

February 28, 2017

**ADMINISTRATION COMMITTEE**  
**Douglas County Board of Supervisors**  
**Thursday, March 2, 2017, 9:30 a.m., Courthouse Room 207C**  
**1313 Belknap Street, Superior, Wisconsin**

Please call the Chair or County Clerk's Office (715-395-1483) if you are unable to attend.

MEMBERS:	Jim Paine, Chair	Alan Jaques, Vice Chair	Nick Baker
	Mary Lou Bergman	Marvin Finendale	Douglas Finn
	Rosemary Lear	Pat Ryan	Larry Quam

**AMENDED AGENDA**

(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: January 5, 2017, meeting minutes, and January 20, 2017, special meeting closed session and determine whether those minutes should remain closed or become an open record (provided in separate confidential envelope).
3. Departmental financial reports and goals/objectives for 2017 (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; and
  - g. Treasurer.
4. Action items/referrals:
  - a. Compensation Plan Market Study Steering Committee recommendations (attached);
  - b. Buildings and Grounds capital projects funding request (attached);
  - c. County Board/City Council meeting room audio/visual equipment upgrades funding request (attached);
  - d. Parking study update/recommendations (attached); and
  - e. Budgetary:
    - 1) Year-end 2016 carry-overs and reserves (attached);
    - 2) Transfers (attached).
  - f. Resolution supporting efforts to close commercial property assessment loopholes (attached); and
  - g. New lighting estimate for Government Center Room 270 (attached).
5. Informational:
  - a. Courthouse sign; and
  - b. Employee staffing report (attached).
6. Future agenda items.
7. Motion to adjourn open session and convene into closed session pursuant to Section 19.85(1)(g), Wisconsin Statutes, to confer with legal counsel in regard to Mediated Settlement Agreement and Release between Douglas County and Short Elliot Hendrickson Incorporated.

NOTE: A quorum of the County Board, Executive Committee, Health and Human Services Board, Public Safety Committee, Transportation and Infrastructure Committee and Zoning Committee will be present at this meeting due to membership of this committee's members on those boards/committees.

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 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 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 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



Pamela A. Tafelski 02-28-2017 Amended Agenda

**ADMINISTRATION COMMITTEE**  
**Douglas County Board of Supervisors**  
**Thursday, January 5, 2017, 9:30 a.m., Courthouse Room 207C**  
**1313 Belknap Street, Superior, Wisconsin**

Meeting called to order by Chair Jim Paine.

**ROLL CALL:** Present - Alan Jaques, Nick Baker, Mary Lou Bergman, Marvin Finendale, Douglas Finn, Pat Ryan, Larry Quam, Jim Paine. Absent – Rosemary Lear. Others present – Andy Lisak, Tracy Middleton, Keith Kesler, Linda Corbin, Carolyn Pierce, Mark Liebaert, Sam Pomush, Candy Anderson, Daniel Corbin, Carol Jones, Michele Wick, James Anderson, Sue Sandvick, Pam Tafelski (Committee Clerk).

**APPROVAL OF MINUTES:** Motion by Ryan, second Baker, to add Mark Liebaert as attendee, and approve December 1, 2016, open and closed session minutes with closed session minutes to remain closed. Motion carried.

**DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2017:** Departmental budget reports attached/reviewed. **Buildings & Grounds:** Updates on HVAC, uninterrupted power supply, and courthouse atrium study. **County Clerk:** Election recount successful; cost \$21,000; waiting for reimbursement from state. **Finance/Information Services:** Staff working on year-end reports; payroll busy with 2016 tax documents. IS scheduled in-house JD Edwards updates training. **Register of Deeds:** Beginning process to fill a staff vacancy. **Treasurer:** Tax collections going well; Tax Lister Devoe has been very helpful getting tax statements completed early. **Administration/Human Resources:** Following projects updated: LHB design for HOLF parking lot; Superior Business Center; Better City Superior Initiative; local option sales tax pilot project. County sales tax loss at 9% as opposed to originally projected 13%. HR scheduled Customer Service training January 24-25.

**ACTION ITEMS/REFERRALS:**

**Compensation Market Study:** January 2014 Carlson-Dettman study attached/reviewed. Lisak recommends 2017 study to implement in 2018. He would like committee to: (1) Decide whether to conduct study; and (2) If decision is yes, employ Carlson-Dettman, do in-house, or request RFP's. Recommending same comparables but add WDNR for forestry positions. Administration Committee role to be revisited. Questions arose about how the merit system is working and if it is part of the compensation study; this a separate item. Suggestion that Compensation Plan Steering Committee be resurrected.

**ACTION:** Motion by Jaques, second Ryan, recommending Chair Liebaert appoint steering committee to review need for a compensation market study, answering the questions asked by Administrator, with recommendations to be brought back to Administration Committee. Motion carried.

**Photographer Remuneration for County Board Photos:** Discussion on mileage and small remuneration.

**ACTION:** Motion by Quam, second Baker, to approve \$100 remuneration to photographer for County Board official photographs. Motion carried.

**Budgetary Transfers:** Attached/reviewed.

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

**INFORMATIONAL:**

**Government Center Corridor/Decorative Lighting Cost Estimate:** \$2400 estimate for lighting at entrance to Room 270. Many structural and cost issues for accent light over sculptures and plaques in atrium.

**ACTION (REFERRAL):** Motion by Finn, second Baker, to refer Government Center lighting to capital projects. Motion carried.

**Parking Study Update:** Several options for additional parking areas resulted from Lisak's meetings with Facility & Security Committee, Employee Relations Committee and department managers. He reviewed the number of spaces lost and concept to reassign and develop additional spaces to replace those lost. Ideas to pursue: more bike racks; carpooling incentives; explore additional parking along Cumming Avenue and development of county lot on northeast corner of 14<sup>th</sup> and Cumming; and inquire about utilization of the Enbridge lot at northwest corner of 14<sup>th</sup> Street and Hammond. Committee also agreed long-term parking solutions should be considered. Lisak will get cost estimates of various options for additional parking.

**FUTURE AGENDA ITEMS:** Paine to schedule special Administration Committee meeting for 9:30 a.m., Thursday, January 19, 2017, for County Administrator evaluation.

**ADJOURNMENT:** Motion by Ryan, second Baker, to adjourn. Motion carried. Adjourned at 11:23 a.m.

Submitted by,

Pamela A. Tafelski  
Committee Clerk



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE  
DEPARTMENT SUMMARY  
2016**



**Transactions posted as of printing date  
2/21/2017**

<b>Department</b>	<b>Prior Year Actual</b>	<b>Amended Budget</b>	<b>Budget through Current Month</b>	<b>Actual Amount</b>	<b>Variance Amount</b>
COUNTY BOARD OF SUPERVISORS	162,120.33	181,991.00	181,991.00	174,328.78	7,662.22
ADMINSTRATION	356,215.96	358,280.00	358,280.00	331,708.43	26,571.57
CORPORATION COUNSEL	52,589.40	104,060.00	104,060.00	53,994.23	50,065.77
REGISTER OF DEEDS	5,765.04	(34,847.00)	(34,847.00)	(4,885.74)	(29,961.26)
COUNTY CLERK	202,102.34	237,378.00	237,378.00	216,814.68	20,563.32
COUNTY TREASURER	186,563.63	203,971.00	203,971.00	198,478.14	5,492.86
FINANCE	394,018.20	403,114.00	403,114.00	359,188.30	43,925.70
BUILDING AND GROUNDS	226,772.54	278,332.00	278,332.00	245,968.44	32,363.56
INFORMATION SERVICES	300,317.50	(34,000.00)	(34,000.00)	(146,356.68)	112,356.68



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE**  
**SCHEDULE OF REVENUES AND EXPENDITURES**  
**COUNTY BOARD OF SUPERVISORS**  
 Transactions posted as of printing date  
 2/21/2017



	<b>Prior Year Actual</b>	<b>2016 Amended Budget</b>	<b>Budget through Current Month</b>	<b>2016 Actual Amount</b>	<b>Variance Amount</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	-	-	-	-	-
Intergovt. Charges For Serv.	-	-	-	-	-
Miscellaneous Revenues	-	-	-	100.00	(100.00)
Other Financing Sources	-	-	-	-	-
<b>Revenues</b>	<b>-</b>	<b>-</b>		<b>100.00</b>	<b>(100.00)</b>
<b>Expenditures</b>					
Personnel Services	108,932.26	110,541.00	110,541.00	108,708.19	1,832.81
Contractual Services	206.40	900.00	900.00	163.28	736.72
Supplies & Expense	50,651.39	65,500.00	65,500.00	63,724.35	1,775.65
Intra Country Charges	-	-	-	-	-
Fixed Charges	709.00	2,000.00	2,000.00	700.50	1,299.50
Debt Service	-	-	-	-	-
Grants & Contributions	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Department Allocation	1,621.28	3,050.00	3,050.00	1,132.46	1,917.54
<b>Expenditures</b>	<b>162,120.33</b>	<b>181,991.00</b>	<b>181,991.00</b>	<b>174,428.78</b>	<b>7,562.22</b>
<b>Net Cost</b>	<b>\$ 162,120.33</b>	<b>\$ 181,991.00</b>	<b>\$ 181,991.00</b>	<b>\$ 174,328.78</b>	<b>\$ 7,662.22</b>



