

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, September 1, 2022, 9:30 a.m., Government Center, Boardroom 201
1316 North 14th Street, Superior, Wisconsin

Meeting called to order by Chair Alan Jaques.

ROLL CALL: Present – Alan Jaques, Nick Baker, Mark Liebaert, Mary Lou Bergman, Kelly Peterson, Rosemary Lear, Sam Pomush. Absent – Keith Allen (remote), Pat Ryan. Others present – Ann Doucette, Carolyn Pierce, Linda Corbin, Tracy Middleton, Dan Lindberg, Jerry Moe, Dave Sletten, Jason Jackman, Tracy Ruppe, Bill Whiteside, Michele Wick, Shelley Nelson, Carol Jones, Mary Martin, Amber Popplewell, Kevin Mullen, Matt Izzard, Rob Ganschow (remote), Sue Sandvick, Kaci Lundgren (Committee Clerk).

APPROVAL OF MINUTES: Motion by Pomush, second Peterson, to approve August 4, 2022, minutes. Motion carried.

DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2022:

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.

ACTION ITEMS/REFERRALS:

Bonding for Highway Department:

Proposals for Bonding Amounts of \$5,000,000 and \$7,500,000: Mullen reported on bonding options as included with agenda. No significant difference between choices, other than amount of money received. Will revisit bonding in 2-3 years to maintain level tax rate.

Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Between \$5,000,000 and \$7,500,000 General Obligation Promissory Notes: Resolution establishes parameters for borrowing and gives designee authority to pursue bonding.

ACTION (RESOLUTION): Motion by Baker, second Lear, to recommend bonding in the amount of \$7,500,000 for three years, amend resolution to reflect recommendation, and refer to County Board. Motion carried unanimously.

2021 Audit Report – Rob Ganschow, Wipfli CPAs and Consultants: Included with agenda. Ganschow reported overall unmodified audit; recommended review of \$10,000 service contract threshold within Health and Human Services Department.

Departmental Requested 2023 Budgets:

County Board: Increase due to personnel costs.

ACTION (REFERRAL): Motion by Baker, second Pomush, to approve proposed 2023 County Board budget as presented and refer to 2023 budget session. Motion carried.

Administration: Increase due to personnel costs.

ACTION (REFERRAL): Motion by Baker, second Bergman, to approve proposed 2023 Administration budget as presented and refer to 2023 budget session. Motion carried.

Buildings and Grounds: Increase due to personnel costs.

ACTION (REFERRAL): Motion by Baker, second Bergman, to approve proposed 2023 Buildings and Grounds budget as presented and refer to 2023 budget session. Motion carried.

Corporation Counsel: No significant changes.

ACTION (REFERRAL): Motion by Baker, second Pomush, to approve proposed 2023 Corporation Counsel budget as presented and refer to 2023 budget session. Motion carried.

County Clerk: Increase due to personnel costs.

ACTION (REFERRAL): Motion by Baker, second Pomush, to approve proposed 2023 County Clerk budget as presented and refer to 2023 budget session. Motion carried.

Central Supply: No significant changes.

ACTION (REFERRAL): Motion by Baker, second Peterson, to approve proposed 2023 Central Supply budget as presented and refer to 2023 budget session. Motion carried.

Finance: Increase due to personnel costs and audit fees.

ACTION (REFERRAL): Motion by Lear, second Baker, to approve proposed 2023 Finance budget as presented and refer to 2023 budget session. Motion carried.

Information Technology: Personnel costs increased; increased internal services cost to offset.

ACTION (REFERRAL): Motion by Baker, second Pomush, to approve proposed 2023 Information Technology budget as presented and refer to 2023 budget session. Motion carried.

Register of Deeds: Contributing \$2,000 to levy.

ACTION (REFERRAL): Motion by Lear, second Bergman, to approve proposed 2023 Register of Deeds budget as presented and refer to 2023 budget session. Motion carried.

Treasurer: Increase due to personnel costs.

ACTION (REFERRAL): Motion by Bergman, second Lear, to approve proposed 2023 Treasurer budget as presented and refer to 2023 budget session. Motion carried.

Debt Service 2023 Budget: Not available due to bonding decision; will present at budget session.

Worker's Compensation 2023 Budget: No significant changes.

ACTION (REFERRAL): Motion by Lear, second Bergman, to approve proposed 2023 Worker's Compensation budget as presented and refer to 2023 budget session. Motion carried.

Health Insurance 2023 Budget: Rates approved at County Board meeting; slight increase overall.

ACTION (REFERRAL): Motion by Lear, second Peterson, to approve proposed 2023 Health Insurance budget as presented and refer to 2023 budget session. Motion carried.

Request Funding for Cleanup of Country Acres North and South Trailer Park and Bellino Property at 4584S County Road C: Highway Department estimated initial cleanup costs at an approximate overall cost of \$32,200 plus additional costs for tire disposal and there may be unforeseeable fees for disposal. Second phase of cleanup as mentioned in attached memo is no longer suggested due to unknown expense from asbestos risk; will recommend Land and Development Committee sell trailer park properties as-is with performance bond and other property as-is.

ACTION (RESOLUTION): Motion by Lear, second Baker, to approve funding up to \$40,000 from the contingency fund for clean-up of Country Acres North and South Trailer Park and Bellino Property at 4584S County Road C and refer to County Board. Motion carried unanimously.

Budgetary Transfers: None.

INFORMATIONAL ITEMS:

Budget Review Meeting Dates: September 22, 2022, at 9:30 a.m.

ADJOURNMENT: Motion by Pomush, second Baker, to adjourn. Motion carried. Meeting adjourned at 11:18 a.m.

Submitted by,

Kaci Jo Lundgren
Committee Clerk