

December 31, 2015

**ADMINISTRATION COMMITTEE**  
**Douglas County Board of Supervisors**  
**Thursday, January 7, 2016, 9:30 a.m., Courthouse Room 207C**  
**1313 Belknap Street, Superior, Wisconsin**

Please call the Chair or County Clerk's Office (715-395-1341) if you are unable to attend.

<b>MEMBERS:</b> Alan Jaques, Chair	Jim Paine, Vice Chair	Mary Lou Bergman
Marvin Finendale	Susan Hendrickson	Kay Johnson
Rosemary Lear	Mark Liebaert	Larry Quam

**A G E N D A**

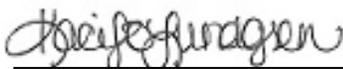
(Committee to maintain a two-hour meeting limit *or* take action to continue meeting beyond that time).

1. Roll call.
2. Approval of the following minutes: December 3, 2015, open session (attached); and December 3, 2015, closed session and determine whether those minutes should remain closed or become an open record (mailed in separate confidential envelope).
3. Departmental reports and goals/objectives for 2016 (budget reports attached; all areas will be listed, although there may not be additional report from each):
  - a. Administration/Human Resources;
  - b. Buildings & Grounds;
  - c. Corporation Counsel;
  - d. County Clerk;
  - e. Finance/Information Services;
  - f. Register of Deeds
  - g. Sheriff/Jail; and
  - h. Treasurer.
4. Action items/referrals:
  - a. Refund 2005 bond issuance (attached);
  - b. Declaration of Unassigned General Fund Prior Year Surplus (attached);
  - c. First Lease Amendment to lease between Douglas County and State of Wisconsin, Department of Administration (attached);
  - d. Budgetary transfers (attached);
  - e. From December 3, 2015, Administration Committee - Douglas County Grievance Procedure (attached); and
  - f. From December 17, 2015, County Board - Citizen petition regarding termination of VSO (attached).
5. Informational:
  - a. Elected officials salaries for next term of office (attached);
  - b. Budget report format (to reflect up-to-date information); and
  - c. Quarterly staffing report (attached).
6. Future agenda items.

ecopy: County Board Supervisors      Department Managers      S. Nelson (Telegram)      K. Lundgren – website

NOTE: Agenda and attachments are available in County Clerk's Office for viewing or copying, or at [www.douglascountywi.org](http://www.douglascountywi.org). Action may be taken on items on the agenda. The County of Douglas complies with the Americans with Disabilities Act of 1990. If you are in need of an accommodation to participate in the public meeting process, please contact the Douglas County Clerk's Office at (715) 395-1341 by 4:00 p.m. on the day prior to the scheduled meeting. Douglas County will attempt to accommodate any request depending on the amount of notice we receive. TDD (715) 395-7521.

Posted: Courthouse, Government Center, D.C. website



Kaci Jo Lundgren

12-31-15

Date

**ADMINISTRATION COMMITTEE**  
**Douglas County Board of Supervisors**  
**Thursday, December 3, 2015, 9:30 a.m., Courthouse Room 207C**  
**1313 Belknap Street, Superior, Wisconsin**

Meeting called to order by Chair Alan Jaques.

**ROLL CALL:** Present – Jim Paine, Mary Lou Bergman, Marvin Finendale, Susan Hendrickson, Kay Johnson, Rosemary Lear, Mark Liebaert, Larry Quam, Alan Jaques. Others present – Pat Ryan, Bernadette Hohl, David Dusek, Candy Holm-Anderson, Carol Jones, Dave Longsdorf, Tom Dalbec, Carolyn Pierce, Andy Lisak, Keith Kesler, John Robinson, Linda Corbin, Mindy Dale (Weld, Riley, Prenn & Ricci, S.C.), Michele Wick, Jerry Moe, David Conley, Charles Glazman, Shelley Nelson (Telegram), Douglas Finn, Susan Sandvick, Samuel Pomush, Pamela Tafelski (Committee Clerk).

**APPROVAL OF MINUTES:** Motion by Quam, second Hendrickson, to approve October 30, 2015, and November 5, 2015, open and closed sessions with closed sessions to remain closed. Motion carried.

**DEPARTMENTAL REPORTS AND GOALS/OBJECTIVES FOR 2015:**  
**Administration/Human Resources:** Review of 2015 goals and economic development projects. Development of training curriculums continues. Insurance Benefit Committee considering preventative screening exams based on employee age and medical conditions. On behalf of Douglas County, Lisak thanked retiring David Dusek, Information Services, for his 30 years of service. **Buildings & Grounds:** Boilers tested; tower projects update; courthouse heat pumps electronics need new controllers. **Corporation Counsel:** Part-time attorney recently hired; training manuals for Health and Human Services staff completed. **County Clerk:** Elections approaching; new photo I.D. requirements reviewed; new state system to be implemented for voter registration. **Finance:** 2015 goals reviewed; succession planning on-going. **Information Services:** Dusek expressed appreciation for his 30 years working with the county. Brenda Ostrander, Finance Department, to serve initially as IS manager, with Matt Caya as Information Services Analyst. **Sheriff/Jail:** Wisconsin Department of Justice letter distributed regarding selection of Douglas County as participant in 2015 COPS Office Anti-Heroin Task Force Program Grant. Jail officers hiring list in process. **Treasurer:** Working with municipalities preparing for tax year mailings.

**ACTION ITEMS/REFERRALS:**

**Post-Issuance Compliance Policy for Tax-Exempt and Tax-Advantaged Obligations and Continuing Disclosure:** Bond attorney recommended adopting this new practice which formalizes the process for IRS purposes.

**ACTION (RESOLUTION):** Motion by Hendrickson, second Bergman, to approve a Post-Issuance Compliance Policy as recommended and forward to County Board. Motion carried unanimously.

**Budgetary Transfers:** Attached; reviewed.

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

**INFORMATIONAL:**

**Health Savings Account Participation Report:** In 2015, 4 participating employees left county employment (3 retired; 1 resigned); 2 had family plan, 2 had single plan. Fiscal impact figures will be distributed to committee members.

**CDBG Audit Finding Corrective Action Plan:** Reviewed and recommendations implemented.

**Correspondence from November 19, 2015, County Board Meeting:  
Kewaunee County Resolution regarding County Payment for Library Services:**  
Hendrickson will bring to Superior Public Library Board for discussion.

**St. Croix County Resolution regarding Nonfiscal Matters in State Budget:** Reviewed.

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

**St. Croix County Resolution Opposing Dismantling of Government Accountability Board (GAB):** Sandvick explained the history and effectiveness of the nonpartisan GAB, but this new legislation has already passed dividing the functions into two separate departments.

**ACTION (RESOLUTION):** Motion by Hendrickson, second Lear, to have Sandvick draft similar resolution and forward to County Board. Motion carried unanimously.

**Correspondence from Tom “Butch” Liebaert regarding Veterans Service Officer:**  
Received and placed on file.

**FUTURE AGENDA ITEMS:** 1) Review Douglas County Personnel Policy’s grievance procedure; 2) Format for departmental budget reports to reflect more up-to-date information especially where grants are concerned; and 3) Salaries for elected officials.

**MOTION TO CONVENE INTO CLOSED SESSION PURSUANT TO SECTION 19.85(1)(C) AND (F) OF THE WISCONSIN STATUTES, TO DISCUSS (1) COUNTY ADMINISTRATOR’S PERFORMANCE EVALUATION; AND (2) PERSONNEL MATTER:** Motion by Hendrickson, second Bergman, to convene into closed session as stated above, reversing order of (1) and (2). Roll call vote taken and passed with all voting Yes. Open session adjourned at 10:25 a.m.