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



Transactions posted as of printing date  
2/21/2017

	Prior Year Actual	2016 Amended Budget	Budget through Current Month	2016 Actual Amount	Variance Amount
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	1,511.40	3,000.00	3,000.00	1,335.95	(1,664.05)
Intergovt. Charges For Serv.	42,998.87	69,000.00	69,000.00	65,502.68	(3,497.32)
Miscellaneous Revenues	166.46	-	-	-	-
Other Financing Sources	-	-	-	-	-
<b>Revenues</b>	<b>44,676.73</b>	<b>72,000.00</b>	<b>72,000.00</b>	<b>66,838.63</b>	<b>(5,161.37)</b>
<b>Expenditures</b>					
Personnel Services	344,928.81	359,169.00	359,169.00	344,206.07	14,962.93
Contractual Services	26,538.70	31,070.00	31,070.00	22,114.06	8,955.94
Supplies & Expense	36,418.33	66,841.00	66,841.00	34,784.17	32,056.83
Intra Country Charges	-	-	-	-	-
Fixed Charges	1,051.00	1,100.00	1,100.00	1,399.00	(299.00)
Debt Service	-	-	-	-	-
Grants & Contributions	600.00	600.00	600.00	600.00	-
Capital Outlay	-	-	-	-	-
Department Allocation	(8,644.15)	(28,500.00)	(28,500.00)	(4,556.24)	(23,943.76)
<b>Expenditures</b>	<b>400,892.69</b>	<b>430,280.00</b>	<b>430,280.00</b>	<b>398,547.06</b>	<b>31,732.94</b>
<b>Net Cost</b>	<b>\$ 356,215.96</b>	<b>\$ 358,280.00</b>	<b>\$ 358,280.00</b>	<b>\$ 331,708.43</b>	<b>\$ 26,571.57</b>



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



Transactions posted as of printing date  
2/21/2017

	<b>Prior Year Actual</b>	<b>2016 Amended Budget</b>	<b>Budget through Current Month</b>	<b>2016 Actual Amount</b>	<b>Variance Amount</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	-	-	-	-	-
Intergovt. Charges For Serv.	5,983.02	5,000.00	5,000.00	6,118.09	1,118.09
Miscellaneous Revenues	316,518.22	306,600.00	306,600.00	313,124.65	6,524.65
Other Financing Sources	-	-	-	-	-
<b>Revenues</b>	<b>322,501.24</b>	<b>311,600.00</b>	<b>311,600.00</b>	<b>319,242.74</b>	<b>7,642.74</b>
<b>Expenditures</b>					
Personnel Services	363,113.94	382,243.00	382,243.00	390,886.39	(8,643.39)
Contractual Services	732,104.55	760,500.00	760,500.00	718,547.82	41,952.18
Supplies & Expense	53,802.05	61,130.00	61,130.00	58,430.72	2,699.28
Fixed Charges	49,731.83	62,000.00	62,000.00	61,294.00	706.00
Debt Service	-	-	-	-	-
Grants & Contributions	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Department Allocation	(649,478.59)	(675,941.00)	(675,941.00)	(663,947.75)	(11,993.25)
<b>Expenditures</b>	<b>549,273.78</b>	<b>589,932.00</b>	<b>589,932.00</b>	<b>565,211.18</b>	<b>24,720.82</b>
<b>Net Cost</b>	<b>\$ 226,772.54</b>	<b>\$ 278,332.00</b>	<b>\$ 278,332.00</b>	<b>\$ 245,968.44</b>	<b>\$ 32,363.56</b>





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



Transactions posted as of printing date  
2/21/2017

	Prior Year Actual	2016 Amended Budget	Budget through Current Month	2016 Actual Amount	Variance Amount
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	-	-	-	-	-
Intergovt. Charges For Serv.	170,212.72	157,500.00	157,500.00	203,171.59	45,671.59
Miscellaneous Revenues	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
<b>Revenues</b>	<b>170,212.72</b>	<b>157,500.00</b>	<b>157,500.00</b>	<b>203,171.59</b>	<b>45,671.59</b>
<b>Expenditures</b>					
Personnel Services	199,655.26	242,365.00	242,365.00	244,595.08	(2,230.08)
Contractual Services	13,757.83	6,550.00	6,550.00	2,491.09	4,058.91
Supplies & Expense	3,697.77	6,745.00	6,745.00	3,257.02	3,487.98
Intra Country Charges	-	-	-	-	-
Fixed Charges	719.00	900.00	900.00	791.00	109.00
Debt Service	-	-	-	-	-
Grants & Contributions	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Department Allocation	4,972.26	5,000.00	5,000.00	6,031.63	(1,031.63)
<b>Expenditures</b>	<b>222,802.12</b>	<b>261,560.00</b>	<b>261,560.00</b>	<b>257,165.82</b>	<b>4,394.18</b>
<b>Net Cost</b>	<b>\$ 52,589.40</b>	<b>\$ 104,060.00</b>	<b>\$ 104,060.00</b>	<b>\$ 53,994.23</b>	<b>\$ 50,065.77</b>



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



Transactions posted as of printing date  
2/21/2017

	<b>Prior Year Actual</b>	<b>2016 Amended Budget</b>	<b>Budget through Current Month</b>	<b>2016 Actual Amount</b>	<b>Variance Amount</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	20,787.83	20,787.83
Licenses & Permits	12,790.00	11,250.00	11,250.00	11,835.00	585.00
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	12,731.81	14,100.00	14,100.00	18,151.01	4,051.01
Intergovt. Charges For Serv.	20,172.62	32,300.00	32,300.00	20,980.04	(11,319.96)
Miscellaneous Revenues	35,885.89	20,870.00	20,870.00	35,570.54	14,700.54
Other Financing Sources	-	-	-	-	-
<b>Revenues</b>	<b>81,580.32</b>	<b>78,520.00</b>	<b>78,520.00</b>	<b>107,324.42</b>	<b>28,804.42</b>
<b>Expenditures</b>					
Personnel Services	221,402.43	226,109.00	226,109.00	231,998.08	(5,889.08)
Contractual Services	13,148.16	20,940.00	20,940.00	22,535.33	(1,595.33)
Supplies & Expense	36,390.96	51,884.00	51,884.00	59,892.35	(8,008.35)
Intra Country Charges	-	-	-	-	-
Fixed Charges	1,080.04	1,800.00	1,800.00	1,371.79	428.21
Debt Service	-	-	-	-	-
Grants & Contributions	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Department Allocation	11,661.07	15,165.00	15,165.00	8,341.55	6,823.45
<b>Expenditures</b>	<b>283,682.66</b>	<b>315,898.00</b>	<b>315,898.00</b>	<b>324,139.10</b>	<b>(8,241.10)</b>
<b>Net Cost</b>	<b>\$ 202,102.34</b>	<b>\$ 237,378.00</b>	<b>\$ 237,378.00</b>	<b>\$ 216,814.68</b>	<b>\$ 20,563.32</b>



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



Transactions posted as of printing date  
2/21/2017

	Prior Year Actual	2016 Amended Budget	Budget through Current Month	2016 Actual Amount	Variance Amount
<b>Revenues</b>					
Taxes	\$ 120.09	\$ -	\$ -	\$ 119.96	\$ 119.96
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	759.00	-	-	30.00	30.00
Intergovt. Charges For Serv.	243,529.96	251,696.00	251,696.00	268,545.85	16,849.85
Miscellaneous Revenues	98.28	-	-	195.00	195.00
Other Financing Sources	-	-	-	-	-
<b>Revenues</b>	<b>244,507.33</b>	<b>251,696.00</b>	<b>251,696.00</b>	<b>268,890.81</b>	<b>17,194.81</b>
<b>Expenditures</b>					
Personnel Services	527,309.74	536,913.00	536,913.00	532,695.93	4,217.07
Contractual Services	64,840.82	67,110.00	67,110.00	63,752.65	3,357.35
Supplies & Expense	22,899.04	29,287.00	29,287.00	17,831.73	11,455.27
Intra Country Charges	-	-	-	-	-
Fixed Charges	1,271.00	2,500.00	2,500.00	1,954.00	546.00
Debt Service	-	-	-	-	-
Grants & Contributions	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Department Allocation	22,204.93	19,000.00	19,000.00	11,844.80	7,155.20
<b>Expenditures</b>	<b>638,525.53</b>	<b>654,810.00</b>	<b>654,810.00</b>	<b>628,079.11</b>	<b>26,730.89</b>
<b>Net Cost</b>	<b>\$ 394,018.20</b>	<b>\$ 403,114.00</b>	<b>\$ 403,114.00</b>	<b>\$ 359,188.30</b>	<b>\$ 43,925.70</b>



