

**ADMINISTRATION COMMITTEE MEETING**  
**Douglas County Board of Supervisors**  
**Thursday, March 1, 2018, 9:30 a.m., Courthouse, Room 207C**  
**1313 Belknap Street, Superior, Wisconsin**

Meeting called to order by Chair Alan Jaques.

**ROLL CALL:** Alan Jaques, Larry Quam, Nick Baker, Mary Lou Bergman, Douglas Finn, Rosemary Lear, Scott Luostari, Pat Ryan. Absent – Marvin Finendale. Others Present – Samuel Pomush, Tracy Middleton, Char Kastern, Candy Holm-Anderson, Shelley Nelson, Ann Doucette, Tom Dalbec, Keith Kesler, Carol Jones, Tracy Ruppe, Carolyn Pierce, Mark Liebaert, Linda Corbin, Susan Sandvick, Kaci Lundgren (Committee Clerk).

**APPROVAL OF MINUTES:** Motion by Ryan, second Bergman, to approve the minutes of the December 7, 2017, meeting. Motion carried.

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

Departmental financial reports attached/reviewed. **Administration/Human Resources:** Performance evaluations complete; position description questionnaires from departments to be provided for wage study; working with departments on continuity of operations plans. **Buildings & Grounds:** Snow removal costs are up; lead maintenance worker to retire end of March; carpeting replacement and energy efficient changes to be reviewed throughout buildings; potential recommission of facility's HVAC system. **County Clerk:** Election preparation and clean up; will request funding for replacement of voting equipment as capital project. **Corporation Counsel:** One part-time staff person hired to replace vacancy. **Finance/Information Services:** Closing 2017 books; high speed internet installed at Highway Department. **Treasurer:** 10% increase in current tax collection versus last year; tax deeded properties are 20 less than 2016. Delinquent tax notices sent earlier this year for 1% interest savings to taxpayers.

**ACTION ITEMS/REFERRALS:**

**Establish Elected Officials Salary for Sheriff and Clerk of Courts:** Deputy Sheriff currently has higher salary than Sheriff; Doucette recommended one-time lift (option 2), along with 2% annual increases to stay above deputy salary. Clerk of Courts option presented with 2% annual increase, in alignment with County Clerk, Register of Deeds and Treasurer.

**ACTION (RESOLUTION):** Motion by Bergman, second Ryan, to approve recommended Option 2 for Sheriff's salary through 2022. Motion carried unanimously.

**ACTION (RESOLUTION):** Motion by Lear, second Baker, to approve Clerk of Courts' 2% annual salary increase through 2022. Motion carried unanimously.

**Budgetary – Year-end 2017 Carry-overs and Reserves:** Updated report distributed.

**ACTION (RESOLUTION):** Motion by Ryan, second Lear, to approve year-end 2017 carry-overs and reserves, as presented. Motion carried unanimously.

**Transfers:** Updated report distributed.

**ACTION (RESOLUTION):** Motion by Bergman, second Ryan, to approve transfers as presented. Motion carried unanimously.

**INFORMATIONAL:**

**County Administrator Appointment:** Ann Doucette to be appointed as interim administrator at next County Board meeting.

**LRB 5135/1 – Draft Legislation Potentially Affecting County Government:** Original legislation was removed; resolution opposing new legislation to be presented to County Board.

**Douglas County Employee Dress Code:** Draft dress code included with agenda. Specific departments may have own dress codes. In most departments, manager has discretion over employee dress. If a complaint arises, administrator will discuss with manager for follow-up with employee.

**ACTION (RESOLUTION):** Motion by Baker, second Bergman, to approve dress code policy as presented, and refer to County Board. Motion carried unanimously.

**High Speed Internet Grants – James Anderson:** Included with agenda.

**Parking Lot Update:** Liebaert gave update on efforts to acquire nearby lot for parking.

**Fourth Quarter Staffing Report:** Reviewed.

**ADJOURNMENT:** Motion by Finn, second Luostari, to adjourn. Motion carried. Meeting adjourned at 10:15 a.m.

Submitted by,

Kaci Lundgren, Committee Clerk