

**ADMINISTRATION COMMITTEE**  
**Douglas County Board of Supervisors**  
**Thursday, December 5, 2019, 9:30 a.m., Courthouse Room 207C**  
**1313 Belknap Street, Superior, Wisconsin**

Meeting called to order by Chair Alan Jaques.

**ROLL CALL:** Present - Larry Quam, Mary Lou Bergman, Joseph Moen, Douglas Finn, Rosemary Lear, Scott Luostari, Pat Ryan, Alan Jaques. Absent – Nick Baker. Others present – Tyler Edwards, Shelley Nelson (Telegram), Jerry Moe, Candy Holm Anderson, Linda Corbin, Dave Sletten, Pat Schanen, Rebecca Severson, Carolyn Pierce, Ashley Vande Voort, Carol Jones, Tracy Middleton, Ann Doucette, Mark Liebaert, Susan Sandvick, Pam Tafelski (Committee Clerk).

**APPROVAL OF MINUTES:** Motion by Ryan, second Bergman, to approve September 26, 2019, Administration Committee minutes. Motion by Ryan, second Bergman, to amend minutes and correct Administrator's / Finance Director's 2020 Budget Presentation, fifth line, as follows: Total expenses for 2020, **\$57,258,998**; increase of **1.09%** over 2019. Motion carried. Motion to approve minutes as amended, carried.

**DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2019:**  
**Administration/Human Resources:** New jail recruitment eligibility list in progress; vacancies in several departments posted; sales tax revenue \$288,000 over projection (\$472,000 to date). **Buildings and Grounds:** Fully staffed; snow removal operations will impact overtime budget; need to plan for upgraded snow removal equipment in future. **Corporation Counsel:** Very busy – significant increase for Child Support and Health and Human Services Departments; part-time Assistant Corporation Counsel position did not attract applicants. **County Clerk:** Special elections will put budget over by \$5,000 to \$10,000 in 2020; proposed legislation may help fund certain special elections and may also be able to tap budget reserve. **Finance/Information Services:** Preparing budget book to submit to Government Accounting Office; new liability questionnaire to be completed; Matt Caya, IS, leaving in March, 2020. **Register of Deeds:** Position vacancy filled; statewide issuance of marriage licenses now available may increase revenue; Middleton on research committee regarding mandatory e-filing of documents. **Treasurer:** 450 certified notification letters of upcoming tax deeds mailed; 2019 real estate tax statements out one week earlier this year; CDBG account activity picking up.

**ACTION ITEMS/REFERRALS:**

**Sawyer County Resolution – Nonpartisan Procedure for Preparation of Legislative and Congressional Redistricting Plans Supported:** Attached; similar to 2017 by Douglas County.

**ACTION (RESOLUTION):** Motion by Quam, second Lear, to support resolution and forward to County Board. Motion carried unanimously.

**Request for Fulltime Assistant Corporation Counsel Position:** Supporting documentation attached. Current budget supports the full-time and part-time positions, with approximately 60% of those costs funded by state reimbursement through billing Child Support and Health and Human Services Departments. Full-time position will add \$8,000 to \$12,000 to budget, and funding source to be identified at a later date.

**ACTION (RESOLUTION):** Motion by Bergman, second Ryan, to approve request and forward to County Board. Motion carried unanimously.

**Purchasing Policy:** Attached. Auditors' recommendation based on federal uniform guidance legislation.

**ACTION (RESOLUTION):** Motion by Luostari, second Lear, to approve and refer to County Board. Motion carried unanimously.

**From Committees:**

**Forest, Parks and Recreation Committee - Reforestation Reserve Fund Clarification/Requirements:** Letter from Jon Harris, Forestry Director, explains necessity of non-lapsing disaster recovery fund, with recommendation from committee to fund annually and rename established reserve fund.

**ACTION (RESOLUTION):** Motion by Quam, second Ryan, to approve recommendation of the Forest, Parks, and Recreation Committee and rename reserve fund established by Resolution #70-11 “Reforestation Reserve Fund” and annually reserve 1.25% of gross timber sales revenues in the fund, capping it at \$350,000. Motion carried unanimously.

**Land Conservation Committee – Policy for Reimbursement of Cost-Share Project Funds to Project Owner:** Land Conservation Committee does not have authority to establish finance policy. Ashley Vande Voort, Land Conservationist, advised to discuss with Finance Department for resolution.

**Public Safety Committee – Reliance Systems Proposal for Upgraded Telephone Services to include Voice/Text/Video and Visitation System:** Attached information and agreements reviewed.

**ACTION (RESOLUTION):** Motion by Quam, second Lear, to approve Reliance Systems proposal and agreements as recommended and forward to County Board. Motion carried unanimously.

**Budgetary Transfers:** Attached.

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

**INFORMATIONAL ITEM:** Employee staffing report attached.

**MOTION TO ADJOURN OPEN SESSION AND CONVENE INTO CLOSED SESSION PURSUANT TO SECTION 19.85(1)(E) OF THE WISCONSIN STATUTES FOR THE PURPOSE OF UPDATE ON DEPUTY SHERIFF LABOR CONTRACT.** Motion by Ryan, second Lear, to adjourn open session and convene into closed session as stated herein. Roll call vote taken and passed with 8 Yes, 0 No, 1 Absent. Absent – Baker. Open session adjourned at 10:25 a.m.

Submitted by,

Pamela A. Tafelski  
Committee Clerk