolyn Pierce, Dave Sletten, Natasha Schmid, Kaci Lundgren, Emily Cahill (Committee Clerk).

2. APPROVAL OF MINUTES

Motion by Pomush, second Baker, to approve June 1, 2023 minutes. 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. Reclassification Requests – Clerk of Courts Office:** Request to approve reclassification of Clerk of Courts Office positions; Wick spoke supporting reclassification of positions; Doucette requested documentation to show proof of change in positions; memo explaining process included with agenda.

ACTION (REFERRAL): Motion by Lear, second Peterson, to refer to future meeting to allow additional review by McGrath. Clerk of Courts to clarify position duties with supplemental documentation. Motion carried.

- b. Deputy Clerk of Court Retention Proposal:** Request to approve a one-step increase for the two remaining Clerk of Courts Deputies; overall staffing level for Clerk of Courts Deputies down to 33% (two of six).

ACTION (RESOLUTION): Motion by Baker, second Fennessey, to approve one-step increase for Clerk of Courts Deputies and refer to County Board. Motion carried unanimously.

- c. Capital Project Request – District Attorney’s Office:** Request to approve capital project request of \$10,000 for printer/copier/fax/scanning machine for the District Attorney’s office; was submitted in a timely manner but not presented to the Public Safety Committee for approval; Nichols spoke regarding need for machine; 2023 Discretionary funding available to cover purchase.

ACTION (RESOLUTION): Motion by Baker, second Lear, to approve capital project request and refer to County Board. Motion carried unanimously.

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- d. **Accounts Payable Position Work Week Hours Request (1950 to 2080 hours):** Request to increase Account Technician hours from 1950 to 2080 with total cost of \$5,253 to ensure cross-training of duties.

ACTION (RESOLUTION): Motion by Baker, second Pomush, to approve increase in Accounts Technician work week hour request from 1950 to 2080 hours and refer to County Board. Motion carried unanimously.

- e. **Health and Dental Insurance Rates 2024:** Request to approve health and dental insurance rates for 2024 as shown in agenda; monthly increase of \$4 for single, \$9 for employee + 1 and \$12 for family.

ACTION (RESOLUTION): Motion by Lear, second Pomush, to approve health and dental insurance rates for 2024 and refer to County Board. Motion carried unanimously.

- f. **Annual Library Funding:** Request to increase annual library funding; Douglas County is required to pay 70% of cost of library funding.

ACTION (REFERRAL): Motion by Baker, second Pomush, to refer to future budgetary meeting. Motion carried.

- g. **Budgetary Meeting Date – September 21st prior to County Board:** Request to approve budgetary meeting date of September 21st, 2023 at 4pm prior to County Board.

ACTION: Motion by Baker, second Pomush, to schedule budgetary meeting date at proposed time. Motion carried.

- h. **Budgetary Transfers:** Request to approve budgetary transfers as included in agenda.

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

- i. **North and South Country Acres Trailer Park Cleanup Request (ARPA Funds):** Recommendation for Douglas County to begin trailer park cleanup with ARPA funds; estimated cost could range between \$5,000-\$8,000 per trailer with a starting price of around \$100,000; project could be closer to \$200,000.

ACTION (RESOLUTION): Motion by Baker, second Pomush, to approve North and South Country Acres Trailer Park cleanup request with ARPA funds at a maximum of \$200,000 and refer to County Board. Motion carried unanimously.

5. INFORMATIONAL ITEMS

- a. **Staffing Updates:** Included with agenda.
- b. **ARPA Funding Status:** Included with agenda.

6. FUTURE AGENDA ITEMS

Audit; review County Board Chair salary.

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7. ADJOURNMENT

Motion by Baker, second Lear, to adjourn open session and convene into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes, to establish parameters of negotiations with City of Superior for occupancy and use of government center. Roll call vote taken, with all present voting no. Liebaert noted no progress on negotiations so no need for closed session. Motion failed. Motion by Pomush, second Lear, to adjourn. Motion carried. Meeting adjourned at 10:33 a.m.

Submitted by,

Emily Cahill
Committee Clerk