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



Transactions posted as of printing date  
2/21/2017

	<b>Prior Year Actual</b>	<b>2016 Amended Budget</b>	<b>Budget through Current Month</b>	<b>2016 Actual Amount</b>	<b>Variance Amount</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	242.60	100.00	100.00	-	(100.00)
Intergovt. Charges For Serv.	855,116.48	911,898.00	911,898.00	883,717.83	(28,180.17)
Miscellaneous Revenues	-	-	-	-	-
Other Financing Sources	-	34,000.00	34,000.00	34,000.00	-
<b>Revenues</b>	<b>855,359.08</b>	<b>945,998.00</b>	<b>945,998.00</b>	<b>917,717.83</b>	<b>(28,280.17)</b>
<b>Expenditures</b>					
Personnel Services	174,519.72	162,759.00	162,759.00	129,061.76	33,697.24
Contractual Services	409,140.96	524,364.00	524,364.00	520,563.32	3,800.68
Supplies & Expense	108,362.10	85,475.00	85,475.00	28,564.50	56,910.50
Fixed Charges	129,288.01	139,400.00	139,400.00	93,171.57	46,228.43
Debt Service	-	-	-	-	-
Grants & Contributions	334,365.79	-	-	-	-
Capital Outlay	-	-	-	-	-
Department Allocation	-	-	-	-	-
<b>Expenditures</b>	<b>1,155,676.58</b>	<b>911,998.00</b>	<b>911,998.00</b>	<b>771,361.15</b>	<b>140,636.85</b>
<b>Net Cost</b>	<b>\$ 300,317.50</b>	<b>\$ (34,000.00)</b>	<b>\$ (34,000.00)</b>	<b>\$ (146,356.68)</b>	<b>\$ 112,356.68</b>



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



Transactions posted as of printing date  
2/21/2017

	<b>Prior Year Actual</b>	<b>2016 Amended Budget</b>	<b>Budget through Current Month</b>	<b>2016 Actual Amount</b>	<b>Variance Amount</b>
<b>Revenues</b>					
Taxes	\$ 99,338.63	\$ 157,906.00	\$ 157,906.00	\$ 102,061.55	\$ (55,844.45)
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	3,621.00	4,580.00	4,580.00	3,875.00	(705.00)
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	190,557.61	175,000.00	175,000.00	198,618.47	23,618.47
Intergovt. Charges For Serv.	-	-	-	-	-
Miscellaneous Revenues	3.70	120.00	120.00	6,261.25	6,141.25
Other Financing Sources	-	-	-	-	-
<b>Revenues</b>	<b>293,520.94</b>	<b>337,606.00</b>	<b>337,606.00</b>	<b>310,816.27</b>	<b>(26,789.73)</b>
<b>Expenditures</b>					
Personnel Services	252,913.67	261,320.00	261,320.00	259,356.12	1,963.88
Contractual Services	23,768.89	18,204.00	18,204.00	25,482.81	(7,278.81)
Supplies & Expense	7,906.31	9,770.00	9,770.00	5,740.09	4,029.91
Intra Country Charges	-	-	-	-	-
Fixed Charges	2,936.21	3,100.00	3,100.00	3,257.38	(157.38)
Debt Service	-	-	-	-	-
Grants & Contributions	5.00	75.00	75.00	-	75.00
Capital Outlay	-	-	-	-	-
Department Allocation	11,755.90	10,290.00	10,290.00	12,094.13	(1,804.13)
<b>Expenditures</b>	<b>299,285.98</b>	<b>302,759.00</b>	<b>302,759.00</b>	<b>305,930.53</b>	<b>(3,171.53)</b>
<b>Net Cost</b>	<b>\$ 5,765.04</b>	<b>\$ (34,847.00)</b>	<b>\$ (34,847.00)</b>	<b>\$ (4,885.74)</b>	<b>\$ (29,961.26)</b>



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



Transactions posted as of printing date  
2/21/2017

	Prior Year Actual	2016 Amended Budget	Budget through Current Month	2016 Actual Amount	Variance Amount
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	27,478.44	27,700.00	27,700.00	29,009.24	1,309.24
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	21,980.69	23,000.00	23,000.00	24,474.25	1,474.25
Intergovt. Charges For Serv.	12,091.23	12,000.00	12,000.00	12,553.92	553.92
Miscellaneous Revenues	1,571.41	-	-	2,027.79	2,027.79
Other Financing Sources	-	-	-	-	-
<b>Revenues</b>	<b>63,121.77</b>	<b>62,700.00</b>	<b>62,700.00</b>	<b>68,065.20</b>	<b>5,365.20</b>
<b>Expenditures</b>					
Personnel Services	180,903.24	185,686.00	185,686.00	194,507.28	(8,821.28)
Contractual Services	15,238.43	15,520.00	15,520.00	13,414.36	2,105.64
Supplies & Expense	10,816.63	17,900.00	17,900.00	13,364.91	4,535.09
Intra Country Charges	-	-	-	-	-
Fixed Charges	14,883.44	21,200.00	21,200.00	17,529.77	3,670.23
Debt Service	-	-	-	-	-
Grants & Contributions	-	200.00	200.00	(89.50)	289.50
Capital Outlay	-	-	-	-	-
Department Allocation	27,843.66	26,165.00	26,165.00	27,816.52	(1,651.52)
<b>Expenditures</b>	<b>249,685.40</b>	<b>266,671.00</b>	<b>266,671.00</b>	<b>266,543.34</b>	<b>127.66</b>
<b>Net Cost</b>	<b>\$ 186,563.63</b>	<b>\$ 203,971.00</b>	<b>\$ 203,971.00</b>	<b>\$ 198,478.14</b>	<b>\$ 5,492.86</b>



**DOUGLAS COUNTY, WISCONSIN  
TREASURER'S MONTHLY REPORT  
ACCOUNT BALANCES  
As of 12/31/16**



ACCOUNT	PRINCIPAL 2016	PRINCIPAL 2015	INTEREST 2016	INTEREST 2015
<b>CASH AND INVESTMENTS</b>				
<b>Cash:</b>				
Cash on Hand	\$ 159	\$ 100,418		
Petty Cash	9,365	9,565		
<b>Checking:</b>				
General Fund--M & I	\$ 10,514,329	\$ 7,015,903	4,816	6,500
Payroll--NBC	3,550	5,469		
Forestry--NBC	304,573	278,265	34	98
<b>Short Term Investments</b>				
State Trust Fund	6,431,388	270	31,117	
General Fund CDs	11,078,262	10,515,970	101,990	73,751
StepUps CDs	1,715,079	2,160,079	18,452	27,575
General Fund Savings Account	58	68	-	-
General Fund Money Markets	1,559,810	9,025,294	11,341	31,491
Rural Housing	20,158	20,158		
<b>CASH AND INVESTMENTS</b>	<b>\$ 31,636,731</b>	<b>\$ 29,131,459</b>	<b>\$ 167,750</b>	<b>\$ 139,415</b>
<b>RESTRICTED CASH AND INVESTMENTS</b>				
<b>Checking:</b>				
Huber Law Trust	\$ 24,503	\$ 28,446		
Clerk of Court Trust	23,042	23,042		
<b>Short Term Investments:</b>				
State Trust Fund - Health Insurance	1,219,180	1,214,682	4,498	2,366
Clerk of Courts	531,134	461,753	776	584
Drug Investigation	220,415	209,714		
Land Conservation	106,880	103,961	55	88
<b>Long Term Investments:</b>				
Money-Market - Workers' Compensation	902,406	899,077	3,330	1,751
CD-Land Conservation	250,000	250,000	2,865	2,386
Certificates of Deposit - Worker's Comp	-	-	-	-
<b>RESTRICTED CASH AND INVESTMENTS</b>	<b>\$ 3,277,560</b>	<b>\$ 3,190,675</b>	<b>\$ 11,524</b>	<b>\$ 7,175</b>
<b>OUTSTANDING LONG-TERM DEBT</b>				
General Obligation Debt Payable	\$ 27,088,731	\$ 27,088,731		
Note Payable-(Unfunded Pension Liability)	5,297,511	5,297,511		
Liability Accrued Compensated Absences	2,326,586	2,142,214		
<b>OUTSTANDING LONG-TERM DEBT</b>	<b>\$ 34,712,828</b>	<b>\$ 34,528,456</b>		



DOUGLAS COUNTY, WISCONSIN  
TREASURER'S MONTHLY REPORT  
ACCOUNT BALANCES  
As of 12/31/16  
(Continued)



ACCOUNT	2016	2015
<b>RECEIVABLES</b>		
<b>Tax Certificates and Deeds:</b>		
Tax Certificate - Current Year		
Delinquent Real Estate Taxes 2008-Sale of 2009	791	791
Delinquent Real Estate Taxes 2009-Sale of 2010	819	819
Delinquent Real Estate Taxes 2010-Sale of 2011	866	1,571
Delinquent Real Estate Taxes 2011-Sale of 2012	863	5,607
Delinquent Real Estate Taxes 2012-Sale of 2013	4,230	218,970
Delinquent Real Estate Taxes 2013-Sale of 2014	250,212	793,379
Delinquent Real Estate Taxes 2014-Sale of 2015	660,088	1,381,712
Delinquent Real Estate Taxes 2015-Sale of 2016	1,236,466	
Forest and Cropland Taxes	1,329	4,065
Allowance for Uncollectable Taxes	(10,000)	(10,000)
Tax Clearing	(7,571,302)	
Real Estate-Charge Backs		-
Tax Deeds Receivable	75,128	68,839
Allowance for Uncollectable Tax Deeds	(68,839)	(68,839)
<b>Tax Certificates and Deeds</b>	<b>(5,419,349)</b>	<b>2,396,914</b>
<b>Property Tax</b>	<b>-</b>	<b>16,397,294</b>
<b>Assessments</b>	<b>442,062</b>	<b>366,581</b>
<b>Accounts</b>	<b>10,864,572</b>	<b>9,160,637</b>
<b>Tax Installment Contracts</b>	<b>(1,211)</b>	<b>-</b>
<b>Due from other Governments</b>	<b>3,581,689</b>	<b>5,560,050</b>
<b>Accrued Interest</b>	<b>91,755</b>	<b>123,386</b>
<b>RECEIVABLES</b>	<b>\$ 9,559,518</b>	<b>\$ 34,004,862</b>



