

**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