

February 28, 2017

**EXECUTIVE COMMITTEE MEETING
Douglas County Board of Supervisors
Wednesday, March 8, 2017, 3:30 p.m., Courthouse, Room 207C
1313 Belknap Street, Superior, Wisconsin**

MEMBERS: Mark Liebaert, Chair Keith Allen Nick Baker
Mary Lou Bergman Susan Hendrickson Jim Paine
Samuel Pomush 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 minutes of the November 9, 2015, meeting (attached).
3. Action items/referrals:
 - a. Establish a Veterans Service Committee (attached);
 - b. Responsible Bidder Ordinance (attached);
 - c. Amend Douglas County Board Rules of Procedure #5, to include public input and establish Rule #40, policy for public input (attached); and
 - d. From Forest, Parks and Recreation Committee: Request to allow donor/sponsorship banners at Lucius Woods Park for Summer Concert Series (attached).
4. Informational:
 - a. Douglas County Board policy in regard to meeting minutes (attached);
 - b. Superior Days recap; and
 - c. Governor's budget summary.
5. Future agenda items.
6. Adjournment.

NOTE: All County Board members are encouraged to attend.

ec: County Board Supervisors Department Managers K. Lundgren (web)
S. Nelson (Telegram) thecommunitychannel@yahoo.com

NOTE: Attachments to agenda available in County Clerk's Office for viewing or copying, or on county's website 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, www.douglascountywi.org



Pamela A. Tafelski February 28, 2017

EXECUTIVE COMMITTEE MEETING
Douglas County Board of Supervisors
Monday, November 9, 2015, 5:00 p.m., Courthouse, Room 207C
1313 Belknap Street, Superior, Wisconsin

Meeting called to order by Chair Douglas Finn.

ROLL CALL: Present – Keith Allen, Mary Lou Bergman, Susan Hendrickson, Alan Jaques, Kay Johnson, Mark Liebaert, Larry Quam, Douglas Finn. Absent – Nick Baker. Others present – Pat Ryan, Marvin Finendale, Terry White, Andy Lisak, Carolyn Pierce, Philip Anderson, Christine Ostern, Keith Kesler, Jane Anklam, Sue Sandvick, Pamela Tafelski (Committee Clerk).

APPROVAL OF MINUTES: Motion by Allen, second Hendrickson, to approve April 13, 2015, meeting minutes. Motion carried.

ACTION - DOUGLAS COUNTY BOARD OF SUPERVISORS MANUAL OF POLICIES AND PROCEDURES:

Clarify Required Use of Approval for Travel Form: Approval to be only required for out of county overnight travel.

ACTION (RESOLUTION): Motion by Allen, second Hendrickson, to approve and forward to County Board, amendment to Policies and Procedures, Compensation, D. as follows: “In order to receive reimbursement for **out of county overnight** travel expenses, ~~other than those incurred for normal County Board committee business....~~” Motion carried unanimously.

Two-Term Rotation of Committee Chairs: Committee members agreed experience with a particular committee’s work history is valuable. County Board Chair has discretion to appoint new chairpersons.

ACTION: Motion by Quam, second Liebaert, to table committee chair rotation. Motion carried.

INFORMATIONAL:

Review Douglas County Pesticide Ordinance – Maintain or Update: Issue revolves around exemptions and current technological/scientific information. Application process discussed.

ACTION: Motion by Allen, second Liebaert, to have Land Conservationist Ostern develop application form to include required information for pesticide exemption decisions, working with affected departments. Motion carried.

Fairgrounds - Report from Extension Education and Recycling Committee Meeting:

Groups affected by late summer fair date agreed there needs to be improved communication with Head of the Lakes Fairgrounds Management Group on setting fair date and promotion. Recommendation made that Extension staff and committee communicate ideas/issues to Land and Development Committee prior to new management contract.

ADJOURNMENT: Motion by Allen, second Jaques, to adjourn. Motion carried. Adjourned at 5:41 p.m.

Submitted by,
Pamela Tafelski, Committee Clerk



Douglas County

Veterans Service Officer

Brian L. Erickson
1316 N. 14th Street, Suite 385
Phone (715) 395-1332 Fax (715) 395-1373

MEMORANDUM:

January 17, 2017

To: Mark Liebaert, Chairman, Douglas County Board of Supervisors
Andy Lisak, Administrator, Douglas County.

