

**ADMINISTRATION COMMITTEE**  
**Douglas County Board of Supervisors**  
**Thursday, November 5, 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 (remote), Scott Luostari, Rosemary Lear, Joseph Moen, Pat Ryan. Absent – Nick Baker. Others present – Shelley Nelson (remote), Rob Ganschow (remote), Linda Corbin, Dave Sletten, Candy Holm Anderson, Carol Jones, Ann Doucette, Carolyn Pierce, Tracy Middleton, Tracy Ruppe, Sue Sandvick, Kaci Lundgren (Committee Clerk).

**APPROVAL OF MINUTES:** Motion by Ryan, second Pomush, to approve September 3, 2020, and September 24, 2020, minutes. Motion carried.

**DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2020:** **Administration/Human Resources:** 2021 budget adopted; undergoing performance reviews, open enrollment and recruiting. **Buildings and Grounds:** Extra cleaning with additional ozone and air purifying equipment; staff working additional hours to clean COVID-19 testing sites; shooting range cleaned out; finalizing public defender lease with additional space. **Corporation Counsel:** Fully staffed; assisting with various department needs. **County Clerk:** All clerks and inspectors thanked for hard work throughout election; over 12,000 absentee ballots issued. Clerk provided overview of ballot security and counting process. Village of Superior chosen as one of many randomly selected municipalities to undergo required state election machine audit; preparing for election recount. **Finance/Information Services:** Working on Routes to Recovery (CARES Act) grant; IS working with managed service provider to discuss hybrid agreement to allow in-house control. **Register of Deeds:** Server crashed. Data chosen not to be transferred to new server due to possibility of corrupted files; five days worth of data was reentered. Highest number of recorded documents in the past decade completed in 2020. **Treasurer:** 185 properties on potential tax deed list; typically around 350. Skip the Trip campaign will begin to encourage mail-in or drop-off payments. Working on massive tax mailings, including lottery credits and municipal installment collections.

**ACTION ITEMS/REFERRALS: 2019 Audit Report – Rob Ganschow, Wipfli CPAs and Consultants:** Committee members did not have chance to review report prior to meeting.

**ACTION:** Motion by Ryan, second Lear, to refer to next meeting. Motion carried.

**Request to Amend Vacation Policy for Calendar Year 2020:** Due to COVID-19, many employees have worked extra hours, and have been unable to use any accrued vacation time. Request is to allow employees to carry over ten days into 2021, to use by June 30, 2021.

**ACTION (RESOLUTION):** Motion by Bergman, second Lear, to approve vacation policy amendment as presented and refer to County Board. Motion carried unanimously.

**Budgetary Transfer:** Funds will allow fairground management to fill low spots on grounds with gravel and sand.

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

**INFORMATIONAL ITEM: Employee Staffing Report, 3<sup>rd</sup> Quarter:** Included with agenda.

**ADJOURNMENT:** Motion by Ryan, second Pomush, to adjourn. Motion carried. Adjourned 9:58 a.m.

Submitted by,  
Kaci Jo Lundgren, Committee Clerk