

**ADMINISTRATION COMMITTEE**  
**Douglas County Board of Supervisors**  
**Thursday, October 6, 2016, 9:30 a.m., Courthouse Room 207C**  
**1313 Belknap Street, Superior, Wisconsin**

Meeting called to order by Chair Jim Paine.

**ROLL CALL:** Members present - Mary Lou Bergman, Marvin Finendale, Douglas Finn, Rosemary Lear, Pat Ryan, Jim Paine. Absent - Larry Quam, Nick Baker, Alan Jaques. Others present – Carolyn Pierce, Sue Sandvick, Keith Kesler, Candy Anderson, Kevin Mullen (HutchinsonShockeyErley&Co), Tracy Ruppe, Dan Corbin, Andy Lisak, Char Kastern, Kelly Burger (CASDA), Luann LaValley (CASDA), Carol Jones, Pam Tafelski (Committee Clerk).

**APPROVAL OF MINUTES:** Motion by Ryan, second Bergman, to approve minutes of the September 1 and September 22, 2016, meetings. Motion carried.

**DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2016:** Budget reports attached/reviewed. **Administration/Human Resources:** Status on the following reviewed: fairgrounds mixed use proposal; Superior Business Center; Better Cities Initiative; sales tax revenue projections; health insurance benefits; budget information sessions with employees. October 11 in Courthouse lobby, a plaque will be unveiled honoring Superiorite, Oliver Williamson, recipient of 2009 Nobel Prize in Economics. **Buildings & Grounds:** Progress report on jail elevators; Udeen Tower project completed; HVAC system updates in October. **Corporation Counsel:** Working on Land Recreation Ordinance; reviewed new committee quorum legislation. **County Clerk:** Wisconsin Elections Commission social media posts; County Clerk's Office received 100% on passport applications practices federal audit – Sandvick commended her staff. **Finance/Information Services:** Budget work continues; 2015 single audit completed; Financial Advisor Services RFP's under review. **Treasurer:** Reviewing tax collection contracts; abstractors working on tax deeds; awaiting software to accommodate school district tax information; developed Facebook page to improve property owner information communications.

**ACTION ITEMS/REFERRALS:**

**Bond Issue Pre-Approval:** Resolution authorizing issuance of \$2.5 million general obligation promissory notes distributed/reviewed. Kevin Mullen summarized borrowing projections 2017 through 2022. Proceeds are for Highway Department projects approved in the 2016 budget.

**ACTION (RESOLUTION):** Motion by Finendale, second Finn, to approve resolution as presented and forward to County Board. Motion carried unanimously.

**Ordinance Establishing County Administrator Succession in Event of Temporary or Permanent Vacancy:** Proposed ordinance discussed. Corporation Counsel expressed concerns with legality of ordinance and provided alternative resolution.

**ACTION (REFERRAL):** Motion by Ryan, second Lear, to have County Administrator, Corporation Counsel, County Board Chair, and Administration Committee Chair meet to develop recommendations for review at November meeting. Motion carried.

**Referral from County Board Correspondence – Summary of State Taxes and Special Charges Apportioned to Douglas County Municipalities for 2016:** Receive and place on file.

**INFORMATIONAL: Indirect Costs Report** - Attached/no questions.

**ADJOURNMENT:** Motion by Ryan, second Bergman, to adjourn. Motion carried. Adjourned at 10:30 a.m.

Submitted by,

Pamela A. Tafelski  
Committee Clerk