Submitted by,

Pamela Tafelski  
Committee Clerk



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE  
DEPARTMENT SUMMARY**

**2015  
As Of  
12/30/2015**



<b>Department</b>	<b>Original Budget</b>	<b>Budgetary Transfers</b>	<b>Amended Budget</b>	<b>Actual Amount</b>	<b>Variance Amount</b>
COUNTY BOARD OF SUPERVISORS	188,871.00	-	188,871.00	160,222.11	28,648.89
ADMINSTRATION	365,856.00	24,000.00	389,856.00	385,304.88	4,551.12
CORPORATION COUNSEL	110,054.00	-	110,054.00	(10,320.30)	120,374.30
REGISTER OF DEEDS	(12,293.00)	-	(12,293.00)	(6,627.12)	(5,665.88)
COUNTY CLERK	261,053.00	(24,000.00)	237,053.00	192,607.94	44,445.06
COUNTY TREASURER	214,189.00	-	214,189.00	185,079.30	29,109.70
FINANCE	407,000.00	-	407,000.00	404,979.45	2,020.55
BUILDING AND GROUNDS	276,588.56	-	276,588.56	303,193.80	(26,605.24)
INFORMATION SERVICES	-	-	-	780,578.95	(780,578.95)



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE  
SCHEDULE OF REVENUES AND EXPENDITURES  
COUNTY BOARD OF SUPERVISORS**



As Of  
12/30/2015

	<b>2015 Original Budget</b>	<b>2015 Budgetary Transfers</b>	<b>2015 Amended Budget</b>	<b>2015 Actual Amount</b>	<b>2015 Variance Amount</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	-	-	-	-	-
Intergovt. Charges For Serv.	-	-	-	-	-
Miscellaneous Revenues	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
<b>Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>					
Personnel Services	110,421.00	-	110,421.00	108,932.26	1,488.74
Contractual Services	900.00	-	900.00	100.00	800.00
Supplies & Expense	72,500.00	-	72,500.00	49,780.85	22,719.15
Intra Country Charges	-	-	-	-	-
Fixed Charges	2,000.00	-	2,000.00	709.00	1,291.00
Debt Service	-	-	-	-	-
Grants & Contributions	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Department Allocation	3,050.00	-	3,050.00	700.00	2,350.00
<b>Expenditures</b>	<b>188,871.00</b>	<b>-</b>	<b>188,871.00</b>	<b>160,222.11</b>	<b>28,648.89</b>
<b>Net Cost</b>	<b>\$ 188,871.00</b>	<b>\$ -</b>	<b>\$ 188,871.00</b>	<b>\$ 160,222.11</b>	<b>\$ 28,648.89</b>



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE**  
**SCHEDULE OF REVENUES AND EXPENDITURES**  
**ADMINISTRATION**  
 As Of  
 12/30/2015



	<b>2015 Original Budget</b>	<b>2015 Budgetary Transfers</b>	<b>2015 Amended Budget</b>	<b>2015 Actual Amount</b>	<b>2015 Variance Amount</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	3,000.00	-	3,000.00	1,490.65	(1,509.35)
Intergovt. Charges For Serv.	39,000.00	-	39,000.00	797.60	(38,202.40)
Miscellaneous Revenues	-	-	-	166.46	166.46
Other Financing Sources	-	-	-	-	-
<b>Revenues</b>	<b>42,000.00</b>	<b>-</b>	<b>42,000.00</b>	<b>2,454.71</b>	<b>(39,545.29)</b>
<b>Expenditures</b>					
Personnel Services	347,445.00	27,600.00	375,045.00	344,379.03	30,665.97
Contractual Services	20,870.00	-	20,870.00	25,422.91	(4,552.91)
Supplies & Expense	66,341.00	(3,600.00)	62,741.00	35,155.49	27,585.51
Intra Country Charges	-	-	-	-	-
Fixed Charges	1,100.00	-	1,100.00	1,190.00	(90.00)
Debt Service	-	-	-	-	-
Grants & Contributions	600.00	-	600.00	600.00	-
Capital Outlay	-	-	-	-	-
Department Allocation	(28,500.00)	-	(28,500.00)	(18,987.84)	(9,512.16)
<b>Expenditures</b>	<b>407,856.00</b>	<b>24,000.00</b>	<b>431,856.00</b>	<b>387,759.59</b>	<b>44,096.41</b>
<b>Net Cost</b>	<b>\$ 365,856.00</b>	<b>\$ 24,000.00</b>	<b>\$ 389,856.00</b>	<b>\$ 385,304.88</b>	<b>\$ 4,551.12</b>



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE  
SCHEDULE OF REVENUES AND EXPENDITURES  
BUILDING AND GROUNDS**



As Of  
12/30/2015

	<b>2015 Original Budget</b>	<b>2015 Budgetary Transfers</b>	<b>2015 Amended Budget</b>	<b>2015 Actual Amount</b>	<b>2015 Variance Amount</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	-	-	-	-	-
Intergovt. Charges For Serv.	-	-	-	12.50	12.50
Miscellaneous Revenues	305,400.00	4,719.00	310,119.00	234,949.22	(75,169.78)
Other Financing Sources	-	6,000.00	6,000.00	-	(6,000.00)
<b>Revenues</b>	<b>305,400.00</b>	<b>10,719.00</b>	<b>316,119.00</b>	<b>234,961.72</b>	<b>(81,157.28)</b>
<b>Expenditures</b>					
Personnel Services	375,086.56	-	375,086.56	367,077.93	8,008.63
Contractual Services	758,500.00	-	758,500.00	672,307.66	86,192.34
Supplies & Expense	63,130.00	4,719.00	67,849.00	52,541.86	15,307.14
Intra Country Charges	-	-	-	-	-
Fixed Charges	61,500.00	-	61,500.00	49,929.83	11,570.17
Debt Service	-	-	-	-	-
Grants & Contributions	-	-	-	-	-
Capital Outlay	-	6,000.00	6,000.00	1,072.24	4,927.76
Department Allocation	(676,228.00)	-	(676,228.00)	(604,774.00)	(71,454.00)
<b>Expenditures</b>	<b>581,988.56</b>	<b>10,719.00</b>	<b>592,707.56</b>	<b>538,155.52</b>	<b>54,552.04</b>
<b>Net Cost</b>	<b>\$ 276,588.56</b>	<b>\$ -</b>	<b>\$ 276,588.56</b>	<b>\$ 303,193.80</b>	<b>\$ (26,605.24)</b>



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE  
SCHEDULE OF REVENUES AND EXPENDITURES  
CORPORATION COUNSEL**



As Of  
12/30/2015

	<b>2015 Original Budget</b>	<b>2015 Budgetary Transfers</b>	<b>2015 Amended Budget</b>	<b>2015 Actual Amount</b>	<b>2015 Variance Amount</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	-	-	-	-	-
Intergovt. Charges For Serv.	144,000.00	-	144,000.00	228,097.92	84,097.92
Miscellaneous Revenues	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
<b>Revenues</b>	<b>144,000.00</b>	<b>-</b>	<b>144,000.00</b>	<b>228,097.92</b>	<b>84,097.92</b>
<b>Expenditures</b>					
Personnel Services	234,859.00	-	234,859.00	198,368.22	36,490.78
Contractual Services	6,550.00	-	6,550.00	13,699.13	(7,149.13)
Supplies & Expense	6,745.00	-	6,745.00	2,705.27	4,039.73
Intra Country Charges	-	-	-	-	-
Fixed Charges	900.00	-	900.00	805.00	95.00
Debt Service	-	-	-	-	-
Grants & Contributions	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Department Allocation	5,000.00	-	5,000.00	2,200.00	2,800.00
<b>Expenditures</b>	<b>254,054.00</b>	<b>-</b>	<b>254,054.00</b>	<b>217,777.62</b>	<b>36,276.38</b>
<b>Net Cost</b>	<b>\$ 110,054.00</b>	<b>\$ -</b>	<b>\$ 110,054.00</b>	<b>\$ (10,320.30)</b>	<b>\$ 120,374.30</b>