INVESTMENTS

MONTH/YEAR- DEC 2016

BANK	RATE		BEG BALANCE	PURCHASE	RETIRE	END BALANCE
SCCU Savings	0.000%		57.86	0.00	0.00	57.86
HFCU Savings	0.000%		10.00	0.00	10.00	-
BMO BANK CKG2 - ANALYSIS CHARGES	0.250%		0.00	668.25	668.25	-
BMO BANK MM	0.250%		1,269,113.78	3,678.34	0.00	1,272,792.12
NBC MM	0.130%		45,881.55	645,186.14	556,053.12	135,014.57
TIMBERWOOD MM	0.200%		151,978.09	24.98	0.00	152,003.07
ST POOL GENERAL	0.450%		6,428,910.19	2,477.37	0.00	6,431,387.56
ST POOL HIGHWAY BOND	0.450%		2.62	0.00	0.00	2.62
SUBTOTAL			7,895,954.09	652,035.08	556,731.37	7,991,257.80
CD - CITIZ12-1 (Merit)	8/14/16	1.200%	0.00	0.00	0.00	-
CD - CVB14-1	2/18/17	0.850%	250,000.00	0.00	0.00	250,000.00
CD - CVB14-2	8/18/16	0.850%	0.00	0.00	0.00	-
CD - CVB16-1	8/18/18	0.850%	254,290.71	723.24	0.00	255,013.95
CD - 1stMERIT15-1	8/17/17	0.700%	1,014,066.97	0.00	0.00	1,014,066.97
CD - 1stMERIT16-1	8/19/19	0.750%	500,000.00	0.00	0.00	500,000.00
CD - NBC13-2	6/4/19	can call 6/4/16	0.00	0.00	0.00	-
CD - NBC12-4	3/14/16	0.500%	0.00	0.00	0.00	-
CD - NBC15-2	10/26/18	callable quarter	500,000.00	0.00	0.00	500,000.00
CD - NBC16-1	9/14/17	0.650%	512,657.56	0.00	0.00	512,657.56
CD - NBC16-2	6/04/19	1.210%	2,000,000.00	5,983.57	5,983.57	2,000,000.00
CD - NBC16-3	9/02/19	1.050%	600,000.00	0.00	0.00	600,000.00
CD - SCCU	4/9/17	0.750%	247,836.12	1,241.82	0.00	249,077.94
CD-TIMBERWOOD1	1/23/17	0.6500%	250,000.00	0.00	0.00	250,000.00
CD-TIMBERWOOD3	5/24/18	0.6516%	252,445.18	0.00	0.00	252,445.18
CD's SubTotals			6,381,296.54	7,948.63	5,983.57	6,383,261.60
SUBTOTAL			14,277,250.63	659,983.71	562,714.94	14,374,519.40
CD-BMO15-1 (1-16)	1/22/16	1 year CD	0.4500%	0.00	0.00	0.00
CD-BMO15-2 (7-16)	7/28 & 1/28 Interest	1-1	0.5500%	0.00	0.00	0.00
CD-BMO15-3 (1-18)	7/28 & 1/28 Interest	1-1	1.3500%	0.00	0.00	0.00
CD-BMO15-4 (7-16)	7/28 & 1/28 Interest	1-1	0.5500%	0.00	0.00	0.00
CD-BMO15-5 (4-16)	7/28 & 1/28 Interest		0.5500%	0.00	0.00	0.00
CD-BMO15-6 (1-17)	7/28 & 1/28 Interest		0.7500%	248,000.00	0.00	248,000.00
CD-BMO15-8 (1-17)	7/29 & 1/29 Interest		0.8500%	248,000.00	0.00	248,000.00
CD-BMO15-11 (8/17)	8/13 & 2/03 Interest		0.8500%	248,000.00	0.00	248,000.00
CD-BMO15-12 (6-17)	12/17 & 6/17 Interest		1.1000%	248,000.00	1,367.74	248,000.00
CD-BMO15-13 (12/17)	12/24 & 6/24 Interest		1.2500%	127,000.00	795.92	127,000.00
CD-BMO15-14 (6/29/16)	1 year CD		0.5500%	0.00	0.00	0.00
CD-BMO15-15 (7/29/16)	1 year CD		0.6000%	0.00	0.00	0.00
CD-BMO15-16 (10/31/16)	15 month		0.7000%	0.00	0.00	0.00
CD-BMO15-17 (8/17)	2 year CD		1.2000%	248,000.00	0.00	248,000.00
CD-BMO15-18 (9/17)	2 year CD		1.1000%	248,000.00	0.00	248,000.00
CD-BMO15-19 (10/17)	2 year CD		1.2000%	248,000.00	244.60	248,000.00
CD-BMO15-20 (1x12/28/15)	3/28 & 9/28 Interest		1.1230%	0.00	0.00	0.00
CD-BMO16-1	2/18	2/3 & 8/3 Interest	2 y	1.1500%	0.00	248,000.00
CD-BMO16-2	10/17	4/6 & 10/6 Interest	18	0.8500%	0.00	248,000.00
CD-BMO16-3	05/10/2017	12 m	0.7500%	248,000.00	0.00	248,000.00
CD-BMO16-4	11/10/16	6 month CD	0.5000%	0.00	0.00	0.00
CD-BMO16-5	05/11/18	5/11 & 11/11 Inte	1.0000%	248,000.00	0.00	248,000.00
CD-BMO16-6	05/23/18	2 year CD	1.0000%	248,000.00	203.84	248,000.00
CD-BMO16-7	07/07/17	1 year CD	0.7500%	248,000.00	0.00	248,000.00
CD-BMO16-8	10/27/17	13 month CD	0.8000%	200,000.00	0.00	200,000.00
CD-BMO16-9	07/27/18	2 yr CD	0.9000%	200,000.00	0.00	200,000.00
CD-BMO16-10	07/27/18	2 yr CD	0.9000%	200,000.00	147.95	200,000.00
CD-BMO16-11	08/19/18	2 yr CD	1.0500%	248,000.00	649.22	248,000.00
CD-BMO16-12	11/02/18	2 yr CD	1.2000%	248,000.00	0.00	248,000.00
CD-BMO16-13	11/02/18	2 yr CD	1.2000%	248,000.00	0.00	248,000.00
BMO CD's SubTotals			4,695,000.00	3,409.27	3,409.27	4,695,000.00
SUBTOTAL			18,972,250.63	663,392.98	566,124.21	19,069,519.40
BMO STEP UP AGCY BOND 13-3 cusip*3D3		1.0000%	715,079.44	0.00	0.00	715,079.44
BMO STEP UP AGCY BOND 15-5 cusip*WG2		1.3000%	0.00	0.00	0.00	-
BMO STEP UP AGCY BOND 15-6 cusip*R78		0.7500%	0.00	0.00	0.00	-
BMO STEP UP AGCY BOND 15-7 cusip*4B4		0.5000%	0.00	0.00	0.00	-
BMO STEP UP AGCY BOND 16-1 cusip*TY5		1.4200%	250,000.00	0.00	0.00	250,000.00
BMO STEP UP AGCY BOND 16-2 cusip*JU0		0.7500%	400,000.00	0.00	0.00	400,000.00
BMO STEP UP AGCY BOND 16-3 cusip*SD8		1.1300%	350,000.00	0.00	0.00	350,000.00
StepUps SubTotals			1,715,079.44	-	-	1,715,079.44
SUBTOTAL			20,687,330.07	663,392.98	566,124.21	20,784,598.84
ST POOL W/C	0.450%		902,058.53	347.61	0.00	902,406.14
ST POOL HLTH INS	0.450%		1,218,710.27	469.63	0.00	1,219,179.90
MERIT BANK - W/C MM	0.190%		0.00	0.00	0.00	-
MERIT BANK - HEALTH INS MM	0.190%		0.00	0.00	0.00	-
TOTAL			22,808,098.87	664,210.22	566,124.21	22,906,184.88

