

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, August 4, 2016, 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, Rosemary Lear, Pat Ryan, Larry Quam, Jim Paine. Others present – Terry White, Jon Winter, Char Kastern, Candy Anderson, Keith Kesler, Bruce Thompson, Dan Corbin, Carol Jones, Carolyn Pierce, Gayle Wahner, Linda Corbin, Mark Liebaert, Shelley Nelson, Sue Sandvick, Stephanie King, Pamela Tafelski (Committee Clerk).

APPROVAL OF MINUTES: Motion by Ryan, second Jaques, to approve June 2, 2016, and June 16, 2016, meeting minutes. Motion carried.

DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2016: Budget reports attached/reviewed. **Administration/Human Resources:** Lisak reviewed status of economic development projects; Sales tax revenue down 14%; 2017 budget process; and discussed several upcoming HR matters. **Buildings & Grounds:** Update on jail elevator bids; Government Center chiller failure; Storm damage and NWRPC emergency assistance grant. **Corporation Counsel:** Busy with H&HS cases and several ordinance revisions. **County Clerk:** Web enhancement ideas coming from technology group; election updates. **Finance/Information Services:** IS working on new Highway Department fueling system and improvement to internet service. Finance staff working on 2017 budgets; reviewing 2016 goals. **Register of Deeds:** Seventy-six e-recordings; \$59,000 to date. **Treasurer:** Completing tax collections; 21 total tax-deeded parcels; working on August settlement with taxing jurisdictions.

ACTION ITEMS/REFERRALS:

Referendum Language Authorizing Better City Initiative: Thompson summarized progress to date. Request is for advisory referendum on November ballot, and if successful, binding language on spring 2016 ballot. There may not be need for this as the intent is for a city referendum only, which is going to City Council on August 16. If that should fail, a county-wide referendum is a back-up.

ACTION (RESOLUTION): Motion by Quam, second Ryan, to approve Better City Initiative advisory referendum language as presented for November, 2016, ballot, and forward to County Board. Motion carried unanimously.

Financial Impact of Parkland Tower Relocation: Reviewed summary memo.

ACTION: Motion by Baker, second Lear, to approve fiscal impact of Parkland Tower relocation. Motion carried.

State Department of Administration Request for Early Termination of Lease at Highway Department Garage: State has decided to terminate lease.

ACTION (RESOLUTION): Motion by Lear, second Bergman, to approve termination of State Department of Administration lease at Highway Department garage, effective September, 2016, and forward to County Board. Motion carried unanimously.

Request for Proposals – Financial Advisor Services: Cover memo and RFP attached/reviewed. GAFO recommendations explained. County has always used underwriter for bonding purposes. Financial advisor offers negotiating options and is more competitive. Some modifications to RFP to be done.

ACTION: Motion by Bergman, second Lear, to authorize Request for Proposals for Financial Advisor Services as requested. Motion carried.

Budgetary Transfers: Attached/reviewed.

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

INFORMATIONAL:

Replacement of Courthouse Sign after Belknap Street Reconstruction Project: Information attached. Stephanie King, DOT, explained Belknap corridor signage. DOT has worked through Wisconsin Historical Society for compliance with historical buildings signage guidelines. Suggestion to include year courthouse building built (1919) or year Douglas County established (1854). DOT needs agreement approved. Final cost depends on bids.

ACTION: Motion by Baker, second Lear, to approve State/Municipal Agreement for a State-Let Highway Project for Douglas County Courthouse sign concept adding “Established 1854”, with final sign design and cost to be approved by Douglas County. Motion carried.

Health Insurance: Renewal Rates – Not ready yet; **Health Savings Account Report –** 2016 data reviewed.

Assignment of Duties during County Administrator’s Absence from Work: Past Douglas County practices include County Board Chair and Finance Director. Several counties use Corporation Counsel. Lisak and Paine will gather policies from other counties and make recommendation to this committee.

Employee 2nd Quarter 2016 Report: Attached/reviewed.

FUTURE AGENDA ITEMS: Administrator succession plan; Clerk of Courts fines collection.

ADJOURNMENT: Motion by Lear, second Quam, to adjourn. Motion carried. Adjourned 11:04 a.m.

Submitted by,

Pamela A. Tafelski
Committee Clerk