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE  
SCHEDULE OF REVENUES AND EXPENDITURES  
COUNTY CLERK**



As Of  
12/30/2015

	<b>2015 Original Budget</b>	<b>2015 Budgetary Transfers</b>	<b>2015 Amended Budget</b>	<b>2015 Actual Amount</b>	<b>2015 Variance Amount</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	11,250.00	-	11,250.00	12,790.00	1,540.00
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	14,100.00	-	14,100.00	12,634.71	(1,465.29)
Intergovt. Charges For Serv.	31,880.00	-	31,880.00	22,005.09	(9,874.91)
Miscellaneous Revenues	20,870.00	-	20,870.00	35,885.89	15,015.89
Other Financing Sources	-	-	-	-	-
<b>Revenues</b>	<b>78,100.00</b>	<b>-</b>	<b>78,100.00</b>	<b>83,315.69</b>	<b>5,215.69</b>
<b>Expenditures</b>					
Personnel Services	250,032.00	(24,000.00)	226,032.00	221,858.83	4,173.17
Contractual Services	20,940.00	-	20,940.00	12,677.47	8,262.53
Supplies & Expense	51,934.00	-	51,934.00	34,908.79	17,025.21
Intra Country Charges	-	-	-	-	-
Fixed Charges	1,800.00	-	1,800.00	1,178.54	621.46
Debt Service	-	-	-	-	-
Grants & Contributions	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Department Allocation	14,447.00	-	14,447.00	5,300.00	9,147.00
<b>Expenditures</b>	<b>339,153.00</b>	<b>(24,000.00)</b>	<b>315,153.00</b>	<b>275,923.63</b>	<b>39,229.37</b>
<b>Net Cost</b>	<b>\$ 261,053.00</b>	<b>\$ (24,000.00)</b>	<b>\$ 237,053.00</b>	<b>\$ 192,607.94</b>	<b>\$ 44,445.06</b>



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE**  
**SCHEDULE OF REVENUES AND EXPENDITURES**  
**FINANCE**  
**As Of**  
**12/30/2015**



	<b>2015 Original Budget</b>	<b>2015 Budgetary Transfers</b>	<b>2015 Amended Budget</b>	<b>2015 Actual Amount</b>	<b>2015 Variance Amount</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ 120.00	\$ 120.00
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	-	-	-	15.00	15.00
Intergovt. Charges For Serv.	201,265.00	-	201,265.00	220,645.75	19,380.75
Miscellaneous Revenues	-	-	-	98.28	98.28
Other Financing Sources	-	-	-	-	-
<b>Revenues</b>	<b>201,265.00</b>	<b>-</b>	<b>201,265.00</b>	<b>220,879.03</b>	<b>19,614.03</b>
<b>Expenditures</b>					
Personnel Services	489,078.00	-	489,078.00	528,821.07	(39,743.07)
Contractual Services	67,110.00	-	67,110.00	63,923.75	3,186.25
Supplies & Expense	30,977.00	-	30,977.00	21,330.66	9,646.34
Intra Country Charges	-	-	-	-	-
Fixed Charges	2,500.00	-	2,500.00	1,783.00	717.00
Debt Service	-	-	-	-	-
Grants & Contributions	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Department Allocation	18,600.00	-	18,600.00	10,000.00	8,600.00
<b>Expenditures</b>	<b>608,265.00</b>	<b>-</b>	<b>608,265.00</b>	<b>625,858.48</b>	<b>(17,593.48)</b>
<b>Net Cost</b>	<b>\$ 407,000.00</b>	<b>\$ -</b>	<b>\$ 407,000.00</b>	<b>\$ 404,979.45</b>	<b>\$ 2,020.55</b>



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE  
SCHEDULE OF REVENUES AND EXPENDITURES  
INFORMATION SERVICES**



As Of  
12/30/2015

	<b>2015 Original Budget</b>	<b>2015 Budgetary Transfers</b>	<b>2015 Amended Budget</b>	<b>2015 Actual Amount</b>	<b>2015 Variance Amount</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	250.00	-	250.00	242.60	(7.40)
Intergovt. Charges For Serv.	875,352.00	-	875,352.00	381,024.91	(494,327.09)
Miscellaneous Revenues	22,500.00	-	22,500.00	-	(22,500.00)
Other Financing Sources	-	-	-	-	-
<b>Revenues</b>	<b>898,102.00</b>	<b>-</b>	<b>898,102.00</b>	<b>381,267.51</b>	<b>(516,834.49)</b>
<b>Expenditures</b>					
Personnel Services	189,204.00	-	189,204.00	178,865.69	10,338.31
Contractual Services	479,820.00	-	479,820.00	408,108.54	71,711.46
Supplies & Expense	77,075.00	-	77,075.00	111,401.71	(34,326.71)
Intra Country Charges	-	-	-	-	-
Fixed Charges	152,003.00	-	152,003.00	129,104.73	22,898.27
Debt Service	-	-	-	-	-
Grants & Contributions	-	-	-	334,365.79	(334,365.79)
Capital Outlay	-	-	-	-	-
Department Allocation	-	-	-	-	-
<b>Expenditures</b>	<b>898,102.00</b>	<b>-</b>	<b>898,102.00</b>	<b>1,161,846.46</b>	<b>(263,744.46)</b>
<b>Net Cost</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 780,578.95</b>	<b>\$ (780,578.95)</b>



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE**  
**SCHEDULE OF REVENUES AND EXPENDITURES**  
**REGISTER OF DEEDS**  
 As Of  
 12/30/2015



	<b>2015 Original Budget</b>	<b>2015 Budgetary Transfers</b>	<b>2015 Amended Budget</b>	<b>2015 Actual Amount</b>	<b>2015 Variance Amount</b>
<b>Revenues</b>					
Taxes	\$ 122,475.00	\$ -	\$ 122,475.00	\$ 121,194.41	\$ (1,280.59)
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	4,580.00	-	4,580.00	3,539.00	(1,041.00)
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	207,209.00	-	207,209.00	173,182.79	(34,026.21)
Intergovt. Charges For Serv.	-	-	-	-	-
Miscellaneous Revenues	100.00	-	100.00	3.70	(96.30)
Other Financing Sources	-	-	-	-	-
<b>Revenues</b>	<b>334,364.00</b>	<b>-</b>	<b>334,364.00</b>	<b>297,919.90</b>	<b>(36,444.10)</b>
<b>Expenditures</b>					
Personnel Services	281,761.00	-	281,761.00	252,577.99	29,183.01
Contractual Services	18,300.00	-	18,300.00	22,397.13	(4,097.13)
Supplies & Expense	9,510.00	-	9,510.00	8,424.27	1,085.73
Intra Country Charges	-	-	-	-	-
Fixed Charges	3,300.00	-	3,300.00	2,888.39	411.61
Debt Service	-	-	-	-	-
Grants & Contributions	-	-	-	5.00	(5.00)
Capital Outlay	-	-	-	-	-
Department Allocation	9,200.00	-	9,200.00	5,000.00	4,200.00
<b>Expenditures</b>	<b>322,071.00</b>	<b>-</b>	<b>322,071.00</b>	<b>291,292.78</b>	<b>30,778.22</b>
<b>Net Cost</b>	<b>\$ (12,293.00)</b>	<b>\$ -</b>	<b>\$ (12,293.00)</b>	<b>\$ (6,627.12)</b>	<b>\$ (5,665.88)</b>



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE**  
**SCHEDULE OF REVENUES AND EXPENDITURES**  
**Sheriff Department**  
**As Of**  
**12/30/2015**



	<b>2015 Original Budget</b>	<b>2015 Budgetary Transfers</b>	<b>2015 Amended Budget</b>	<b>2015 Actual Amount</b>	<b>2015 Variance Amount</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	155,694.00	-	155,694.00	110,852.76	(44,841.24)
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	66,500.00	-	66,500.00	38,504.40	(27,995.60)
Public Charges For Services	86,500.00	-	86,500.00	50,510.30	(35,989.70)
Intergovt. Charges For Serv.	114,500.00	-	114,500.00	120,661.56	6,161.56
Miscellaneous Revenues	58,500.00	-	58,500.00	52,984.71	(5,515.29)
Other Financing Sources	-	-	-	-	-
<b>Revenues</b>	<b>481,694.00</b>	<b>-</b>	<b>481,694.00</b>	<b>373,513.73</b>	<b>(108,180.27)</b>
<b>Expenditures</b>					
Personnel Services	3,384,015.00	-	3,384,015.00	3,327,167.92	56,847.08
Contractual Services	216,194.00	-	216,194.00	192,804.97	23,389.03
Supplies & Expense	361,150.00	-	361,150.00	213,794.98	147,355.02
Intra Country Charges	-	-	-	-	-
Fixed Charges	61,330.00	-	61,330.00	53,677.30	7,652.70
Debt Service	-	-	-	-	-
Grants & Contributions	200.00	-	200.00	-	200.00
Capital Outlay	148,680.00	-	148,680.00	153,568.38	(4,888.38)
Department Allocation	87,000.00	-	87,000.00	72,812.50	14,187.50
<b>Expenditures</b>	<b>4,258,569.00</b>	<b>-</b>	<b>4,258,569.00</b>	<b>4,013,826.05</b>	<b>244,742.95</b>
<b>Net Cost</b>	<b>\$ 3,776,875.00</b>	<b>\$ -</b>	<b>\$ 3,776,875.00</b>	<b>\$ 3,640,312.32</b>	<b>\$ 136,562.68</b>



