

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, April 7, 2016, 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 Johson, Rosemary Lear, Mark Liebaert, Larry Quam, Alan Jaques. Others present – Pat Ryan, Andy Lisak, Carol Jones, Candy Holm Anderson, Keith Kesler, Michele Wick, Jerry Moe, Carolyn Pierce, Douglas Finn, Sue Sandvick, Pam Tafelski (Committee Clerk).

APPROVAL OF MINUTES: Motion by Paine, second Quam, to approve March 7, 2016, open session with correction under Sheriff/Jail report, spelling of “heroin”, and closed session, with minutes to remain closed and correction to attendance – Sue Hendrickson not present. Motion carried.

DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2016: Departmental financial reports attached/reviewed. **Administration/Human Resources:** 2016 goals/objectives review: Economic development projects update; sales tax revenue projections; half-percent local option sales tax; Health Fair, April 20; County Board Supervisor training, April 25, 5:00 p.m. **Buildings & Grounds:** Reviewed projects completed; parking/landscaping on hold until Belknap Street reconstruction plans complete. **Corporation Counsel:** Department fully staffed; working with hospitals on mental health services for guardianship cases. **County Clerk:** Technology group formed for website and social media; election turnout 58% county-wide. **Finance/Information Services:** Auditors here next week; financial and single audit reports in progress; 1095 revenue forms required by ACA mailed to employees March 1st; down 1 staff person on leave; new fuel system at Highway Department ready next week. **Sheriff/Jail:** This temporary agenda item will be removed from future agendas; not under this committee’s jurisdiction. **Treasurer:** Disbursing tax revenues to municipalities; past due property tax notices mailed; completion of transfer returns for tax-deeded properties new Treasurer’s Office responsibility.

ACTION ITEMS/REFERRALS:

CAPITAL PROJECTS REQUESTS: Narratives and respective requests for each department attached for review. Administrator will meet with department managers regarding project prioritization; final Administrator recommendations to this committee’s May meeting.

Administration: Parking and access study and subsequent engineering for Belknap Street reconstruction project.

ACTION (REFERRAL): Motion by Hendrickson, second Bergman, to approve request of \$38,000 and refer to Administrator. Motion carried.

Buildings and Grounds: Eight projects; courthouse atrium repair study reduced to \$10,000; and, increase replace uninterruptable power supply in jail, Communications Center and Information Services to \$150,000.

ACTION (REFERRAL): Motion by Hendrickson, second Johnson, to approve Buildings and Grounds capital requests totaling \$495,075 and refer to Administrator. Motion carried.

County Clerk: Discussion as to carry-over or capital project. Request for additional funding to election equipment reserve account.

ACTION (REFERRAL): Motion by Liebaert, second Paine, to approve County Clerk request of \$39,831.33 from 2015 balance in election budget and electronic building directory reserve and refer to Administrator. Motion carried.

Information Services: Request for funding to upgrade storage capacity and upgrade/new firewall and reporting system.

ACTION (REFERRAL): Motion by Hendrickson, second Bergman, to approve request of \$34,000 and refer to Administrator. Motion carried.

Approval of 2016-2017 Agreement between Douglas County Deputy Sheriff's Department – Jail Division, Local 441A and Douglas County: Agreement attached/reviewed.

ACTION (RESOLUTION): Motion by Hendrickson, second Finendale, to approve 2016-2017 Agreement between Douglas County Deputy Sheriff's Department – Jail Division, Local 441A and Douglas County and forward to County Board. Motion carried unanimously.

Agreement for Recycling Services between Douglas County and NWRPC: Narrative explains recommendation for contracting responsible unit with NWRPC.

ACTION (RESOLUTION): Motion by Quam, second Johnson, to approve Agreement for recycling services responsible unit between Douglas County and NWRPC and forward to County Board. Motion carried unanimously.

Budgetary Transfers: Attached/reviewed.

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

INFORMATIONAL:

Correspondence from March 17, 2016, County Board Meeting: CDBG housing contract Phase I completion notice attached for review. Receive and place on file.

Employee 1st Quarter Staffing Report: Attached/reviewed.

FUTURE AGENDA ITEMS: Capital projects recommendations from Administrator.

ADJOURNMENT: Motion by Johnson, second Hendrickson, to adjourn. Motion carried. Adjourned 11:03 a.m.

Submitted by,

Pamela A. Tafelski
Committee Clerk