INTEREST ON INVESTMENTS

MONTH/YEAR- DEC 2016

BANK	BEG BALANCE	EARNED	RECEIVED	END BALANCE
SCCU Savings	0.00	0.00	0.00	-
HFCU Savings	0.00	0.00	0.00	-
BMO BANK CKG2 - INTEREST EARNED	0.00	386.92	386.92	-
BMO BANK MM	0.00	269.07	269.07	-
NBC MM	0.00	67.44	67.44	-
TIMBERWOOD MM	0.00	24.98	24.98	-
ST POOL GENERAL	0.00	2,477.37	2,477.37	0.00
ST POOL HIGHWAY BOND	0.00	0.00	0.00	-
SUBTOTAL	0.00	3,225.78	3,225.78	0.00
CD - CITZ12-1	0.00	0.00	0.00	0.00
CD - CVB14-1	4,297.30	180.48	0.00	4,477.78
CD - CVB14-2	0.00	0.00	0.00	0.00
CD - CVB16-1	615.88	184.10	723.24	76.74
CD - 1stMERIT15-1	9,159.94	602.88	0.00	9,762.82
CD - 1stMERIT16-1	1,058.22	318.49	0.00	1,376.71
CD - NBC13-2	0.00	0.00	0.00	0.00
CD - NBC12-4	(0.00)	0.00	0.00	(0.00)
CD - NBC15-2	558.90	509.59	0.00	1,068.49
CD - NBC16-1	2,382.84	283.02	0.00	2,665.86
CD - NBC16-2	5,686.02	2,055.34	5,983.57	1,757.79
CD - NBC16-3	1,536.17	535.07	0.00	2,071.24
CD - SCCU	1,100.67	158.66	1,241.82	17.51
CD-TIMBERWOOD1	31.11	138.01	0.00	169.12
CD-TIMBERWOOD3	1,154.42	171.52	0.00	1,325.94
CD's SubTotals	27,581.48	5,137.17	7,948.63	24,770.00
SUBTOTAL	27,581.48	8,362.95	11,174.41	24,770.00
CD-BMO15-1	0.00	0.00	0.00	0.00
CD-BMO15-2	(0.00)	0.00	0.00	(0.00)
CD-BMO15-3	(0.00)	0.00	0.00	(0.00)
CD-BMO15-4	(0.00)	0.00	0.00	(0.00)
CD-BMO15-5	(0.00)	0.00	0.00	(0.00)
CD-BMO15-6	631.89	157.97	0.00	789.86
CD-BMO15-8	710.41	179.04	0.00	889.45
CD-BMO15-11	629.56	179.04	0.00	808.60
CD-BMO15-12	1,195.81	231.69	1,367.74	59.76
CD-BMO15-13	691.56	134.83	795.92	30.47
CD-BMO15-14	0.00	0.00	0.00	0.00
CD-BMO15-15	(0.00)	0.00	0.00	(0.00)
CD-BMO15-16	0.00	0.00	0.00	0.00
CD-BMO15-17	652.30	0.00	0.00	652.30
CD-BMO15-18	455.91	231.69	0.00	687.60
CD-BMO15-19	171.22	252.76	244.60	179.38
CD-BMO15-20	(0.00)	0.00	0.00	(0.00)
CD-BMO16-1	921.99	242.22	0.00	1,164.21
CD-BMO16-2	323.43	179.04	0.00	502.47
CD-BMO16-3	1,039.56	157.97	0.00	1,197.53
CD-BMO16-4	(0.00)	0.00	0.00	(0.00)
CD-BMO16-5	135.90	210.63	0.00	346.53
CD-BMO16-6	54.36	210.63	203.84	61.15
CD-BMO16-7	738.91	157.97	0.00	896.88
CD-BMO16-8	635.62	135.89	0.00	771.51
CD-BMO16-9	626.32	152.88	0.00	779.20
CD-BMO16-10	14.80	152.88	147.95	19.73
CD-BMO16-11	656.35	221.16	649.22	228.29
CD-BMO16-12	228.30	252.76	0.00	481.06
CD-BMO16-13	228.30	252.76	0.00	481.06
BMO CD's SubTotals	10,742.48	3,693.80	3,409.27	11,027.04
SUBTOTAL	38,323.96	12,056.75	14,583.68	35,797.04
BMO STEP UP AGENCY BOND 13-3	1,914.11	607.33	0.00	2,521.44
BMO STEP UP AGENCY BOND 15-5	0.00	0.00	0.00	0.00
BMO STEP UP AGENCY BOND 15-6	(0.00)	0.00	0.00	(0.00)
BMO STEP UP AGENCY BOND 15-7	(0.00)	0.00	0.00	(0.00)
BMO STEP UP AGENCY BOND 16-1	607.89	301.51	0.00	909.40
BMO STEP UP AGENCY BOND 16-2	1,303.02	278.58	0.00	1,581.60
BMO STEP UP AGENCY BOND 16-3	1,072.72	335.90	0.00	1,408.62
StepUps SubTotals	4,897.73	1,523.32	0.00	6,421.06
SUBTOTAL	43,221.67	13,580.07	14,583.68	42,218.09
ST POOL W/C	(0.00)	347.61	347.61	(0.00)
ST POOL HLTH INS	0.00	469.63	469.63	0.00
MERIT BANK - W/C MM	0.00	0.00	0.00	-
MERIT BANK - HEALTH INS MM	0.00	0.00	0.00	-
TOTAL	43,221.67	14,397.31	15,400.92	42,218.09

**COMPENSATION PLAN MARKET STUDY STEERING COMMITTEE**  
**Thursday, February 16, 2017, 3:00 p.m., Courthouse Room 207C**  
**1313 Belknap Street, Superior, Wisconsin**

**Present:** Judy Aspling, Charlie Glazman, Jon Harris, Tiffany Jenner, Tracy Middleton, Jim Paine, Cindy Peterson, Sue Sandvick. **Absent:** Marvin Finendale, Danielle Miller. **Others present:** Andy Lisak, Mark Liebaert, Aaron Fregard.

**WELCOME AND INTRODUCTIONS:** Lisak welcomed all.

**INFORMATIONAL ITEMS:**

**Role of Committee and Review of Current Compensation Plan** – This committee has been asked by the Administration Committee to make recommendations in regard to the county’s compensation plan. Lisak reviewed committee topics that were discussed in 2013. Since the original plan was implemented, there have been changes in the labor market and inflation (wage and information sheets were given to all members). Three adjustments have been made to the compensation plan: 2% increase on 7/1/15; 1% increase on 1/1/16; and 1% increase on 1/1/17. When the compensation plan was created, the expectation was to look at the market data and adjust the plan based on changes.

**ACTION ITEMS:**

**Recommendation to Administration Committee:**

**Salary/Wage Update Process Options** -- Lisak outlined options for current compensation plan: (1) Plan remains status quo, with minor adjustments (percentage increases) made as needed; (2) Market study of compensation plan, hiring a company to do the analysis; and (3) A complete overhaul of the plan, with creation of new JDQ’s (company would be hired for this also; RFP’s would be required).

**ACTION:** Committee recommended option (2). Committee was tied on whether Carlson-Dettman (company which developed original compensation plan) should perform the study; no recommendation given on this point.

**Comparables** -- Lisak reviewed the comparables (other government entities) used for development of the original plan.

**ACTION:** Committee agreed to use the previous comparables, with the addition of Carlton County, State of Wisconsin, and State of Minnesota.

**Relationship to Market** – Should the plan reflect wages below, at, or above the market.

**ACTION:** No recommendation was given by committee.

**Set Next Meeting Date** – No date established; committee may not need to meet again.

**ADJOURNMENT:**

Meeting adjourned at 4:20 p.m.

Submitted by,

Aaron Fregard  
Administrative Assistant

# **Building and Grounds**

## **2017 Requests Capital Budget**

### **Courthouse Restroom Repair**

**\$12,500**

#### **A priority # 1 Project**

We experienced severe corrosion to some drain pipes in the third floor men's restroom in the courthouse. The needed repairs were of an emergency nature due to sewer water leakage to the floor below. The repair required removal and replacement the urinals, and a portion of the wall and floor to access the problem. We are requesting dollars to cover the cost of the repair because it is in excess of what our budget can absorb.

### **Supplemental Funding for the Uninterruptable Power Supply in Jail, Communications Center and Information Services and Elevator Control Upgrade.**

**Estimated \$50,000**

#### **A Priority # 1 Project**

Final amount by 03/02/17

Currently we are in the process of replacing the controls on one of the jail elevators and replacing our end of life Uninterruptable Power Supplies (UPSs) that are critical to the operation and protection critical systems in the communications center, our 911 system, the jail, and our computer network. During the engineering phase it was discovered that a considerable amount of additional cost would be incurred because no external bypass switches were installed during the original construction and they are now required. In addition, the jail UPS has many of the jail electrical circuits wired directly to it, not to a separate electrical panel as in the rest of the facility. These circuits need to be removed from the UPS and rerouted to a new electrical panel that will be powered by the new UPS. The cost of the elevator control project has also increased due to code changes that took place between the time we received estimates and the time the project was to start. These code changes and additional work on the UPSs put both project costs in excess of the original budget that was placed in Capital Projects in 2016. We are now requesting the additional dollars needed to complete the projects.

### **Replacement of 2<sup>nd</sup> Elevator Controller In Jail**

**\$ 77,000**

#### **A Priority # 1 Project**

Throughout the facility we have four elevators that have controllers that are no longer in production. We have been served notice that parts availability is difficult and will soon be impossible. Three of these elevators serve the jail and one is in the Government Center. I am recommending that we replace one controller a year for the next four years. I would like to start with one of the units in the jail. My plan would be to keep the salvageable parts taken out and save them as spares until all four elevators are updated. I believe this is the only way to minimize the risk of have both elevators in the jail fail at the same time again. In the coming years we would have to prioritize which elevator would be next based on performance at the time and maintenance history. This estimate is based on information received from our maintenance provider.