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE**  
**SCHEDULE OF REVENUES AND EXPENDITURES**  
**Sheriff Department**  
**As Of**  
**12/30/2015**



	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>
	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	110,852.76	144,997.49	158,073.01	284,822.31	976,674.01
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	38,504.40	50,075.74	55,486.13	52,585.01	50,849.19
Public Charges For Services	50,510.30	51,415.05	61,914.25	72,794.14	73,212.20
Intergovt. Charges For Serv.	120,661.56	96,132.95	145,294.14	184,321.72	199,171.60
Miscellaneous Revenues	52,984.71	59,513.02	35,700.86	87,324.37	56,338.24
Other Financing Sources	-	-	-	-	-
<b>Revenues</b>	<b>373,513.73</b>	<b>402,134.25</b>	<b>456,468.39</b>	<b>681,847.55</b>	<b>1,356,245.24</b>
<b>Expenditures</b>					
Personnel Services	3,327,167.92	3,349,160.93	3,333,124.31	3,344,055.04	3,375,414.48
Contractual Services	192,804.97	241,274.65	217,749.21	158,877.87	145,080.51
Supplies & Expense	213,794.98	305,620.42	349,581.45	488,153.52	611,902.30
Intra Country Charges	-	-	-	-	-
Fixed Charges	53,677.30	56,960.33	55,750.11	52,462.72	51,588.08
Debt Service	-	-	-	-	-
Grants & Contributions	-	151.00	-	-	-
Capital Outlay	153,568.38	138,694.00	174,173.10	169,850.70	735,016.70
Department Allocation	72,812.50	105,097.32	94,298.35	74,346.18	76,427.70
<b>Expenditures</b>	<b>4,013,826.05</b>	<b>4,196,958.65</b>	<b>4,224,676.53</b>	<b>4,287,746.03</b>	<b>4,995,429.77</b>
<b>Net Cost</b>	<b>\$ 3,640,312.32</b>	<b>\$ 3,794,824.40</b>	<b>\$ 3,768,208.14</b>	<b>\$ 3,605,898.48</b>	<b>\$ 3,639,184.53</b>



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE  
SCHEDULE OF REVENUES AND EXPENDITURES**



**County Jail  
As Of  
12/30/2015**

	<b>2015 Original Budget</b>	<b>2015 Budgetary Transfers</b>	<b>2015 Amended Budget</b>	<b>2015 Actual Amount</b>	<b>2015 Variance Amount</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	68,000.00	-	68,000.00	86,281.36	18,281.36
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	55,000.00	-	55,000.00	47,663.66	(7,336.34)
Public Charges For Services	359,600.00	-	359,600.00	299,750.61	(59,849.39)
Intergovt. Charges For Serv.	971,000.00	-	971,000.00	566,486.90	(404,513.10)
Miscellaneous Revenues	1,000.00	-	1,000.00	1,099.96	99.96
Other Financing Sources	-	-	-	-	-
<b>Revenues</b>	<b>1,454,600.00</b>	<b>-</b>	<b>1,454,600.00</b>	<b>1,001,282.49</b>	<b>(453,317.51)</b>
<b>Expenditures</b>					
Personnel Services	3,688,108.00	-	3,688,108.00	3,605,917.23	82,190.77
Contractual Services	901,220.00	-	901,220.00	926,623.15	(25,403.15)
Supplies & Expense	204,485.00	-	204,485.00	151,523.29	52,961.71
Intra Country Charges	-	-	-	-	-
Fixed Charges	30,000.00	-	30,000.00	23,536.25	6,463.75
Debt Service	-	-	-	-	-
Grants & Contributions	-	-	-	-	-
Capital Outlay	20,000.00	-	20,000.00	-	20,000.00
Department Allocation	435,000.00	-	435,000.00	389,716.00	45,284.00
<b>Expenditures</b>	<b>5,278,813.00</b>	<b>-</b>	<b>5,278,813.00</b>	<b>5,097,315.92</b>	<b>181,497.08</b>
<b>Net Cost</b>	<b>\$ 3,824,213.00</b>	<b>\$ -</b>	<b>\$ 3,824,213.00</b>	<b>\$ 4,096,033.43</b>	<b>\$ (271,820.43)</b>



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE  
SCHEDULE OF REVENUES AND EXPENDITURES**



**County Jail  
As Of  
12/30/2015**

	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	86,281.36	96,262.82	96,165.40	72,648.68	120,832.24
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	47,663.66	52,311.04	52,762.81	55,252.60	57,113.61
Public Charges For Services	299,750.61	322,247.92	337,459.57	357,600.00	321,542.37
Intergovt. Charges For Serv.	566,486.90	765,924.44	971,037.82	1,350,685.66	1,019,241.10
Miscellaneous Revenues	1,099.96	8.61	390.62	1,095.00	1,563.09
Other Financing Sources	-	-	-	-	-
<b>Revenues</b>	<b>1,001,282.49</b>	<b>1,236,754.83</b>	<b>1,457,816.22</b>	<b>1,837,281.94</b>	<b>1,520,292.41</b>
<b>Expenditures</b>					
Personnel Services	3,605,917.23	3,643,069.24	3,785,968.01	3,936,137.15	3,873,316.52
Contractual Services	926,623.15	877,195.86	906,250.54	893,691.12	743,184.58
Supplies & Expense	151,523.29	194,906.33	183,334.50	251,979.68	238,939.71
Intra Country Charges	-	-	-	-	-
Fixed Charges	23,536.25	28,824.91	25,193.45	29,538.98	26,416.35
Debt Service	-	-	-	-	-
Grants & Contributions	-	-	-	9.79	20.00
Capital Outlay	-	-	21,226.00	90,210.97	-
Department Allocation	389,716.00	470,237.25	444,835.75	401,317.75	425,026.09
<b>Expenditures</b>	<b>5,097,315.92</b>	<b>5,214,233.59</b>	<b>5,366,808.25</b>	<b>5,602,885.44</b>	<b>5,306,903.25</b>
<b>Net Cost</b>	<b>\$ 4,096,033.43</b>	<b>\$ 3,977,478.76</b>	<b>\$ 3,908,992.03</b>	<b>\$ 3,765,603.50</b>	<b>\$ 3,786,610.84</b>



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE  
SCHEDULE OF REVENUES AND EXPENDITURES  
COUNTY TREASURER**



As Of  
12/30/2015

	<b>2015 Original Budget</b>	<b>2015 Budgetary Transfers</b>	<b>2015 Amended Budget</b>	<b>2015 Actual Amount</b>	<b>2015 Variance Amount</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	27,700.00	-	27,700.00	27,478.44	(221.56)
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	25,000.00	-	25,000.00	19,725.99	(5,274.01)
Intergovt. Charges For Serv.	12,000.00	-	12,000.00	1,572.00	(10,428.00)
Miscellaneous Revenues	-	-	-	1,562.16	1,562.16
Other Financing Sources	-	-	-	-	-
<b>Revenues</b>	<b>64,700.00</b>	<b>-</b>	<b>64,700.00</b>	<b>50,338.59</b>	<b>(14,361.41)</b>
<b>Expenditures</b>					
Personnel Services	195,904.00	-	195,904.00	181,717.64	14,186.36
Contractual Services	15,520.00	-	15,520.00	14,677.23	842.77
Supplies & Expense	17,400.00	-	17,400.00	12,006.58	5,393.42
Intra Country Charges	-	-	-	-	-
Fixed Charges	21,200.00	-	21,200.00	15,016.44	6,183.56
Debt Service	-	-	-	-	-
Grants & Contributions	200.00	-	200.00	-	200.00
Capital Outlay	-	-	-	-	-
Department Allocation	28,665.00	-	28,665.00	12,000.00	16,665.00
<b>Expenditures</b>	<b>278,889.00</b>	<b>-</b>	<b>278,889.00</b>	<b>235,417.89</b>	<b>43,471.11</b>
<b>Net Cost</b>	<b>\$ 214,189.00</b>	<b>\$ -</b>	<b>\$ 214,189.00</b>	<b>\$ 185,079.30</b>	<b>\$ 29,109.70</b>