From: Brian Erickson, Douglas County Veterans Service Officer

Subj: Establishment of a Veterans Service Committee

Ref: Veterans Commission meeting notes of Dec 1, 2016.

In response regarding to the consideration of setting up a newly formed Veteran Service Committee at the December 1, 2016 Veteran Service Commission meeting, I submit the following for your review and consideration. The purpose of this new committee would be to provide additional support and resources from Douglas County, veterans and citizens of Douglas County regarding veteran issues which fall outside of the WI Statutes and current scope of the Veterans Commission and County Veteran Service Office. Below is a first look at the potential composition, mission, vision and goals of the committee.

Proposed Committee composition: The committee should be comprised of 7 committee members.

1 – Chairperson (must currently being serving on Douglas County Board of Supervisors).

2 – Currently seated Douglas County Board Members (Veterans Preferred)

4 – Veterans from the community who have demonstrated they are currently or have been active in promoting veteran issues.

Mission: To identify problems and provide solutions regarding the health, services and overall quality of life for all veterans residing in Douglas County, Wisconsin.

Vision: To create a better everyday life for Veterans and their families. Provide innovative solutions regarding mental health treatment, alcohol and other drug abuse (AODA) treatment, preventing and eliminating homelessness along with bringing the veteran community together in order to build a strong and vital community.

Goals:

Create a working group comprised of members from the various local Veteran Service Organizations and concerned veteran advocates, to establish goals which will support veterans in Douglas County.

Establish a relationship between the Committee and its surrounding county governing bodies within Northern Wisconsin, for the purpose of establishing a veteran's multifaceted treatment facility.

Provide oversight, assistance and guidance to the Douglas County Veterans Service Office ensuring veterans are receiving the necessary assistance in receiving their state, federal and local veteran's benefits established by law.

Responsible Bidder Ordinance

Purpose. Pursuant to Wis. Stat. §66.0901, whenever the county lets public work by contract, the contract must be awarded to the lowest responsible bidder. What constitutes a responsible bidder is a determination that requires the exercise of discretion by the county and its departments, officials or employees under reasonably consistent responsible bidder criteria when exercising its discretion.

Definitions. In this section, the following definitions shall apply. “Contractor” means a person, corporation, partnership or any other business entity that performs work on a public works contract as a general contractor, prime contractor or subcontractor at any tier.

“Class A Apprenticeship Program” means an apprenticeship program that is currently approved by the U.S. Department of Labor or a state apprenticeship agency and has graduated apprentices to journeyman status for three (3) years. In addition, a new apprenticeship program that has been registered with the federal or state government within the last three (3) years will be considered a Class A Apprenticeship Program, provided that such new program graduates to journeyman status within the indenture period and has a bonafide training program.

“Public works contract” means a contract for the construction, alteration, execution, repair, remodeling or improvement of a public work or building, where the contract is required to be bid pursuant to Wis. Stat. §59.52(29).

Responsible Bidder Criteria. In order to be a responsible bidder for purposes of being awarded a public works contract, the contractor must meet the following criteria.

The contractor maintains a permanent place of business.

The contractor is authorized to do business in the State of Wisconsin.

The contractor, or agent, partner, employee or officer of the contractor, is not debarred, suspended, proposed for debarment or declared ineligible from contracting with any unit of federal, state or local government.

The contractor is in compliance with provisions of Section 2000e of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375 (known as the Equal Opportunity Employer provisions).

The contractor has general liability, workers' compensation, automobile insurance and unemployment insurance.

The contractor has complied with all provisions of any prevailing wage laws and federal Davis-Bacon related Acts, and the rules and regulations therein, for projects undertaken by the contractor that are covered by these laws, for the past five (5) years.

The contractor participates in a Class A Apprenticeship Program.

The contractor has a written substance abuse prevention program meeting the requirements of Wis. Stat. §103.503.

The employees who will perform work on the project are properly classified as employees or independent contractors under all applicable state and federal laws.

The contractor has not been the subject of any investigation, order or judgement from any state or federal agency or court concerning an employment practice, including but not limited to, classification of employees, unemployment insurance, discrimination or payroll fraud. If the contractor has been the subject of any investigation, order or judgment from any state or federal agency or court concerning an employment practice, the contractor must provide copies of the investigation, order or judgement and/or may be disqualified.

The contractor's employees who will perform work on the project are:

Covered under a current workers' compensation policy; and properly classified under such policy.

