

**ADMINISTRATION COMMITTEE**  
**Douglas County Board of Supervisors**  
**Thursday, June 2, 2016, 9:30 a.m., Courthouse Room 207C**  
**1313 Belknap Street, Superior, Wisconsin**

**ROLL CALL:** Present – Alan Jaques, Mary Lou Bergman, Marvin Finendale, Douglas Finn, Rosemary Lear, Pat Ryan, Larry Quam, Jim Paine. Absent – Nick Baker. Others present – Joan Finckler, Andy Lisak, Carol Jones, Candy Holm-Anderson, Christine Ostern, Linda Corbin, Keith Kesler, Michele Wick, Lisa Johnson, Tom Dalbec, James Anderson, Tracy Ruppe, Sue Sandvick, Pamela Tafelski (Committee Clerk).

**APPROVAL OF MINUTES:** Motion by Bergman, second Quam, to approve May 5, 2016, meeting minutes. Motion carried.

**DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2016:** Budget reports attached/reviewed. **Administration/Human Resources:** Progress report on economic development goals included fairground parking lot RFQ, Superior Business Center appraisal, Parkland site confidentiality agreement, Better City Initiative options. Sales tax revenue down. Budget planning meeting June 14, 5:00 p.m. **Buildings & Grounds:** Projects completed and capital projects reviewed. **Corporation Counsel:** New employees doing well; discussions continue with Duluth hospitals regarding mental health commitment process. **County Clerk:** Candidates turned in nomination papers yesterday/awaiting state certification for ballot development; staff to work on tax deeded properties. **Finance:** Audit completed April 20 – no adjustments to financial report; single audit report may require more grant oversight; planning end-user training; integration of Finance and Information Services on-going; succession planning continues. **Information Services:** Training continues; cooperating with city's IT staff; keeping current with JD Edwards. **Treasurer:** Tax deed properties down to 70; transfer returns on each now required; working with property owners to avoid delinquency.

**ACTION ITEMS/REFERRALS:**

**New Positions/Reclassifications Recommendations:** Sixteen requests submitted; nine recommended for approval (3 new positions; 9 reclassifications); three denials. Will include new positions in Compensation Plan and fund at budget time. Reclassification of Account Specialist III, Clerk of Courts, awaiting additional information – recommendation forthcoming.

**ACTION (RESOLUTION):** Motion by Quam, second Bergman, to approve three new positions as presented and forward to County Board. Motion carried unanimously.

**ACTION (RESOLUTION):** Motion by Jaques, second Lear, to approve reclassification recommendations and denials (with stipulations) as submitted by Administrator. Motion carried unanimously.

**Financial Match Commitment for Ecofootprint Grant:** Explanation attached/reviewed.

**ACTION (RESOLUTION):** Motion by Ryan, second Finn, to amend Fiscal Note of Resolution #8-16 to reflect \$200,000 cash match to come from Pictometry and Lidar Processing capital projects funding, 2016 and 2017. Motion carried unanimously.

**Policy Amendments:**

**Capital Improvement Plan - Process for Approval:** Attached/reviewed.

**ACTION (RESOLUTION):** Motion by Lear, second Bergman, to approve with amendment as presented and forward to County Board. Motion carried unanimously.

**Declaration of Unassigned General Fund Prior Year Surplus - Percentage Allocated to Courthouse/Government Center Maintenance Reserve Fund and Authorization to Access Funds:** Attached/reviewed.

**ACTION (RESOLUTION):** Motion by Bergman, second Ryan, to amend B.2.c. establishing 15% Courthouse/Government Center Reserve Fund from the 15% allocated to Courthouse/Government Center Maintenance Fund with cap of \$500,000 for emergency-related repairs and forward to County Board. Motion by Ryan, second Bergman, to amend action adding access authorization granted to County Administrator, County Board Chair, and Buildings and Grounds Director. Motion carried. Motion to approve, as amended, carried unanimously.

**Budgetary Transfers:** Attached/reviewed.

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

**Establish Administration Committee 2017 Budget Meeting Dates:** Attached/reviewed.

**ACTION)** Motion by Ryan, second Jaques, to set September 22-23, 2016, for budget meetings. Motion carried.

**2016 Audit Report:** Rob Ganchow, Wipfli, CPA's & Consultants, unable to attend.

**ACTION:** Motion by Ryan, second Lear, to refer 2016 Audit Report to next meeting. Motion carried.

**NEW POSITIONS/RECLASSIFICATION RECOMMENDATIONS:** Motion by Jaques, second Lear, to revisit agenda item 4.a., new position Jail Lieutenant. Motion carried. Dalbec explained Jail Lieutenant is reinstated position and will be filled by current employee with no additional hire, so cost needs to be corrected on B-5, and reflected for County Board resolution.

**FUTURE AGENDA ITEMS:** No July meeting anticipated. Health insurance renewal and Health Savings Account reports will be on August agenda.

**ADJOURNMENT:** Motion by Ryan, second Quam, to adjourn. Motion carried. Adjourned at 10:48 a.m.

Submitted by,

Pamela A. Tafelski  
Committee Clerk