ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, September 3, 2020, 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, Mary Lou Bergman, Mark Liebaert, Samuel Pomush, Scott Luostari, Nick Baker (remote), Pat Ryan. Absent – Rosemary Lear, Joseph Moen. Others present – Shelley Nelson (remote), Linda Corbin, Dave Sletten, Candy Holm Anderson, Carol Jones, Ann Doucette, Carolyn Pierce, Zach DeVoe, Tracy Middleton, Dave Longsdorf (remote), Sue Sandvick, Kaci Lundgren (Committee Clerk).

APPROVAL OF MINUTES: Motion by Ryan, second Pomush, to approve August 6, 2020, minutes. Motion carried.

DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2020:
Administration/Human Resources: August sales tax similar to 2019; budget meetings held with department managers; position recruitment underway in multiple departments. Buildings and Grounds: LTE custodian hired to replace contracted cleaning company; expansion of Public Defender office will provide additional revenue. Corporation Counsel: Fully staffed; assisting with various department needs. County Clerk: LTE Web/Technology Specialist hired; two pending lawsuits regarding candidate ballot status may require ballots to be reprinted at an additional cost. Finance/Information Services: Staff creating JD Edwards training videos to assist users; beginning inventory of IT items. Register of Deeds: Refinancing abundant due to low interest rates; highest number of documents ever recorded in July. Treasurer: Tax certificate issuance, abstract cards and tax deeds taken all lower than last year.

ACTION ITEMS/REFERRALS:
Position/Reclassification Requests - Zoning & Land Information Offices – Eliminate GIS Tech I Position and Create Full-time Zoning Inspector: Over 900 permits issued within last year; additional staff needed in Zoning to assist with inspections, permitting and sanitary systems. Back up of GIS duties can be done by other persons in department without full-time position at this time, with second GIS position to be addressed at time of future retirement; cost remains the same.

ACTION (REFERRAL): Motion by Baker, second Ryan, to approve elimination of GIS Tech I and creation of full-time Zoning Inspector and refer to 2021 budget session. Motion carried.

Health Department – Health Officer Moved to Pay Grade P: Original classification did not consider pandemic involvement or authority necessary as Health Officer; reclassification request review by McGrath recommended position move to Grade P.

ACTION (REFERRAL): Motion by Ryan, second Bergman, to approve Health Officer position adjustment to Grade P in the wage scale and refer to 2021 budget session. Motion carried.

Departmental Requested 2021 Budgets - County Board: Decrease in Health Insurance.

ACTION (REFERRAL): Motion by Ryan, second Pomush, to approve proposed 2021 County Board budget as presented and refer to 2021 budget session. Motion carried.

Administration: Increase in budget due to new position of full-time receptionist in Administration; 50% paid by city, 50% by county. Monies in Extension budget for Superior Days will be used for position.
ACTION (REFERRAL): Motion by Baker, second Bergman, to approve proposed 2021 Administration budget as presented and refer to 2021 budget session. Motion carried.

Buildings and Grounds: Increase due to personnel costs.

ACTION (REFERRAL): Motion by Bergman, second Ryan, to approve proposed 2021 Buildings and Grounds budget as presented and refer to 2021 budget session. Motion carried.

Corporation Counsel: Increase due to hire of full-time attorney; additional revenue will be acquired with the extra staff.

ACTION (REFERRAL): Motion by Ryan, second Bergman, to approve proposed 2021 Corporation Counsel budget as presented and refer to 2021 budget session. Motion carried.

County Clerk/Supply: Decrease due to change in information services allocation.

ACTION (REFERRAL): Motion by Baker, second Pomush, to approve proposed 2021 County Clerk/Supply budget as presented and refer to 2021 budget session. Motion carried.

Finance: Increase due to personnel costs.

ACTION (REFERRAL): Motion by Ryan, second Bergman, to approve proposed 2021 Finance budget as presented and refer to 2021 budget session. Motion carried.

Information Services: Increase due to personnel costs.

ACTION (REFERRAL): Motion by Pomush, second Baker, to approve proposed 2021 Information Services budget as presented and refer to 2021 budget session. Motion carried.

Register of Deeds: Decrease due to change in information services allocation.

ACTION (REFERRAL): Motion by Ryan, second Bergman, to approve proposed 2021 Register of Deeds budget as presented and refer to 2021 budget session. Motion carried.

Treasurer: Increase due to personnel costs.

ACTION (REFERRAL): Motion by Bergman, second Baker, to approve proposed 2021 Treasurer budget as presented and refer to 2021 budget session. Motion carried.

Debt Service 2021 Budget: 6% increase due to large bonding payments; no cap; separate from operating levy.

ACTION (REFERRAL): Motion by Ryan, second Pomush, to approve proposed 2021 Debt Service budget as presented and refer to 2021 budget session. Motion carried.

Worker’s Compensation 2021 Budget: Decrease due to change in department allocation; funds left over from department collection in previous years put in reserves; approximately $2,191,317.00 in reserve fund.

ACTION (REFERRAL): Motion by Baker, second Ryan, to approve proposed 2021 Worker’s Compensation budget as presented and refer to 2021 budget session. Motion carried.

Health Insurance 2021 Budget and Rates: Proposal of 7.5% increase in premiums for 2021; large reserve necessary; approximately $1,626,346.00 in reserve fund.
**ACTION (REFERRAL):** Motion by Bergman, second Ryan, to approve proposed 2021 Health Insurance budget as presented and refer to 2021 budget session. Motion carried.

**Budgetary Transfers:** Distributed; additional transfer from Forestry Department to acquire land in Village of Solon Springs.

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

**FUTURE AGENDA ITEMS:** Capital projects.

**ADJOURNMENT:** Motion by Pomush, second Ryan, to adjourn. Motion carried. Adjourned 10:14 a.m.

Submitted by,

Kaci Jo Lundgren
Committee Clerk