**Douglas County, Wisconsin  
Draft Debt Schedule**

	2005	2006	2010	2012	Loan	Balance 12/31/2014	2015	Projected Savings 2016 REF of 2005 Debt	TOTAL	CITY	NET
2014	\$ 1,750,000	\$ 581,231	\$ 297,250	\$ 914,625	\$ 446,357	\$ 3,989,463			\$ 3,989,463	\$ (243,115)	\$ 3,746,348
2015	1,822,500	592,325	321,500	924,375	446,356	4,107,056			4,107,056	(243,115)	3,863,941
<b>2016</b>	<b>1,902,625</b>		<b>320,500</b>	<b>1,205,875</b>	<b>446,357</b>	<b>3,875,357</b>	<b>308,634</b>		4,183,991	<b>(243,115)</b>	<b>3,940,876</b>
2017	1,984,750		319,375	1,134,875	446,357	3,885,357	236,850	(118,850)	4,003,357	(243,115)	3,760,242
2018	2,078,125		318,063	1,064,875	446,357	3,907,420	248,700	(118,925)	4,037,195	(243,115)	3,794,080
2019	2,152,500		316,688	1,045,375	446,357	3,960,920	255,300	(122,400)	4,093,820	(243,115)	3,850,705
2020			2,574,875	1,001,125	446,356	4,022,356	251,800		4,274,156	(243,115)	4,031,041
2021			2,664,563	956,219	446,356	4,067,138	273,050		4,340,188	(243,115)	4,097,073
2022			2,772,688	935,406	446,357	4,154,451	269,050		4,423,501	(243,115)	4,180,386
2023					446,356	446,356	908,550		1,354,906		1,354,906
2024					446,357	446,357	921,775		1,368,132		1,368,132
2025					446,357	446,357	951,750		1,398,107		1,398,107
2026					446,357	446,357			446,357		446,357
2027					446,357	446,357			446,357		446,357
2028					446,357	446,357			446,357		446,357
2029					446,357	446,357			446,357		446,357
2030					446,357	446,357			446,357		446,357
2031					446,357	446,357			446,357		446,357
2032					446,357	446,357			446,357		446,357

**Douglas County, Wisconsin**  
**Declaration of Unassigned General Fund Prior Year Surplus**

**POLICY STATEMENT**

The Douglas County Board of Supervisors passed Resolution #39-12 (April 12, 2012) establishing the maintenance of a minimum balance in the Unassigned General Fund, fund balance. The resolution states that the unassigned general fund balance compared to governmental expenditures will be maintained at a minimum ratio of 12% or about eight weeks of working capital for operations.

The policy for the declaration of unassigned general fund prior year surplus is in conjunction with that resolution. In the event of a surplus from the prior year, this policy set guidelines for any disbursement of those funds.

**A. Authorization**

Approval for the use of surplus funds from a prior year will be at the County Board of Supervisor level, as referred by the Administration Committee.

**B. Purpose**

The disbursement will be determined in the following order:

1. Maintain unassigned general fund balance as set in resolution #39-12 at a minimum of 12% of governmental expenditures; and
2. Remaining balance:
  - a. 50% Capital Improvements as defined in the Capital Improvement Plan;
  - b. 15% Timber Sales Revenue Reserve;
  - c. 15% Courthouse/Government Center Maintenance Fund; and
  - d. 20% Discretionary allocation recommended by the Administration Committee to the full County Board to fund:
    - i. Merit Reward System for employees;
    - ii. Adjustments to the Wage Compensation Plan; and
    - iii. Special Projects.

**PROCEDURES**

Availability of funds will be determined after the annual audit is complete and the financial records are finalized for the year.

If funds are available, requests for capital improvement funding and other funding requests will be presented to the Administration Committee for approval and referral to the full County Board.

**FIRST LEASE AMENDMENT**

This FIRST LEASE AMENDMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by and between Douglas County ("Lessor"), whose address is 1313 Belknap Street, Superior, WI 54860, and the STATE OF WISCONSIN, DEPARTMENT OF ADMINISTRATION ("Lessee").

WHEREAS Lessor and Lessee have entered into a lease dated December 19, 2013, together with all amending instructions subsequent thereto (collectively, the "Lease"), which Lease covers approximately 533 square feet of office space (the "Premises") in Lessor's building, together with all appurtenances and access to common areas, located at 7417 S. County Road E, in the City of Hawthorne, WI, 54481 (the "Building"), and

WHEREAS, Lessor and Lessee thereto wish to amend said Lease,

NOW, THEREFORE, IT IS AGREED AS OF THE DATE ABOVE:

Said Lease is hereby amended as follows:

NOW, THEREFORE, in consideration of the mutual covenants contained herein, Lessor and Lessee agree to amend the Lease as follows:

1. This lease shall terminate early on December 31, 2015 ("Early Lease Termination Date") and shall have no further obligations under this lease.
2. Lessee shall remove all of its personal property and vacate the Premises not later than the Early Lease Termination Date.

All other provisions of the Lease, except as otherwise expressly provided herein, shall continue to be binding upon the parties thereto and shall inure to the benefit of said parties, their respective heirs, personal representatives, successors and assigns.

IN WITNESS WHEREOF, the parties have hereunto subscribed their names as of the date of the last signature below.

LESSOR:  
Douglas County

In presence of:

\_\_\_\_\_ By: \_\_\_\_\_

\_\_\_\_\_

Print name

\_\_\_\_\_

Print name/Title

Dated: \_\_\_\_\_

LESSEE:  
State of Wisconsin

By: \_\_\_\_\_

CATE S. ZEUSKE  
DEPUTY SECRETARY  
DEPARTMENT OF ADMINISTRATION

Dated: \_\_\_\_\_

**Douglas County, WI  
Budgetary/Actual Transfers  
January Administration Meeting**

<b>Department</b>	<b>Amount</b>	<b>Explanation</b>	<b>BX/JE #</b>	<b>Fiscal Note</b>
Land Conservation	\$ 1,510,000	Record budget for previously approved grant EWP Grant St Louis River Project - Multi year grant	188855	Increase grant related revenue and expenditures. No fiscal impact
Land Conservation	\$ 21,140	Record budget for previously approved grant Wildlife Damage Multi year grant	188855	Increase grant related revenue and expenditures. No fiscal impact
Land Conservation	\$ 53,890	Record budget for previously approved grant Lake Superior Basin Conservation Projects	188855	Increase grant related revenue and expenditures. No fiscal impact
Land Conservation	\$ 15,000	Record budget for previously approved grant Aquatic Invasive Species	188855	Increase grant related revenue and expenditures. No fiscal impact
Land Conservation	\$ 35,737	Record budget for previously approved grant Lake Protection Grant	188855	Increase grant related revenue and expenditures. No fiscal impact
Extension	2,500	Record budget for Tech Supplies grant	188443	Increase grant related revenue and expenditures. No fiscal impact
Extension	1,000	Record budget for gift from Meemic Insurance	188443	Increase grant related revenue and expenditures. No fiscal impact

## **DOUGLAS COUNTY GRIEVANCE PROCEDURE**

**POLICY:** To provide a timely and orderly review of decisions, as required by Wis. Stat. § 66.0509, concerning: a) employee terminations; b) employee discipline; and c) workplace safety.

