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

Meeting called to order by Chair Alan Jaques.


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 24th and September 25th (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