The contractor's employees who will perform work on the project have the health insurance coverage required by federal or state law.

The contractor possesses all applicable professional and trade licenses required for performing the public works.

The contractor has adequate financial resources to complete the public works contract, as well as all other work the bidder is presently under contract to complete.

The contractor is bondable for the terms of the proposed public works contract.

The contractor has a record of satisfactorily completing at least five (5) projects of similar size and complexity within the last five (5) years.

Criteria which will be considered in determining satisfactory completion of projects may include, but are not limited to:

Completion of contracts in accordance with drawings and specifications;

Diligent execution of the work and completed contracts according to the established time schedules unless extensions are granted by the owner; and

Fulfilled guarantee requirements of the contract documents.

The contractor has, and diligently maintains, a written safety program.

No Restriction on Discretion. If information other than what was disclosed by the contractor in subsection (3) is discovered by the county or the department, official or employee responsible for awarding the public works contract, and such information calls into question the contractor's abilities or

competence to faithfully and responsibly comply with the terms of a public works contract, that information shall be considered in determining whether the contractor is a responsible bidder.

Affidavit of Compliance. The general or prime contractor bidding on a public works project must include in its sealed bid;

Its own affidavit swearing compliance with the criteria set forth in subsection (3) on the form required by the county; and

An affidavit swearing compliance with the criteria set forth in subsection (3) on the form required by the county from every subcontractor at any tier who will perform work on the project.

Proposed amendment to Douglas County Board Rules of Procedure:

#5: The order of business shall be as follows:

- 1st - Claims Against the County
 - 2nd - Correspondence
 - 3rd - Presentations
 - 4th - Public Comment**
 - 4th - Ordinances
 - 5th - Plat Approvals
 - 6th - Resolutions
 - 7th - Administrator Report
 - 8th - County Board Chair Report and Appointments
 - 9th - Committee Reports
 - 10th - Approval of Bills and Claims
 - ~~11th - Business by Supervisors~~
 - 12th - Future Agenda Items
 - 13th - Adjournment
- (Res. #146-00; #60-12; 45-13)

Renumber above.

#40: The County Board will allow public comment on items listed on the agenda under the 4th order of business "Public Comment" (see Rule #5). All comments shall be limited to three minutes in length, unless otherwise directed by the board.

**Lucius Woods
Performing
Arts Center,
Inc.**

Post Office Box 295
Solon Springs, WI 54873

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4a.

JAN 13 2017

January 10, 2017

Douglas County Forestry
Jon Harris
PO Box
Solon Springs, WI 54873

Dear Jon:

Hope you had a great Holiday Season and had time to enjoy friends and family.

LWPAC has the opportunity to sell banners to possible donors and sponsors for the Summer Concert Series. As financial support has gone down we need a new way of soliciting funds from businesses. It was asked of us if we could place a banner along the fence line at the park as an advertising option. This has the possibility to bring new funding to LWPAC.

Hope this would meet with the committee's approval. The banners would go up on Saturday morning and come down that same night. Let me know your thoughts and if we need to become an agenda item at the next meeting in February.

Thanks you again for all your help.

Warm regards,

Mick Salmen
Executive Director

DOUGLAS COUNTY BOARD POLICIES AND PROCEDURES

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C. MEETING MINUTES

- (1) Minutes shall be kept of all committee, board and commission meetings and a copy filed with the County Clerk within five (5) days of the meeting.
- (2) Minutes shall include the following:
 - (a) Name of the committee, board or commission.
 - (b) Date, hour, location of meeting and time of adjournment and the arrival and departure time of each committee member shall be noted. Committee attendance roll call will reflect members as absent, not excused.
 - (c) Each matter considered and the action taken.
 - (d) Persons appearing, other than supervisors, the matter on which they appear, and the position taken.
 - (e) Minutes shall reflect action taken but shall be kept as brief as possible. Committee vote shall be noted as either unanimous or outcome of roll call on those motions which approve resolutions and resolutions will include this information. Fiscal note must also be included on resolutions, if applicable.
 - (f) Minutes of County Board committee meetings are made public at the time of completion and distributed to all County Board Supervisors with the next meeting agenda. However, the minutes do not become the official public record until approved by committee. The minutes are subject to correction, amendment, and approval at the following committee meeting, with any corrections or amendments to be reflected in those minutes.