### **I. Purpose and Applicability**

This procedure provides an employee with the individual opportunity to address concerns regarding discipline, termination or workplace safety matters, to have those matters reviewed by an Impartial Hearing Officer and to appeal to the County Board, where appropriate. The County expects employees and management to exercise reasonable efforts to resolve any questions, problems, or misunderstandings prior to utilizing the Grievance Procedure.

If an employee is subject to a contractual grievance procedure, the contractual grievance procedure must be followed as applicable. If an employee is subject to Douglas County's civil service system, the civil service system shall supersede this procedure where applicable.

Further, this procedure does not replace or supersede any statutory provision which may be applicable to an employee's employment with the County.

This Grievance Procedure does not create a legally binding contract or a contract of employment.

### **II. Definitions**

**Definition of "Discipline":** For purposes of this procedure, "discipline" means an employment action that results in disciplinary suspension and/or disciplinary demotion/reduction in rank. "Discipline" does not include any written or verbal notices, warnings, or reminders; verbal discipline will be documented, but not subject to the grievance procedure. The purpose of written and verbal notices, warnings, or reminders is to alert the employee that failure to correct the behavior may result in disciplinary suspension, termination, or disciplinary demotion/reduction in rank.

**Definition of "Employee" for Purposes of Discipline and Termination Grievances:** For purposes of the Procedure for Grievances Concerning Employees Terminations and Employee Discipline, "employee" includes all regular full-time and part-time employees who have been employed for (1) one year or more. The term "employee" excludes elected officials; individuals hired on a limited term, temporary, casual or seasonal basis; independent contractors; and any individual, official or officer that serves at the pleasure of the appointing authority as provided by Wisconsin Statutes.

**Definition of “Employee” for Purposes of Workplace Safety Grievances:** For purposes of the Procedure for Grievances Concerning Workplace Safety, “employee” shall include all regular full-time and part-time employees, elected officials; and, individuals hired on a limited term, casual, or seasonal basis. The term “employee” excludes independent contractors.

**Definition of “Termination”:** For purposes of this procedure, “termination” means a separation from employment by the employer for disciplinary and/or performance reasons. “Termination” does not include layoff, furlough or reduction in workforce, reduction in hours, job transfer or reassignment, or retirement.

**Definition of “Workplace Safety”:** For purposes of this procedure, “workplace safety” includes any conditions of employment related to the physical health and safety of employees, including the safety of the physical work environment, the safe operation of workplace equipment and tools, provision of personal protective equipment, and accident risks. “Workplace Safety” does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, sick, family, or medical leave, work schedules, breaks, termination, vacation, performance reviews and compensation.

### **III. General Provisions:**

**Role and Appointment of “Impartial Hearing Officer”:** For purposes of this policy, the role of the “Impartial Hearing Officer” will be to define the issues, identifying areas of agreement between the parties and identifying the issues in dispute, and to hear the parties’ respective arguments.

The Impartial Hearing Officer may require the parties to submit documents and witness lists in advance of the hearing in order to expedite the hearing. The Impartial Hearing Officer will have the authority to administer oaths, issue subpoenas at the request of either party, and decide if a transcript is necessary. The Impartial Hearing Officer shall apply relaxed standards for the admission of evidence and may allow or request oral or written arguments and replies.

The Impartial Hearing Officer shall be selected by the County Administrator based on the nature of the matter in dispute.

**Costs:** Each party shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees, in investigating, preparing, presenting, or defending a grievance. The fees of the Impartial Hearing Officer will be paid by the County.

**Time Limits:** The term “days” as used in this provision means calendar days, excluding holidays. The employer and grievant may mutually agree to extend time limits, in writing. If the last day on which a grievance is to be filed or a decision is to be appealed is a Saturday, Sunday or holiday, the time limit is the next day which is not a Saturday, Sunday or holiday.

A grievance or decision or appeal is considered timely if received by the employer during normal business hours or if postmarked by 12:00 midnight on the due date.

The employer and grievant may mutually agree, in writing, to waive any step to facilitate or expedite resolution of the grievance.

If the grievance is not answered within the time limits, the grievant may proceed to the next available step within (10) ten days.

Any issues involving the timeliness of a grievance shall be resolved by the County Administrator.

**Scheduling:** Grievance meetings and hearings will typically be held during the grievant's off-duty hours. Time spent in grievance meetings and hearing outside of normal business hours shall not be considered as compensable work time.

**Representation:** The grievant shall have the right to representation during the Grievance Procedure at the Grievant's expense.

#### **IV. Procedure for Grievances Concerning Employee Terminations and Employee Discipline:**

**Step 1:** An earnest effort shall be made to settle the matter informally between the aggrieved employee and the employee's immediate supervisor. If the grievance is not resolved informally, it shall be reduced to writing by the employee who shall submit it to the employee's Department Manager, with a copy to the Human Resources Representative.

The written grievance shall give a detailed statement concerning the subject of the grievance, the facts upon which the grievance is based, and indicate the specific relief being sought.

**Time Limit:** If the employee does not submit a written grievance within 10 ten days after the facts upon which the grievance is based first became known, or should have been known to the employee, the grievance will be deemed waived. The Department Manager will reply in writing to the employee within (10) ten days after receipt of the written grievance.

**Step 2:** If the grievance is not settled in Step 1, and the employee wishes to appeal the decision, the employee shall submit the written grievance to the County Administrator to request a hearing before an Impartial Hearing Officer.

**Time Limit:** If the employee does not submit a written grievance to the County

Administrator requesting a hearing before an Impartial Hearing Officer within (10) ten days after receipt of the Department Manager's decision, the grievance will be deemed waived. If timely requested, the hearing will normally be scheduled within 30 days of receipt of the request for hearing.

The Impartial Hearing Officer shall determine whether the Department Manager's decision was arbitrary, capricious or not supported by the facts. At the conclusion of the hearing, the Impartial Hearing Officer shall render a written decision indicating the reasons for one of four decisions:

- 1) Sustaining the discipline/termination;
- 2) Modifying the discipline/termination;
- 3) Denying the discipline/ termination; or
- 4) Recommending additional investigation prior to final determination.

In cases where the Impartial Hearing Officer recommends additional investigation, at the conclusion of the additional investigation, a second, follow-up hearing shall be scheduled.

The Impartial Hearing Officer shall render a written decision to the employer and employee within (30) thirty calendar days from the date of the hearing.

**Step 3:**

The employer or employee may appeal the decision of the Impartial Hearing Officer to the County Board. The decision of the governing body shall be final and binding upon the parties.

Time Limit: The employee or employer may request a review by the County Board by filing a request with the County Administrator within (10) ten days of receipt of the written decision of the Impartial Hearing Officer. The request must set forth in detail the reasons for the appeal. The non-appealing party shall have (10) ten days to submit a reply to the detailed request. Once the written request and reply are received by the County Clerk, the review will be scheduled on the agenda for the first County Board meeting that is held at least 10 days after said request and reply are received or at a special meeting if such is deemed necessary by the County Board. If not timely submitted by the grievant, the grievance can no longer be addressed in the grievance procedure.

Level of Review: The County Board shall review the record and determine whether a rational basis exists for the Impartial Hearing Officer's decision. The findings of fact of the Impartial Hearing Officer shall not be overturned unless clearly erroneous. In the event the County Board does not sustain the Impartial Hearing Officer's decision, then the County Board may render a new decision and remedy, request the Impartial Hearing Officer to take further evidence, assign an

Impartial Hearing Officer to create a recommendation for the County Board's review, or hold a new hearing and make an independent decision.

**V. Procedure for Grievances Concerning Employee Workplace Safety:**

**Step 1:** Any employee who personally identifies, or is given information about, a workplace safety issue or incident must notify his/her supervisor of the issue or incident as soon as reasonably practicable. All safety issues, no matter how insignificant the situation may appear to be, must be reported. If the matter is not resolved in this manner, the employee shall report the incident or issue to the employee's Department Manager and file a written report of the incident or issue.

Time Limit: In order to be addressed as part of the grievance procedure, any workplace safety incident or issue must be reported by an employee within 24 hours after the incident or issue was raised. The 24 hour time limit for reporting may be waived by mutual agreement of the employer and employee.

A written report of the incident or issue, outlining the events that transpired and proposed resolution, if any, shall be signed by the employee and submitted to the employee's Department Manager within 10 days of the incident or issue for review and consideration.

