

**ADMINISTRATION COMMITTEE**  
**Douglas County Board of Supervisors**  
**Thursday, August 6, 2020, 9:30 a.m., Government Center, Boardroom 201**  
**1316 North 14<sup>th</sup> Street, Superior, Wisconsin**

Meeting called to order by Chair Alan Jaques.

**ROLL CALL:** Present – Alan Jaques, Mary Lou Bergman, Rosemary Lear, Scott Luostari, Samuel Pomush. Present via video/audio: Nick Baker, Pat Ryan. Absent – Joseph Moen. Others present – Shelley Nelson (Telegram), Linda Corbin, Dave Sletten, Candy Holm Anderson, Carol Jones, Ann Doucette, Tracy Ruppe, Mark Liebaert, Sue Sandvick, Kaci Lundgren (Committee Clerk).

**APPROVAL OF MINUTES:** Motion by Pomush, second Bergman, to approve March 5, 2020, minutes. Motion carried.

**DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2020:**  
**Administration/Human Resources:** Several new policies and emergency orders implemented since COVID-19 began. Sales tax and most departments' revenue steady. **Buildings and Grounds:** Contracted cleaners eliminated; in-house employees will now cover Government Center cleaning. Water and grease trap issues in jail addressed. **County Clerk:** In process of hiring LTE Web/Technology Specialist. Grant acquired for election security risk assessment; continuous changes with elections amid pandemic. **Finance/Information Services:** Audit conducted remotely. New IT Analyst began; health insurance rates will likely increase. **Register of Deeds:** Refinancing at an all-time high. **Treasurer:** Skip the Trip campaign encouraged remote payment of taxes; more tax money collected this year than 2019. 18 parcels taken via tax deed.

**ACTION ITEMS/REFERRALS:**

**New Position Request – Highway Department:** All other position requests preliminarily approved for inclusion in budget; this request came late.

**ACTION (REFERRAL):** Motion by Baker, second Luostari, to approve position request, contingent on available funding, and refer to 2021 budget. Motion carried.

**Budgetary Transfers:** Included with agenda; reviewed.

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

**Set Budget Meeting Dates:** Commonly held the last week in September.

**ACTION:** Motion by Pomush, second Ryan, to schedule budget meeting dates September 24<sup>th</sup> and September 25<sup>th</sup> (if needed) at 9:30 a.m. Motion carried.

**INFORMATIONAL:**

**Reports – Audit:** Audit came out well; letter date to be corrected to reflect current year. 2019 Comprehensive Annual Financial Report available on website and iPads.

**Health Savings Account 2020 Contribution Amounts:** Amounts to remain the same as previous years.

**COVID-19 Funding:** Routes to Recovery Grant awarded in amount of \$722,940; funds allocated to COVID-19 costs. Part-time contact tracer positions in Health Department funded through grant.

**Staffing:** Included with agenda; reviewed.

**Capital Projects:** 2.1 million dollars in requests received; 1.18 million dollars available. Critically needed requests and those for safety purposes prioritized to be funded. Remaining funds to be placed in reserves for anticipated deficit.

**ACTION (RESOLUTION):** Motion by Baker, second Bergman, to approve: (1) Funding of prioritized projects: Courthouse - spalling stone repair (\$17,000 from Courthouse/Government Center Maintenance); Highway - Dairyland shop garage doors (\$10,500); Finance/IS - computer room cooling system (\$26,950) and replacement of HyperCache servers (15,000); and (2) Allocation of the remaining surplus funds to 2020 reserve accounts. Motion carried unanimously.

**Review Revenue Streams:** Sales tax is up; rates, interest and cash flow down. Most departments are steady with revenue.

**Forest Markets:** Parks have been heavily used; revenue slightly down. Papermill shutdowns have affected department. Raising cap on forestry reserves should be considered.

**ADJOURNMENT:** Motion by Pomush, second Baker, to adjourn. Motion carried. Adjourned 10:24 a.m.

Submitted by,

Kaci Jo Lundgren  
Committee Clerk