

**ADMINISTRATION COMMITTEE**  
**Douglas County Board of Supervisors**  
**Thursday, September 3, 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, 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