## **Carpet Replacement**

**\$ 70,000**

### **A Priority # 2 Project**

The priority for this funding would be to replace carpet that poses a hazard to tripping, falling, or slipping due to bulging, wear through, and failure of base material under carpet. In the past we have had a staff member injured when they slipped on a section of carpet that had failed. Areas in immediate need and that would be the highest priority include the detective area bureau. This area is in use 24/7 and is heavily worn, some areas have holes worn through, are badly stained, and wrinkled up. Other areas in need of replacement are the lower atrium floor on the jail side, both sides of the second floor, the sky walk between the buildings, and the hallways in the Human Services Department. This project would be completed using the carpet tile that was specified by the interior designer we contracted with to develop specifications and it would be purchased from the vendor that was the successful bidder of the multi-year agreement for carpet replacement. The use of carpet tile will make it possible to replace only the worn sections in the future. This can be done by our own staff and should reduce future maintenance cost significantly. Please understand this will be an ongoing request as carpet throughout the facility is nearing end of life and most will need replacement in the not too distant future.

## **Upgrade Lighting and Enhance Energy Efficiencies**

**\$ 25,000**

### **A Priority # 2 Project**

We would like to continue the replacement of lighting that is on during our peak demand period with more energy efficient LED upgrades. These updates would reduce the cost of maintenance, and replace failing fixtures, while reducing energy consumption. In most cases we reduce energy consumption by more than 50% which significantly reduces our peak demand load. By reducing the demand load we reduce total consumption and lower the cost of all electricity used 24/7.

## **Backup Power Needs Study**

**Estimated**

**\$25,000**

### **A priority # 2 Project**

Final amount by 03/02/17

This project would make an assessment and determine an estimated cost of the improvements and additional circuits needed to provide adequate emergency backup power to support essential services during an extended power outage. Currently the majority of the offices, including the law enforcement area, do not have the emergency backup power needed to continue operations during an extended outage. This study would also make a determination of best method to provide emergency power and determine if additional or redundant generation capacity is needed.

## **Evacuation Chairs for Courthouse**

**\$ 6,000**

### **A Priority # 3 Project**

Place two additional Evacuation/Stair Chairs in the courthouse so we have one on each level.

## **Courthouse Sign**

**\$50,000**

### **A Priority # 3 Project**

As part of the Belknap Street reconstruction project the construction of a new Douglas County Courthouse sign is planned. The cost stated is based on an engineering estimate the state provided for the sign with the wording the county board approved.

## **Update Backup Power to Courthouse**

**\$ 70,000**

**A Priority # 3 Project / If the backup power study is funded this can wait till that is completed.**

This would eliminate the small old natural gas powered generator that provides backup power to the courthouse and re-feed the courthouse from our large diesel powered generator that supplies the Government Center. The small generator is aging and its dependability is questionable. Natural gas powered generators are no longer accepted as backup power due to the possibility of interruption of the fuel source during an emergency and the fact that the life expectancy and duty cycle of a natural gas powered unit is significantly less than diesel. The large generator is only being used to 30% of its capacity and will absorb the additional load with no problem. We will save the annual maintenance contract cost of \$3,340.00 plus any other repairs and updated that are needed that are outside the scope of the maintenance contract. This small generator is aging and will fail at some point. This project would also open the door to supply some additional critical courthouse circuits with backup power.

## **Computerized Maintenance Program**

**\$19,000**

**A Priority # 4 Project**

With the implementation of a Computerized Maintenance System equipment would be cataloged, tracked, and maintained to manufactures' specifications. The program would notify maintenance staff when routine preventative maintenance needed to be performed minimizing down time and surprise failures. The installation of additional wireless connectivity in equipment rooms, Two I Pad devices, installation of software, and data entry is all part of this program. The annual cost on software maintenance is \$1,500. This request is based on a quote received form a vendor after reviewing several different systems.

Keith Kesler

Emergency Management, Communication, and General Services Director

## **MEMORANDUM**

TO: Administration Committee

FROM: Susan T. Sandvick, County Clerk

DATE: February 23, 2017

SUBJECT: County Board/City Council Meeting Room Equipment Upgrades

The audio/visual equipment located in the county board/city council meeting room is the original equipment installed during construction of the Government Center in 2003 (with the exception of any pieces of equipment replaced due to failure). We have reached a point where the useful life of the equipment has been surpassed and replacement parts for equipment are not available.

In addition to the audio/visual equipment, the broadcast equipment is facing the same reality and replacement of some of those components needs to occur immediately.

In cooperation with the city clerk, we have requested an estimate for replacement/upgrading of the broadcast and audio/visual equipment. The city and county have had an understanding that the broadcast equipment is the responsibility of the city; the audio/visual equipment is the responsibility of the county.

Attached is an estimate from Audio Visual Resources, which is the company that has serviced the equipment since purchase. The total cost of the audio/visual equipment is \$25,135.92, plus installation labor estimated at \$5,200.00 for all equipment.

The city clerk will be making a request to the city council for funding of the entire equipment replacement project, with the county to work out an agreement for repayment of their portion (audio/visual equipment) over a period of several years.

I am requesting this committee approve the appropriation of \$30,000 for the audio/visual equipment upgrades as identified on the attached estimate, with the funds to be budgeted over a several year period through capital projects funding or some other determined source.

Thank you for your attention to this matter.



500 South 59th Ave West  
Duluth, MN 55807

# Estimate

DATE	ESTIMATE NO.
1/9/2017	420

NAME / ADDRESS
Douglas County 1313 Belknap Superior, WI 54880

Ship To
Douglas County Council Chamber 1313 Belknap Superior, WI 54880

P.O. NO.	TERMS	DUE DATE	PROJECT
	Net 30	2/8/2017	

QTY	DESCRIPTION	RATE	COST
<b>CAMERA, STREAMING &amp; BROADCAST UPGRADE</b>			
5	HD PTZ Camera- model 10X-SDI-WH	1,630.80	8,154.00
1	HD PTZ Camera- model 20X-SDI-WH	1,732.80	1,732.80
5	PTZ Camera mount	106.40	532.00
1	HD PTZ Controller	355.60	355.60
500	HD-SDI Plenum Cable	1.30	650.00
150	22/2 Shielded Control Cable	0.80	120.00
500	DC Power Cable	0.80	400.00
4	50' 8-pin Mini-Din Control Cable	93.00	372.00
500	Cat 5e Cable	0.24	120.00
6	RJ45 Cable End	1.30	7.80
1	HD Switcher- model ATEM 4K	2,668.00	2,668.00
	HD Switcher Control Panel (Full featured, simpler version available for (\$525), or can be controlled with PC laptop)	5,456.75	5,456.75
2	Rack Mounted Control & Graphics PC	1,260.00	2,520.00
2	HDMI to HD-SDI / HD-SDI To HDMI Scaler	413.00	826.00
1	Converter for Granicus System	350.00	350.00
4	3' HDMI cable (Select series)	4.00	16.00
4	25' HDMI cable (32AWG series)	25.48	101.92
4	6' HD-SDI BNC Cable	76.14	304.56
10	BNC Connectors	2.60	26.00
1	HDMI Audio de-embedder interface	57.40	57.40
1	6' RCA Stereo Cable	10.00	10.00
2	3' RCA Audio/Video Cable	16.00	32.00
2	10' RCA Audio/Video Cable	20.00	40.00
2	25' USB Extension with Hub	38.00	76.00
		<b>(0.0%)</b>	
		<b>TOTAL</b>	

Phone #
218-722-6219

E-mail	Web Site
contact@avrduluth.com	www.avrduluth.com





500 South 59th Ave West  
Duluth, MN 55807

# Estimate

DATE	ESTIMATE NO.
1/9/2017	420

NAME / ADDRESS
Douglas County 1313 Belknap Superior, WI 54880

Ship To
Douglas County Council Chamber 1313 Belknap Superior, WI 54880

P.O. NO.	TERMS	DUE DATE	PROJECT
	Net 30	2/8/2017	

QTY	DESCRIPTION	RATE	COST
	<b>COUNCIL CHAMBER AV CONNECTION &amp; CONTROL</b>		24,928.83
1	Zigen HDMI/VGA Auto Switching HDBaseT Wall Plate	558.60	558.60
1	HDMI HDBaseT Receiver	252.00	252.00
1	Kramer SL-12 Room Controller	840.00	840.00
1	Kramer RC53-DLN	529.20	529.20
1	3' RCA To BNC Patch Cable	8.00	8.00
1	4x4 HDMI Splitter	204.80	204.80
1	Wireless Network Access Point	112.00	112.00
1	8-Port Network Switch with POE	56.00	56.00
3	3' Cat 5e Patch Cable	4.00	12.00
1	25' Cat 5e Patch Cable	16.00	16.00
			2,588.60
	<b>AUDIO UPDATES</b>		
1	Shure Conference Processor with PSU	1,794.00	1,794.00
30	Shure Conference Desktop Control Unit	328.90	9,867.00
30	Shure Conference Gooseneck Microphone	146.90	4,407.00
1	Shure Conference System Junction Box	369.60	369.60
25	10' Cat5e Shielded Patch Cable	18.00	450.00
1	20' Cat5e Shielded Patch Cable	30.00	30.00
4	150' Cat 5e Shielded Patch Cable	105.00	420.00
1	DBX 12 x 8 DSP Audio Mixer	977.50	977.50
1	Shure Wireless SLX 124/85 Microphone Package; Receiver, Body Pack, WL 175 Lav Mic	872.16	872.16
		<b>(0.0%)</b>	
		<b>TOTAL</b>	

