

December 27, 2018

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, January 3, 2019, 9:30 a.m., Courthouse Room 207C
1313 Belknap Street, Superior, Wisconsin

Please call the County Clerk's Office (715-395-1483) if you are unable to attend.

MEMBERS:	Alan Jaques, Chair	Larry Quam, Vice Chair	Nick Baker
	Mary Lou Bergman	Marvin Finendale	Douglas Finn
	Rosemary Lear	Scott Luostari	Pat Ryan

A G E N D A

(Committee to maintain a two-hour meeting limit *or* take action to continue meeting beyond that time).

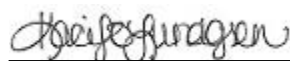
1. Roll call.
2. Approval of the December 6, 2018, Administration Committee meeting minutes (attached).
3. Departmental financial reports and goals/objectives for 2019 (budget reports attached; all areas will be listed, although there may not be additional report from each):
 - a. Administration/Human Resources;
 - b. Buildings & Grounds;
 - c. Corporation Counsel;
 - d. County Clerk;
 - e. Finance/Information Services;
 - f. Register of Deeds; and
 - g. Treasurer.
4. Informational:
 - a. Veterans Service – disposition of van and reserve fund;
 - b. Budgetary transfers (attached); and
 - c. County Administrator evaluation process.
5. Future agenda items.
6. Adjournment.

NOTE: A quorum of the County Board, Executive Committee, Health and Human Services Board, Public Safety Committee, Transportation and Infrastructure Committee and Zoning Committee will be present at this meeting due to memberships of this committee's members on those Boards/committees.

ec: County Board Supervisors Department Managers Shelley Nelson (Telegram) DC website

Agenda and attachments are available in County Clerk's Office for viewing or at www.douglascountywi.org. Action may be taken on items on the agenda. The County of Douglas complies with the Americans with Disabilities Act of 1990. If you are in need of an accommodation to participate in the public meeting process, please contact the Douglas County Clerk's Office at (715) 395-1341 by 4:00 p.m. on the day prior to the scheduled meeting. Douglas County will attempt to accommodate any request depending on the amount of notice we receive.

Posted: Courthouse, Government Center, Douglas County website



12-27-18

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, December 6, 2018, 9:30 a.m., Courthouse Room 207C
1313 Belknap Street, Superior, Wisconsin

Meeting called to order by Chair Alan Jaques.

ROLL CALL: Present – Larry Quam, Nick Baker, Marvin Finendale, Douglas Finn (arrived 9:42 a.m.), Rosemary Lear, Scott Luostari, Pat Ryan, Alan Jaques. Absent – Mary Lou Bergman. Others present – Tracy Middleton, Carolyn Pierce, Candy Holm Anderson, Keith Kesler, Linda Corbin, Ann Doucette, Mark Liebaert, Carol Jones, Melissa Pratt, Michele Wick, Jon Harris, Pam Tafelski (Committee Clerk).

APPROVAL OF MINUTES: Motion by Ryan, second Baker, to approve October 4, 2018, meeting minutes. Motion carried.

DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2018: Budget reports attached. **Administration/Human Resources:** Sales tax \$340,000 is above projection, plus \$260,000 earned interest; performance evaluations in process; four positions advertised. 2008 Strategic Planning list of mandated programs/services will be provided to departments for updates. **Buildings and Grounds:** Jail HVAC controls need replacing - \$19,000 covered by \$17,000 under-budget capital projects and contingency; courthouse lighting upgrading to LED; courthouse air intake will need replacing. **Corporation Counsel:** EOY reports / contracts review. **Finance/Information Services:** Five projects – Windows 10 training for all staff; PCI compliance; capital projects report for County Board; IS inventory tracking process. **Register of Deeds:** Revenue down slightly. **Treasurer:** Tax bills completed for mailing; bonds and contracts done; need new microfiche equipment.

ACTION ITEMS/REFERRALS:

From Forest, Parks and Recreation Committee – Request Early Posting and Hiring of Parks and Recreation Director, Forestry Department: Organizational chart distributed. Current employee retiring May 1, 2019. Position has extensive and critical duties; early posting/hiring provides job shadowing and in-depth training. Recommend posting position soon; applications close January, interviews end of January, hiring February. This exception to county policy is best for continuity of work. Funding through excess timber sales, if necessary.

