

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, November 3, 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 Finedale, Douglas Finn, Rosemary Lear, Pat Ryan, Larry Quam, Jim Paine. Others present – Keith Kesler, Carolyn Pierce, Terry White, Linda Corbin, Shelley Nelson, Carol Jones, Mark Liebaert, Tom Dalbec, Candy Anderson, Andy Lisak, Sue Sandvick, Pam Tafelski (Committee Clerk).

APPROVAL OF MINUTES: Motion by Baker, second Ryan, to approve October 6, 2016, meeting minutes. Motion carried.

DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2016: Budget reports attached/reviewed. **Administration/Human Resources:** Progress reported on fairgrounds parking lot LHB design, Superior Business Center, sales tax revenue projection, Belknap Street reconstruction parking plan, health insurance and budget listening sessions. **Buildings & Grounds:** Alarm system, Udeen Tower and boiler projects completed; request at December meeting to move carpeting capital project dollars to HVAC and jail elevator projects. **Corporation Counsel:** Working on ordinances. **County Clerk:** Election equipment testing/municipal clerks and inspectors training conducted October 31. **Finance/Information Services:** Performance evaluations and year-end work; IS planning 2018-2019 JD Edwards upgrade. **Treasurer:** Preparing for tax season and certified letters for tax deeds.

ACTION ITEMS/REFERRALS:

Additional 2017 Funding for CASDA: Kelly Burger, CASDA Director, summarized request for reinstating full funding; an addition of \$13,000 to the \$12,000 approved for 2017. Balance of \$60,000 in 2017 Contingency Fund. Burger will provide CASDA's audit and 990 to Lisak.

ACTION (RESOLUTION): Motion by Lear, second Finedale, to allocate \$13,000 from 2017 Contingency Fund for CASDA and forward to County Board. Committee would like CASDA and Superior Vocations Center to receive on-going annual funding, if possible. Motion carried unanimously.

Resolution Establishing Policy for Appointment of Acting-Interim County Administrator: Sample resolution/reviewed.

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

Budgetary Transfers: Attached/reviewed.

ACTION (RESOLUTION): Motion by Bergman, second Lear, to approve. Motion carried unanimously.

From Land and Development Committee: Allocate \$40,000 from Fairground Surcharge Account for Improvements: Attached/reviewed.

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

Establish Procedure for 2016 County Administrator Evaluation: Past processes summarized. Information distributed on facilitated performance review. General consensus to learn more about facilitator option and cost; timeline for Administrator's evaluation flexible (will not be completed in December).

ACTION: Motion by Finn, second Lear, to schedule presentations on the facilitated evaluation process and decide thereafter how to proceed with the County Administrator performance evaluation. Motion carried.

Correspondence from October 20, 2016, County Board: Re-Estimated 2016 Shared Revenue and Expenditure Restraint Payments; Estimate of 2017 Shared Revenue and Expenditure Restraint Payments:

ACTION: Motion by Ryan, second Baker, to receive and place on file. Motion carried.

INFORMATIONAL:

Third Quarter Staffing Report: Attached/reviewed.

FUTURE AGENDA ITEMS: Buildings and Grounds budget transfers; County Administration evaluation facilitator interviews; non-profit/non-departmental funding under one cost center.

MOTION TO CONVENE INTO SESSION PURSUANT TO SECTION 19.85(1)(E) OF THE WISCONSIN STATUTES TO GIVE UPDATE ON DEPUTY SHERIFF CONTRACT NEGOTIATIONS. Motion by Finendale, second Quam, to convene into closed session as stated above. Roll call vote taken and passed with 9 Yes, 0 No, 0 Absent. Adjourned at 10:20 a.m.

Submitted by,

Pamela A. Tafelski
Committee Clerk