Phone #
218-722-6219

E-mail	Web Site
contact@avrduluth.com	www.avrduluth.com



500 South 59th Ave West  
Duluth, MN 55807

# Estimate

DATE	ESTIMATE NO.
1/9/2017	420

NAME / ADDRESS
Douglas County 1313 Belknap Superior, WI 54880

Ship To
Douglas County Council Chamber 1313 Belknap Superior, WI 54880

P.O. NO.	TERMS	DUE DATE	PROJECT
	Net 30	2/8/2017	

QTY	DESCRIPTION	RATE	COST
1	Shure Wireless SLX 124/85 Microphone Package; Receiver, SM58 Handheld Transmitter	872.16	872.16
10	XLR Connectors	6.00	60.00
1	Miscellaneous Hardware / cabling *Estimate*	400.00	400.00
			20,519.42
	<b>PROJECTOR UPGRADE</b>		
2	Eiki EK-600U LCD Projector, Full HD, 6000 Lumen LCD Projector	1,748.25	3,496.50
2	HDMI HDBaseT Transmit/Receive Kit	560.00	1,120.00
			4,616.50
1	Installation labor *estimated*	5,200.00	5,200.00
			\$57,853.35
		<b>(0.0%)</b>	\$0.00
		<b>TOTAL</b>	\$57,853.35

Phone #
218-722-6219

E-mail	Web Site
contact@avrduluth.com	www.avrduluth.com



# DOUGLAS COUNTY

## OFFICE OF ADMINISTRATOR

Andrew G. Lisak  
1316 N. 14<sup>th</sup> Street • Suite 301  
Superior, WI 54880  
(715) 395-1335 Fax (715) 395-1312

### DOUGLAS COUNTY MISSION STATEMENT

The mission of Douglas County is to provide cost-effective services, with equal access to all citizens; to continue and enhance partnerships; to responsibly manage our resources and plan for the future.

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TO: Members of the Administration Committee  
FROM: Andy Lisak  
DATE: February 17, 2017  
SUBJ: PARKING OPTION COST ESTIMATES

This memo is a follow-up to the discussion we had at the January 5, 2017 Administration Committee meeting regarding the creation of additional parking spaces in preparation of the 2018 phase of the Belknap Street Reconstruction project.

I met with Superior Public Works Director Todd Janigo and City Planning Director Jason Serck to discuss the creation of additional parking north of the Government Center. Below are three parking space creation possibilities with early stage estimates on the number of net new parking spaces that could be created for each option and rough cost estimates for each option.

1. Build a parking lot on the corner of Cumming Avenue and N. 14<sup>th</sup> Street
  - a. Net parking spaces gained: 5-6
  - b. Rough cost estimate: \$10,000
  
2. Build a parking lot on the corner of Cumming Avenue and N. 13<sup>th</sup> Street
  - a. Net parking spaces gained: 30
  - b. Rough cost estimate: \$20,000, plus lot acquisition
  
3. Diagonal Parking on west side of Cumming Avenue between 13<sup>th</sup> & 14<sup>th</sup> Streets
  - a. Net parking Spaces Created:
    - i. If parallel parking allowed on east side: 35
    - ii. If parallel parking not allowed on east side: 20
  - b. Rough cost estimate: \$250,000

Option 2 would require the acquisition of a twenty-five foot lot from a private owner. The other lots on that site are either owned by the City of Superior or Douglas County. The lot in option 1 is owned by the City of Superior.

**February 17, 2017**

**Page 2**

Another parking option under investigation is the creation of parking near the flag poles at the entrance of the Government Center Atrium. Northwest Regional Planning Commission is working with an engineering/architectural firm to produce a conceptual design with a rough cost estimate by the middle of March.

The possibility exists for the City of Superior to share in the cost of construction for these options. Conversations with City leadership will need to occur.

**Douglas County, Wisconsin  
Budget Carry-overs/Restricted/Committed /Assigned Funds  
12/31/2016**

**Approval Required:  
General Fund:**

\$		14,155	2013 Capital Projects approved not yet expended
		620	2014 Capital Projects approved not yet expended
		27,221	2015 Capital Projects
		381,266	2016 Capital Projects
		22,000	2016 Courthouse/Govt Center Maintenance Fund
		306,000	2016 Timber Sales Revenue Reserve
		92,000	Communications Upgrades
		1,629	Unexpended website designation.
		51,880	Elections
		1,000,000.00	Sales Tax Reserve
		356,684	Land Conservation
		52,908	Fairgrounds Improvements
		643,567	*Land & Development
		54,226	Tank Removal
		121,327	Septic Loans

**HUMAN SERVICES**

		386,705	Remaning Supplemental Funds Designation
		1,678	Designation for equipment upgrades

**HEALTH**

		25,000	PNCC Audit Costs
		71,156	Software/Equipment

**FORESTRY**

		44,122	Mooney Dam Repairs
		21,160	Bird Sanctuary
		7,305	Non-Lapsing Account for Lucius Woods sound shell (funding from concert fee revenue).
		327,879	Remaining land acquisition designation, estb. 2007
		34,161	Surveying
		144,695	Park Improvements
		92,170	Disater Recovery Fund
		460,574	2015 Capital Projects - Office Expansion Project

**HIGHWAY**

- \*STP Projects Restricted
- \*STP Projects Unrestricted
- \*County Bridge Aid designated
- \*County Bridge Aid undesignated
- \*Underground storage tank reserve
- \*Equipment and building improvement purchases
- \*Centerline striping
- \*2013 Reserve Fuel System Upgrade/2014 Capital Budget

**Informational:**

**Reserves approved in the Annual Budget**

		23,000	Medical Examiner Van
		34,821	Zoning Car
		18,598	Veterans Van
		28,682	Emergency Mgmt. Vehicle
		13,975	Surveyor Vehicle

**Reserves required by State Statute:**

		83,036	*Jail Assessment
		105,190	Register of Deeds Computer Maintenance
		5,776	*Veterans Soldiers & Sailors
		141,387	Retained fees

**Reserves required for Audit**

		59,286	Long-Term Receivables
		163,164	Prepaid
		244,850	*Public Safety Trust Accounts
		1,838,734	Compensated Absences (All funds)
		1,587,110	*Tax Collections

*\*Balances are not finalized for 2016 at the time of publishing*

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

<b>Department</b>	<b>Amount</b>	<b>Explanation</b>	<b>BX/JE #</b>	<b>Fiscal Note</b>
Land Conservation	\$ 13,332	2015 Capital Projects (for 2017) Lake Superior Water Basin (Orig \$50,000)	197326	Increase purchased services - contracts (61421.5299) and decrease Capital Project Reserves (15420.3443.2) No effect on levy
Emergency Management	\$ 150,000	2016 Capital Projects - Parkland Radio Equipment, Shelter (Orig \$150,000)	197327	Increase fixed assets (72611.5857) and decrease Capital Project Reserves (15420.3443.16) No effect on levy
Emergency Management	\$ 34,500	Communication Equipment Reserve - WiSCOM for Parkland	197327	Increase fixed assets (72611.5848) and decrease Communication Equipment Reserves (15420.3441.1) No effect on levy
Land Conservation	\$ 36,668	2015 Capital Projects (for 2016) Lake Superior Water Basin (Orig \$50,000)	197328	Increase purchased services - contracts (61421.5299) and decrease Capital Project Reserves (15420.3443.2) No effect on levy
Administration	\$ 18,200	2016 Capital Projects - Parking Study (orig \$40,000)	197329	Increase purchased services - contracts (72611.5299) and decrease Capital Project Reserves (15420.3443.16) No effect on levy
Sheriff	\$ 646	2016 Capital Projects - Forensic Mapping/Thermal Vision (orig \$61,075)	197330	Increase purchased services - contracts (72611.5312) and decrease Capital Project Reserves (15420.3443.16) No effect on levy
Buildings and Grounds	\$ 2,500	2016 Capital Projects - Atrium Study (Orig \$10,000)	197331	Increase fixed assets (72611.5831.10) and decrease Capital Project Reserves (15420.3443.16) No effect on levy
Buildings and Grounds	\$ 15,340	2016 Capital Projects - Heat Pump System (Orig \$97,000)	197331	Increase fixed assets (72611.5831.19) and decrease Capital Project Reserves (15420.3443.16) No effect on levy
Buildings and Grounds	\$ 139,626	2016 Capital Projects - UPS (Orig \$150,000)	197331	Increase fixed assets (72611.5859.19) and decrease Capital Project Reserves (15420.3443.16) No effect on levy
Buildings and Grounds	\$ 15,000	2016 Capital Projects - Rooftop Barriers (Orig \$15,000)	197331	Increase fixed assets (72611.5831.20) and decrease Capital Project Reserves (15420.3443.16) No effect on levy
Buildings and Grounds	\$ 24,600	2016 Capital Projects - Jail Elevator Controll (Orig \$57,000)	197331	Increase fixed assets (72611.5831.20) and decrease Capital Project Reserves (15420.3443.16) No effect on levy
Buildings and Grounds	\$ 27,221	2015 Capital Projects - Boilers, Udeen Tower, Carpet (Orig \$807,500)	197331	Increase fixed assets (72611.5831.15) and decrease Capital Project Reserves (15420.3443.2) No effect on levy
Land Information/Surveyor	\$ 118,335	2016 Capital Projects - Pictometry (Orig \$118,335.00)	197332	Increase fixed assets (14600.1889) and decrease Capital Project Reserves (15420.3443.16) No effect on levy
Land Information/Surveyor	\$ 31,000	2016 Capital Projects - LIDAR (Orig \$31,000)	197332	Increase fixed assets (14600.1889) and decrease Capital Project Reserves (15420.3443.16) No effect on levy
Land Information/Surveyor	\$ 16,000	2016 Capital Projects - Remonumentation (Orig \$30,000)	197332	Increase purchased services - contracts (17200.5219.9) and decrease Capital Project Reserves (15420.3443.16) No effect on levy
Human Services	\$ 1,678	Family Court Equipment Reserve (Orig \$10,000)	197324	Increase General Fund Expenditures (12300.5319) and decrease HS Reserves (44000.3433.4) No effect on levy

