

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

Meeting called to order by Chair Jim Paine.

ROLL CALL: Present – Nick Baker (left 11:00 a.m.), Marvin Finendale, Douglas Finn, Rosemary Lear, Pat Ryan, Larry Quam, Jim Paine. Absent – Alan Jaques, Mary Lou Bergman. Others present – Tom Dalbec, Jerry Moe, Carolyn Pierce, Linda Corbin, Aaron Fregard, Tracy Middleton, Dan Corbin, Michele Wick, Carol Jones, Mark Fruehauf, Mark Liebaert, Candy Holm Anderson, Keith Kesler, Sue Sandvick, Andy Lisak, Pam Tafelski (Committee Clerk).

APPROVAL OF MINUTES: Motion by Baker, second Ryan, to approve January 20, 2017, 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. **Administration/Human Resources:** Administrator has been meeting with committee chairs per recommendation. The following projects updated: LHB design for HOLF parking lot; Superior Business Center; Better City Superior Initiative; Superior Days meetings. County will be tracking sales tax revenues closely. Planning department managers retreat. **Buildings & Grounds:** Updates on UPS project bids; jail elevator work; Superior Days issue 911 funding. **Corporation Counsel:** Busy with Child Support cases/ordinances. **County Clerk:** Website re-design underway; live date August, 2017. **Finance/Information Services:** Working on year-end reports; one position open due to resignation. IS – Brenda Ostrander leaving June 23; will analyze IS operations. **Register of Deeds:** One position filled; office transition smooth. **Treasurer:** Tax collections increased.

ACTION ITEMS/REFERRALS:

Compensation Plan Market Study Steering Committee Recommendations: Attachment reviewed the following recommendations: 1) Conduct market study of compensation plan, hiring a company to do the analysis; (2) Use the previous comparables with addition of Carlton County, State of Wisconsin and State of Minnesota; and (3) No recommendations on whether to use Carlson-Dettman, or where to set salaries. RFP process will take two to three months.

ACTION: Motion by Finendale, second Baker, to move forward with market study. Motion carried.

ACTION: Motion by Baker, second Ryan, to approve RFP for the market study based on current compensation plan. Motion carried.

ACTION: Motion by Finendale, second Lear, to wait until market study completed to consider compensation level percentage of market. Motion carried.

ACTION: Motion by Baker, second Lear, to use same comparables previously used, adding Carlton County, and DNR compensation for States of Wisconsin and Minnesota. Motion carried.

Buildings and Grounds Capital Projects Funding Request: Reviewed. Add display and 2nd floor hallway lighting to priority #1 list.

ACTION: Motion by Baker, second Ryan, to approve all priority #1 and #2 projects for consideration during capital projects process. Motion carried.

County Board/City Council Meeting Room Audio/Visual Equipment Upgrades Funding Request: Attachments reviewed. Request moving through City Council this month, with opportunity to have cost up-fronted by City of Superior with payback by county.

ACTION (RESOLUTION): Motion by Baker, second Quam, to approve concept for County Board/City Council meeting room AV equipment upgrades funding up to \$35,000, and forward to County Board. Motion carried unanimously.

Parking Study Update/Recommendations: Attachment listing options reviewed; waiting for one more design option from NWRPC. Need meeting between neighbors in the affected areas.

ACTION: Motion by Lear, second Quam, to have County Administrator approach land owner of lot on Cumming Avenue and 13th Street, and hold neighborhood meeting for feedback on options 1 and 2, with possibility to make Cumming Avenue one way with parallel parking on both sides. Motion carried.

Budgetary:

Year-End 2016 Carry-Overs and Reserves: Updated list distributed/reviewed.

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

Transfers: Attached/reviewed.

ACTION (RESOLUTION): Motion by Finendale, second Ryan, to approve transfers and forward to County Board. Motion carried unanimously.

Resolution Supporting Efforts to Close Commercial Property Assessment Loopholes: Attached/reviewed by Lisak.

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

INFORMATIONAL:

Courthouse Sign: Waiting for cost confirmation.

Employee Staffing Report: Attached/reviewed.

FUTURE AGENDA ITEMS: Timber sales report.

CLOSED SESSION: Motion by Ryan, second Finn, 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. Roll call vote taken and passed with 6 Yes, 0 No, 3 Absent. Absent – Baker, Jaques, Bergman. Open session adjourned at 11:10 a.m.

Submitted by,

Pamela Tafelski
Committee Clerk