

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, October 7, 2021, 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, Nick Baker, Pat Ryan, Rosemary Lear, Joseph Moen. Absent – Sam Pomush, Mark Liebaert, Scott Luostari. Others present – Shelley Nelson, Mark Fruehauf, Jason Jackman, Linda Corbin, Dave Sletten, Candy Holm Anderson, Ann Doucette, Sue Sandvick, Stacey Minter (remote), Tracy Middleton, Tracy Ruppe, Jerry Moe, Kaci Lundgren (Committee Clerk).

APPROVAL OF MINUTES: Motion by Baker, second Lear, to approve September 23, 2021, minutes. Motion carried.

DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2021:
Administration/Human Resources: Recruiting for multiple positions; performance evaluations to begin; flu clinic well attended; active shooter training held. **Buildings and Grounds:** Maintenance worker began employment, new custodian starts Friday to bring department to full staff; efforts continue to complete projects with capital funds; quotes requested for elevator damage (could be costly). **County Clerk:** Interviews will be held next week for open position. **Finance/Information Services:** Received distinguished budget award. **Register of Deeds:** New employee begins soon.

ACTION ITEMS/REFERRALS:

District Attorney's Office Request – Position Change from Office Specialist/Discovery Clerk to Legal Specialist: State allocated additional staff to District Attorney's Office; Legal Specialist would be more beneficial to assist departmental needs. Prior Office Specialist/Discovery Clerk was paid at top step; Legal Specialist would begin lower for a minimal fiscal impact. Administrator may approve a LTE position to begin hiring immediately.

ACTION (RESOLUTION): Motion by Baker, second Bergman, to approve reclassification of position in District Attorney's Office from Office Specialist/Discovery Clerk to Legal Specialist and refer for inclusion in 2022 budget. Motion carried unanimously.

2022 Levy Limit Adjustment: Law changes made in July adjusted amounts. Approximately \$35,000 additional available; will place in contingency fund for future use.

ACTION: Motion by Baker, second Lear, to approve 2022 levy limit adjustment as presented and refer to County Board budget session. Motion carried.

Referrals:

From Transportation and Infrastructure Committee – Traffic Control Equipment Rental Rates: Organizations affecting highway roads due to projects borrow traffic control equipment from department; equipment damaged from routine wear and can be costly to repair. Charges for use of equipment proposed to recoup funds to replace/repair.

ACTION (RESOLUTION): Motion by Baker, second Bergman, to approve traffic control equipment rental rates as presented and refer to County Board. Motion carried unanimously.

From Public Safety Committee – Paper Cost Recovery Proposal: Statutes allow charges up to \$1.00/page (proposed charge is .25/page). Request withdrawn.

Budgetary Transfers: None.

Request from Treasurer to Pay or Waive Interest on Real Estate Tax Due to Error: Due to error in not combining two parcels, \$3.76 in taxes accrued, at no fault to property owner.

ACTION (RESOLUTION): Motion by Baker, second Lear, to waive taxes of \$3.76 and refer to County Board. Motion carried unanimously.

Request to Increase Jail Staff (Jailers and Sergeants) Salary Two Steps on Pay Grid Due to Critically Low Staffing Level: 24 jailers are covering all shifts meant for a full staff of 36; two more resignations will occur before end of year. Only five employees have been with jail over three years. For retention purposes of staff that have already been trained and are knowledgeable, requesting increase of salary two steps on the pay grid for those currently employed, effective the pay period after the October 21, 2021, County Board meeting. Approximately a \$65,000 fiscal impact that can be absorbed in current departmental budget.

ACTION (RESOLUTION): Motion by Baker, second Bergman, to approve increase of current jailers' and sergeants' salary two steps on pay grid, effective the pay period after the October 21, 2021, County Board meeting. Motion carried unanimously.

INFORMATIONAL ITEM:

Employee Staffing Report – 3rd Quarter 2021: Included with agenda.

FUTURE AGENDA ITEMS: Levy limit.

ADJOURNMENT: Motion by Ryan, second Moen, to adjourn. Motion carried. Adjourned at 10:02 a.m.

Submitted by,

Kaci Jo Lundgren
Committee Clerk