DOUGLAS COUNTY WISCONSIN  
BUDGETARY / ACTUAL TRANSFERS  
MARCH 2017 ADMINISTRATION COMMITTEE MEETING

Department	Amount	Explanation	Fiscal Note
Forestry	117,500	Release Capital Projects reserve funding for land purchase - Upper St. Croix forest land acquisition	Increase Forestry fixed assets by \$117,500; decrease Capital Projects Reserve by same (DR 61101.1821; CR 61101.3316.8)
Forestry	29,590	Release Capital Projects reserve funding for network computer server replacement	Increase Forestry fixed assets by \$29,590; decrease Capital Projects Reserve by same (DR 61101.1886; CR 61101.3316.8)
Forestry	30,935	Release Capital Projects reserve funding for Park Creek Pond spillway improvement project-engineering and design	Increase Forestry fixed assets by \$30,935; decrease Capital Projects Reserve by same (DR 61101.1871; CR 61101.3316.8)
Forestry	31,499	Release Capital Projects reserve funding for Stateline Flowage Dam major repair costs	Increase Forestry fixed assets by \$31,499; decrease Capital Projects Reserve by same (DR 61101.1871; CR 61101.3316.8)
Forestry	11,303	Release capital reserve funding for Park Creek Pond Park and Lake Minnesuing Park improvement costs	Increase Forestry fixed assets by \$11,303; decrease 2016 Capital Reserve by same (DR 61101.1871; CR 61101.3316.5)
Forestry	96,812	Release capital reserve funding for county forest rd improvement project	Increase Forestry fixed assets by \$96,812; decrease 2016 Capital Reserve by same (DR 61101.1871; CR 61101.3316.5)
Forestry	45,403	Release capital reserve funding for Lucius Woods new shower house	Increase Forestry fixed assets by \$45,403; decrease 2016 Capital Reserve by same (DR 61101.1871; CR 61101.3316.5)
Forestry	3,550	Release capital reserve funding for Park Creek Pond Park entrance sign	Increase Forestry fixed assets by \$3,550; decrease 2016 Capital Reserve by same (DR 61101.1871; CR 61101.3316.5)
Forestry	6,000	Release reserve funding for park tree planting costs	Increase Forestry other operating supplies expense by \$6,000; decrease Miscellaneous Park Improvement reserve by same (DR 52113.5349; CR 61101.3316.2)
Forestry	2,000	Release reserve funding for Lucius Woods Park and Gordon Dam Park play area mulch	Increase Forestry other operating supplies expense by \$2,000; decrease Miscellaneous Park Improvement reserve by same (DR 52110.5349; CR 61101.3316.2)
Forestry	2,000	Release reserve funding for Lucius Woods Park swim area buoys	Increase Forestry other operating supplies expense by \$2,000; decrease Miscellaneous Park Improvement reserve by same (DR 52110.5349; CR 61101.3316.2)
Forestry	3,500	Release reserve funding for USDA beaver control agreement	Increase Forestry contracted services expense by \$3,500; decrease USDA beaver control agreement reserve by same (DR 61110.5249; CR 61101.3316.13)
Forestry	3,000	Release reserve funding for emerald ash borer trapping	Increase Forestry contracted services expense by \$3,000; decrease emerald ash borer trapping reserve by same (DR 61114.5249; CR 61101.3316.14)
Forestry	2,500	Release reserve funding for Lucius Woods Park herbicide treatment	Increase Forestry contracted services expense by \$2,500; decrease Lucius Woods Park herbicide treatment reserve by same (DR 52110.5249; CR 61101.3316.15)
Forestry	4,000	Release reserve funding for additional Sheriff deputy patrol shift funding	Increase Forestry department allocations expense by \$4,000; decrease additional Sheriff deputy patrol shift reserve by same (DR 52113.5199.1; CR 61101.3316.16)
Forestry	8,000	Release reserve funding for office building front sidewalks and landscaping costs	Increase Forestry contracted services expense by \$8,000; decrease office building front sidewalks and landscaping cost reserve by same (DR 61115.5249; CR 61101.3316.17)
Forestry	4,000	Release reserve funding for additional computer purchases	Increase Forestry computer supplies expense by \$4,000; decrease additional computer purchases reserve by same (DR 61101.5319; CR 61101.3316.18)
Forestry	37,371	Release reserve funding for surveying costs	Increase Forestry contracted service expense by \$37,371; decrease surveying reserve by same (DR 61112.5249; CR 61101.3316.6)
	<u>\$ 438,963</u>		

# County Board Resolution

Approved this \_\_\_\_ Day of \_\_\_\_\_, 2017 by

\_\_\_\_\_ County

## Supporting Efforts to Close Commercial Property Assessment Loopholes

WHEREAS, homeowners in Wisconsin already pay 70% of the total statewide property tax levy; and

WHEREAS, the disproportionate burden is about to get much worse unless the Legislature addresses tax avoidance strategies that national chains like Walgreens, and big box establishments like Target and Lowe's are using across the country to gain dramatic reductions in their property tax bills at the expense of homeowners and other taxpayers; and

WHEREAS, a carefully-orchestrated wave of hundreds of lawsuits in Wisconsin is forcing assessors to slash the market value of thriving national retail stores, shifting their tax burden to local mom and pop shops and homeowners; and

WHEREAS, Walgreens and CVS stores in Wisconsin have argued in communities across the state that the assessed value of their property for property tax purposes should be less than half of their actual sale prices on the open market; and

WHEREAS, in many cases the courts have sided with Walgreens and CVS, requiring communities to refund tax revenue back to the stores; and

WHEREAS, there are over 200 Walgreens stores located in Wisconsin; and

WHEREAS, Target, Lowes, Meijer, Menards and other big box chains are using what is known as the "Dark Store Theory" to argue that the assessed value of a new store in a thriving location should be based on comparing their buildings to sales of vacant stores in abandoned locations for a different market segment; and

WHEREAS, the Indiana Legislature has on two occasions in the last two years overwhelmingly passed legislation prohibiting assessors from valuing new big box stores the same as nearby abandoned stores from a different market segment; and



WHEREAS, the Michigan State House overwhelmingly passed similar legislation in May of 2016.

NOW, THEREFORE, BE IT RESOLVED that \_\_\_\_\_ County does hereby urge the Governor and State Legislature to protect homeowners and main street businesses from having even more of the property tax burden shifted to them by passing legislation clarifying that:

1. Leases are appropriately factored into the valuation of leased properties; and
2. When using the comparable sale method of valuation, assessors shall consider as comparable only those sales within the same market segment exhibiting a similar highest and best use rather than similarly sized but vacant properties in abandoned locations.

**From:** [Kesler, Keith](#)  
**To:** [Sandvick, Sue](#)  
**Date:** Tuesday, February 28, 2017 9:10:27 AM

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Sue,

I can not get anyone to give me a hard estimate on the 2nd floor hallway lighting upgrade.  
From talking with several electricians my best guess is \$3,000 give or take a bit.

Keith Kesler

**Employee Staffing Report (November through December)  
4th Quarter - 2016**

<b>Department</b>	<b>Date</b>	<b>Position</b>	<b>FT/PT</b>	<b>Comments</b>
Health & Human Services	11/1/2016	Social Worker	FT	New Hire
HHS	11/14/2016	Environmental Health Specialist	FT	New Hire
Emergency Mgmt	11/21/2016	Dispatcher	FT	New Hire
Health & Human Services	12/19/2016	Social Worker	FT	New Hire
Emergency Mgmt	12/19/2016	Dispatcher	FT	New Hire
HHS	12/27/2016	Social Worker	FT	New Hire
<b>Department</b>	<b>Resign/Term</b>	<b>Position</b>	<b>FT/PT</b>	<b>Comments</b>
Health & Human Services		Social Worker	FT	Voluntary Resignation
Health & Human Services	11/30/2016	Social Worker	FT	Voluntary Resignation
Administration/HR	12/30/2016	Admin Asst/HR Spec	FT	Voluntary Resignation
Register of Deeds	12/21/2016	Office Specialist II	FT	Voluntary Resignation