**Step 2:** After receipt of the written report, the Department Manager will conduct an investigation, if required, and will reply to the employee in writing within 10 days of receipt of the written report. Copies of the Department Manager's final report will be given to the County Administrator.

**Step 3:** The employee may appeal the decision of the Department Manager and request a hearing before an Impartial Hearing Officer.

Time Limit: If the employee does not submit a written grievance to the County Administrator requesting a hearing before an Impartial Hearing Officer within 10 days after receipt of the Department Manager's written decision, the grievance can no longer be addressed in the grievance procedure. If timely requested, the hearing will normally be scheduled within 10 days of receipt of the request for hearing.

The Impartial Hearing Officer shall render a decision as to one of three outcomes:

- 1) Sustaining the conclusions of the Department Manager;
- 2) Denying the conclusions of the Department Manager and ordering additional or alternative remedial measures; or
- 3) Recommending additional investigation prior to final

determination. In cases where the Impartial Hearing Officer recommends additional investigation, at the conclusion of the additional investigation, a second, follow-up hearing shall be scheduled.

The Impartial Hearing Officer shall render a written decision setting forth the reasons for his/her decision within 30 calendar days from the date of the hearing.

**Step 4:**

Any order for additional or alternative remedial measures must be submitted to the Administration Committee for approval prior to implementation. The employer or employee may appeal the decision of the Impartial Hearing Officer, or the Administration Committee, if applicable, to the County Board. The decision of the governing body shall be final and binding upon the parties.

Time Limit: If additional or alternative remedial measures are ordered, the Administration Committee shall meet within 30 days to consider the order and render a written opinion.

The employee or employer may request a review by the County Board by filing a request with Human Resources within 10 days of receipt of the written decision of the Impartial Hearing Officer, or the Administration Committee, as applicable. The request must set forth in detail the reasons for the appeal. The non-appealing party shall have 10 days to submit a reply to the detailed request. Once the written request and reply are received by the County Clerk, the review will be scheduled on the agenda for the first County Board meeting that is held at least 10 days after said request and reply are received or at a special meeting if such is deemed necessary by the County Board. If not timely submitted by the grievant, the grievance can no longer be addressed in the grievance procedure.

Level of Review: The County Board shall review the record and determine whether a rational basis exists for the Impartial Hearing Officer's decision. The findings of fact of the Impartial Hearing Officer shall not be overturned unless clearly erroneous. In the event the County Board does not sustain the Impartial Hearing Officer's decision, then the County Board may render a new decision and remedy, request the Impartial Hearing Officer to take further evidence, assign an Impartial Hearing Officer to create a recommendation for the County Board's review, or hold a new hearing and make an independent decision.

Approved by the County Board: September 15, 2011  
Douglas County Personnel Policy Section VI: *Passed by County Board, Resolution#4-12; January 19, 2012*

7

PETITION TO DOUGLAS COUNTY BOARD OF SUPERVISORS

An employee of Douglas County(Trevor Welsch) who took a good service provider and moved it into the best in the state of Wisconsin was terminated for an ordinance violation in a neighboring county. This termination appears to be a decision by an administrator who placed a personal agenda over the needs of Veterans, Disabled veterans, veterans widows, and their dependents in Douglas County. This action affected negatively several thousand veterans in Douglas County .

We are petitioning the Douglas County Board of Supervisors to review the termination of Douglas County Veteran's Service Officer Trevor Welsch to insure that proper procedures and protocols were followed, and if not, proper disciplinary action be taken up to and including the termination of the County Administrator, Andrew Lisak.

SIGNATURE

PRINTED NAME

ADDRESS

*David T. Kringle*  
*MTM*

DAVID T. KRINGLE

2018 MISSOURI AVE. SUPERIOR

*James E. Wickstrom*

MIKE MOKI

P.O. BOX 71 POPLAR, WI

*Richard G. Smith*

JAMES E. WICKSTROM

5413 Tower Ave. Superior WI

*Ronald D. Cain*

RICHARD G. SMITH

1606 E. 4<sup>TH</sup> ST. SUPERIOR

*Glen L. Erickson*

RONALD D. CAIN

606 GRAND AVE. SUP

*Bob LaScala*

GLEN L. ERICKSON

5525 E 3<sup>RD</sup> STREET

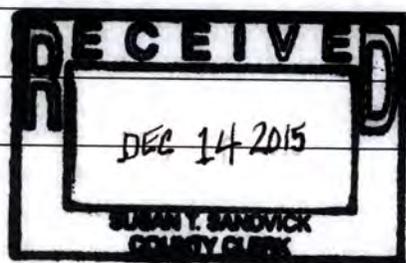
*Delbert Kansas*

BOB LA SCALA

2310 Ogden Ave - Super

DELBERT KANSAS

1 Windsor St Superior

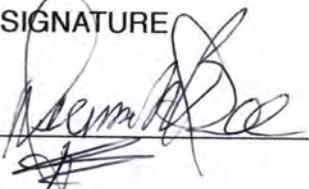
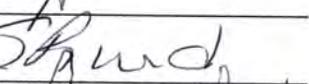
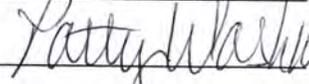
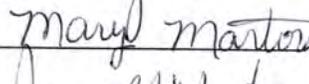
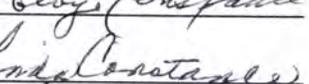
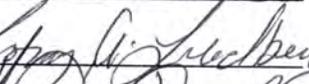
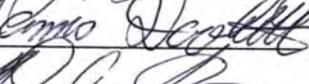
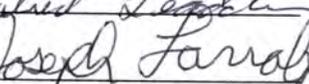
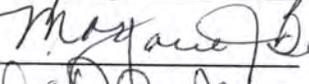
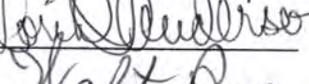
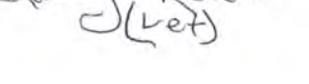




PETITION TO DOUGLAS COUNTY BOARD OF SUPERVISORS

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We are petitioning the Douglas County Board of Supervisors to review the termination of Douglas County Veteran's Service Officer Trevor Welsch to insure that proper procedures and protocols were followed, and if not, proper disciplinary action be taken up to and including the termination of the County Administrator, Andrew Lisak.

SIGNATURE	PRINTED NAME	ADDRESS
	DEDDIE BEE	1217 N 58 <sup>TH</sup> ST, SUPERIOR
	Dylan Carlson	6007 Banks, Superior
	Sandy Rivord	628 Tower Ave. Superior
	Patty Washniewski	1177 Hughtitt Ave. Superior, WI
	Mary Martorano	6205 Baxter Ave Superior, WI
	James Martorano	6200 DIXIE AVE Superior, WI
	GEORGE CONSTANCE	6021 John Ave Superior, WI
	Linda Constance	6621 JOHN AVE SUPERIOR, WI
	Lonny Lundberg	6611 Banks Av Superior WI
	James DeLotte	3125 Baxter Ave Superior
	Michael A. Lundberg	6411 BANKS AVE SUPERIOR WISCONSIN
	Robert Leadstrom	5927 Ogden Ave Superior WI
	JOSEPH LARRABEE	7608 HUGHTITT AVE SUPERIOR
	Margorie Bee	1217 N 58 <sup>TH</sup> Superior WI
	Lori Anderson	PO BOX 412 Lake Nebagamon WI
	WALT BEE	2021 JOHN AVE
	Larry Rivord	5110 E PINE ST Superior







## Corporation Counsel Douglas County

1316 N. 14<sup>th</sup> Street, Suite 301  
Superior, Wisconsin 54880  
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Fax: (715) 395-1212



Carolyn S. Pierce  
Corporation Counsel

Richard E. Maes III  
Assistant Corporation Counsel

Sharon T. Dembroski  
Paralegal

COPY

December 17, 2015

Mr. Eual Moore  
2117 E. 4<sup>th</sup> St.  
Superior, WI 54880

Dear Mr. Moore,

I am in receipt of your letter. As you may know, the County is not able to comment on individual personnel matters. I can, however, address the policies and procedures that are utilized by the County in regards to the discipline and termination of an employee.

