

**ADMINISTRATION COMMITTEE MEETING**  
**Douglas County Board of Supervisors**  
**Thursday, May 5, 2016, 9:30 a.m., Courthouse, Room 207C**  
**1313 Belknap Street, Superior, Wisconsin**

Meeting called to order by Chair Alan Jaques.

**ROLL CALL:** Alan Jaques, Jim Paine, Mary Lou Bergman, Larry Quam, Rosemary Lear, Mark Liebaert, Susan Hendrickson (arrived 9:32 a.m.). Absent – Marvin Finendale  
Others present – Gayle Wahner, Jon Winter, Keith Kesler, Tom Dalbec, Carol Jones, Pat Ryan, Candy Anderson, James Anderson, Dave Leckel, Linda Corbin, Steve Rannenberg, Andy Lisak, Susan Sandvick, Kaci Lundgren, Committee Clerk.

**APPROVAL OF MINUTES:** Motion by Quam, second Paine, to approve the minutes of the April 7, 2016, meeting. Motion carried.

**DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2016:**

Departmental financial reports attached/reviewed. **Administration/Human Resources:** Request for Qualifications to develop fairgrounds parking lot distributed; Better City Superior initiative discussing tax options with legislature; \$126,000 less in sales tax received by Douglas County this year than last; Douglas County Recycling currently contracted through Northwest Regional Planning Commission. **Buildings & Grounds:** Boiler project is complete; sidewalk repairs to occur. **County Clerk:** Election clean-up conducted. **Finance/Information Services:** Task list to track requests implemented by IT; merging software to simplify processing; more oversight of contracted agencies financial processes. **Register of Deeds:** 16% of land documents recorded electronically in April. **Treasurer:** Tax deeds process beginning; contacted people at risk of losing their homes.

**ACTION ITEMS/REFERRALS:**

**Capital Projects Requests:** Reviewed attached memo. 33 project requests totaling over 2.5 million submitted. \$33,250 funding request for a hydro-conditioning post-processing task was inadvertently left out of committee approval and therefore, not eligible for a capital project request.

**ACTION (RESOLUTION):** Motion by Hendrickson, second Bergman, to approve recommendations to fund project requests as listed in tables 3, 4, and 5, at monetary levels indicated. Motion by Paine, second Lear, to amend previous motion, reducing “Replace Uninterruptable Power Supply in Communication Center” project request by \$20,000 under Discretionary Allocation and funding of same at \$20,000 under Courthouse/Government Center Maintenance Fund Allocation, reducing the amount of reserve to \$22,000; and include funding for “Night Vision/Thermal Equipment” project request in Discretionary Allocation in the amount of \$20,000. Motion to approve as amended, carried unanimously.

**ACTION (RESOLUTION):** Motion by Liebaert, second Quam, to approve Administrator Lisak's capital projects requests process amendment, as presented, with the following additional amendment: "Once completed, the Capital Improvement Plan will then be submitted to a *joint Executive and Administration Committee meeting* and subsequently to the full County Board for final approval". Motion carried unanimously.

**FUTURE AGENDA ITEMS:** Access to courthouse/government center emergency reserve fund; percentage allocated to courthouse/government center maintenance reserve fund.

**ADJOURNMENT:** Motion by Quam, second Lear, to adjourn. Motion carried. Meeting adjourned at 11:15 a.m.

Submitted by,

Kaci Lundgren, Committee Clerk