Pursuant to Wisconsin Statute, a County Administrator has the authority to appoint and remove at his/her pleasure the heads of all the departments of the County, except those department heads elected by the people. (Wis. Stat. 59.18(2)(b)). For all other employees, the County's grievance procedure, adopted and approved by the County Board pursuant to Wis. Stat. 66.0509(1m), provides for a review of disciplinary or termination decisions.

The Douglas County Grievance Procedure Policy can be accessed on the Douglas County website, [www.douglascountywi.org](http://www.douglascountywi.org). The grievance procedure was adopted by the Board as a means of ensuring that employees are treated fairly and have access to a hearing in front of an Impartial Hearing Officer in cases where an employee has been disciplined, terminated or has filed a work safety complaint. County Administration is charged with and committed to following the dictates of that policy. An employee must file a request for appeal and then must complete and participate in the process in order for a hearing to occur. An employee has the right to terminate his or her appeal at any time and the process will conclude if the aggrieved employee so requests. As noted in the policy, the Impartial Hearing Officer's decision is subject to review by the County Board. The County Board review of the Impartial Hearing Officer's decision is limited to a determination of whether a rational basis exists for the Impartial Hearing Officer's decision.

If you have any further questions, please contact my office.

Sincerely,

Carolyn S. Pierce  
Douglas County Corporation Counsel

Roll Call		
District Number	Yes	No
1. Finn	X	
2. White	X	
3. O'Brien,		
4. Isackson		
5. Baker	X	
6. Paine	X	
7. Certa-Werner	X	
8. Martin	X	
9. Prettie		
10. Robinson	X	
11. Schulties		X
12. Jaques		
13. Quam	X	
14. Glazman		
15. McKenzie		
16. Sweeney		
17. Lear		X
18. Allen	X	
19. Ryan	X	
20. Hendrickson	X	
21. Johnson	X	
22. Thompson	X	
23. Corbin	X	
24. Liebaert	X	
25. Conley		
26. Gerhardt	X	
27. Stewart	X	
28. Bergman	X	
Roll: Ayes <u>18</u> Noes <u>2</u> Absent <u>8</u> Abstain <u>0</u>		
Passed <u>X</u> Lost _____ Refer _____ Amend <u>X</u> Other _____		
Rev.07/21/11		

**RESOLUTION #35-12**  
**RESOLUTION BY THE ADMINISTRATION COMMITTEE**

Subject: Elected Officials Salaries Established

WHEREAS, pursuant to Wisconsin Statutes § 59.22(1), the Douglas County Board of Supervisors must establish the total annual compensation for services to be paid to county officials (other than supervisors and circuit judges) prior to the earliest time for filing nomination papers for the county elective office, and

WHEREAS, the Board desires to establish the total annual compensation for county elected officials, which is separate and distinct from the fringe benefits offered by the County to elected officials, and which fringe benefits are subject to increase or decrease during the officer's term at the discretion of the Board and in accordance with state and federal law, and

WHEREAS, as part of the County's fringe benefit program, county elected officials may participate in the Wisconsin Retirement System in accordance with state law, and

WHEREAS, as part of the County's fringe benefit program, county elected officials may elect to receive health insurance coverage under the same terms and conditions as the health insurance coverage offered to non-represented managerial county employees who are not law enforcement managerial employees or non-represented managerial employees described in Wisconsin Statutes § 111.70(1)(mm)2.

NOW, THEREFORE, BE IT RESOLVED by the Douglas County Board of Supervisors, that the total annual compensation for county-elected officers under Wisconsin Statutes § 59.22(1) shall be as follows, effective on the first day of a term of office that begins after the date of this Resolution:

	<u>Treasurer</u>	<u>Register of Deeds</u>	<u>County Clerk</u>
2013	\$58,912.11 (1.5%)	\$58,912.11 (1.5%)	\$58,912.11 (1.5%)
2014	\$60,090.35 (2.0%)	\$60,090.35 (2.0%)	\$60,090.35 (2.0%)
2015	<b>\$60,090.35 (0%)</b>	<b>\$60,090.35 (0%)</b>	<b>\$60,090.35 (0%)</b>
2016	<b>\$60,090.35 (0%)</b>	<b>\$60,090.35 (0%)</b>	<b>\$60,090.35 (0%)</b>

BE IT FURTHER RESOLVED that the aforementioned county officials are entitled to participate in the Wisconsin Retirement System in accordance with law and the county shall pay only its share of contributions required by law.

Roll Call		
District Number	Yes	No
1. Finn	X	
2. White	X	
3. O'Brien,		
4. Isackson		
5. Baker	X	
6. Paine	X	
7. Certa-Werner	X	
8. Martin	X	
9. Prettie		
10. Robinson	X	
11. Schulties		X
12. Jaques		
13. Quam	X	
14. Glazman		
15. McKenzie		
16. Sweeney		
17. Lear		X
18. Allen	X	
19. Ryan	X	
20. Hendrickson	X	
21. Johnson	X	
22. Thompson	X	
23. Corbin	X	
24. Liebaert	X	
25. Conley		
26. Gerhardt	X	
27. Stewart	X	
28. Bergman	X	
Roll: Ayes <u>  18  </u> Noes <u>  2  </u> Absent <u>  8  </u> Abstain <u>  0  </u>  Passed <u>  X  </u> Lost <u>      </u> Refer <u>      </u> Amend <u>  X  </u> Other <u>      </u>		
Rev.07/21/11		

BE IT STILL FURTHER RESOLVED that the aforementioned county elected officials are entitled to participate in the County's health insurance program subject to terms and conditions of the program, which may be modified from time to time, under the same terms and conditions as the health insurance coverage offered to non-represented managerial county employees described in Wisconsin Statutes § 111.70(1)(mm)2.

Dated this 12<sup>th</sup> day of April, 2012.

(Committee Action: Unanimous)

(Fiscal Note: \$3,070 in 2013; \$4,191 in 2014; **\$0.00 in 2015; \$0.00 in 2016**)

ACTION: Motion by Corbin, second Ryan, to adopt. Motion by Corbin, second Hendrickson, to amend 2015 and 2016 salaries to reflect the same salaries of \$60,090.35, for the three positions, as stated for 2014. Motion carried. Roll call vote taken to adopt resolution as amended, and passed with 18 Yes, 2 No, 8 Absent. Voting no were Lear and Schulties. Absent were O'Brien, Prettie, Isackson, Conley, Jaques, Glazman, McKenzie, and Sweeney.

**Employee Staffing Report (October through December)  
4th Quarter - 2015**

<b>Department</b>	<b>Date</b>	<b>Position</b>	<b>FT/PT</b>	<b>Comments</b>
Highway	10/5/2015	Equipment Operator	FT	New Hire
Health & Human Services	10/19/2015	Social Worker	FT	Re-Hire
Corporation Counsel	11/2/2015	Asst. Corporation Counsel	PT	New Hire
Health & Human Services	11/9/2015	Social Worker	FT	New Hire
Health & Human Services	11/9/2015	Social Worker	FT	New Hire
Communication Center	11/25/2015	911 Dispatcher	FT	Re-Hire

<b>Department</b>	<b>Retired</b>	<b>Position</b>	<b>FT/PT</b>	<b>Comments</b>
District Attorney	10/2/2015	Child Support Investigator	FT	Retirement

<b>Department</b>	<b>Resign/Term</b>	<b>Position</b>	<b>FT/PT</b>	<b>Comments</b>
Forestry	11/13/2015	Forester	FT	Voluntary Resignation
Communication Center	10/21/2015	Dispatcher	FT	Voluntary Resignation
Forestry	10/22/2015	Park Worker	Seasonal	Seasonal Employ
Forestry	11/13/2015	Equipment Operator	Seasonal	Seasonal Employ
Veterans	10/28/2015	Veteran Service Officer	FT	Voluntary Resignation
Health & Human Services	12/4/2015	Public Health Nurse	FT	Voluntary Resignation
Sherrif Department- Jail Di	12/14/2015	Jailer	FT	Propationary Release
Health & Human Services	12/15/2015	Economic Support Spec.	FT	Voluntary Resignation