ACTION (RESOLUTION): Motion by Baker, second Quam, to approve early hiring of Parks and Recreation Director as requested and forward to County Board. Motion carried unanimously.

BUDGETARY TRANSFER: Attached; change B&G transfer to “lockers for court visitors”.

ACTION (RESOLUTION): Motion by Quam, second Luostari, to approve transfers as presented. Motion carried unanimously.

FUTURE AGENDA ITEMS: Future of VSO van and disposition of \$18,000 reserve.

ADJOURNMENT: Motion by Quam, second Luostari, to adjourn. Motion carried. Adjourned 10:02 a.m.

Submitted by,

Pamela A. Tafelski
Committee Clerk



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE
DEPARTMENT SUMMARY
2018**



**Transactions posted as of printing date
12/20/2018**

Department	Prior Year Actual	Amended Budget	Budget through Current Month	Actual Amount	Variance Amount
COUNTY BOARD OF SUPERVISORS	198,799.60	230,765.00	230,765.00	162,607.55	68,157.45
ADMINSTRATION	388,482.59	353,974.00	353,974.00	300,607.36	53,366.64
CORPORATION COUNSEL	58,177.85	103,127.00	103,127.00	47,767.19	55,359.81
REGISTER OF DEEDS	(21,592.81)	(31,468.00)	(31,468.00)	(13,967.25)	(17,500.75)
COUNTY CLERK	206,757.79	233,773.00	233,773.00	208,407.23	25,365.77
COUNTY TREASURER	188,375.17	203,332.00	203,332.00	192,102.55	11,229.45
FINANCE	400,708.51	434,095.00	434,095.00	374,322.73	59,772.27
BUILDING AND GROUNDS	299,948.85	289,981.00	289,981.00	286,991.72	2,989.28
INFORMATION SERVICES	68,629.60	0.00	0.00	27,217.87	(27,217.87)



DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
COUNTY BOARD OF SUPERVISORS
 Transactions posted as of printing date
 12/20/2018



	Prior Year Actual	2018 Amended Budget	Budget through Current Month	2018 Actual Amount	Variance Amount
Revenues					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	-	-	-	-	-
Intergovt. Charges For Serv.	-	-	-	-	-
Miscellaneous Revenues	500.00	-	-	405.00	(405.00)
Other Financing Sources	-	-	-	-	-
Revenues	500.00	-		405.00	(405.00)
Expenditures					
Personnel Services	94,958.17	110,315.00	110,315.00	110,154.09	160.91
Contractual Services	90.77	900.00	900.00	569.95	330.05
Supplies & Expense	41,580.66	65,500.00	65,500.00	48,790.51	16,709.49
Intra Country Charges	-	-	-	-	-
Fixed Charges	876.00	2,000.00	2,000.00	704.00	1,296.00
Debt Service	-	-	-	-	-
Grants & Contributions	59,000.00	49,000.00	49,000.00	-	49,000.00
Capital Outlay	-	-	-	-	-
Department Allocation	2,794.00	3,050.00	3,050.00	2,794.00	256.00
Expenditures	199,299.60	230,765.00	230,765.00	163,012.55	67,752.45
Net Cost	\$ 198,799.60	\$ 230,765.00	\$ 230,765.00	\$ 162,607.55	\$ 68,157.45



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
ADMINISTRATION**



Transactions posted as of printing date
12/20/2018

	Prior Year Actual	2018 Amended Budget	Budget through Current Month	2018 Actual Amount	Variance Amount
Revenues					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	1,328.52	3,000.00	3,000.00	1,088.16	(1,911.84)
Intergovt. Charges For Serv.	-	69,000.00	69,000.00	-	(69,000.00)
Miscellaneous Revenues	545.00	-	-	8.00	8.00
Other Financing Sources	-	-	-	-	-
Revenues	1,873.52	72,000.00	72,000.00	1,096.16	(70,903.84)
Expenditures					
Personnel Services	345,894.69	361,188.00	361,188.00	274,075.45	87,112.55
Contractual Services	43,426.59	38,775.00	38,775.00	34,968.80	3,806.20
Supplies & Expense	23,897.64	59,061.00	59,061.00	17,141.16	41,919.84
Intra Country Charges	-	-	-	-	-
Fixed Charges	1,356.00	1,100.00	1,100.00	1,329.00	(229.00)
Debt Service	-	-	-	-	-
Grants & Contributions	300.00	600.00	600.00	450.00	150.00
Capital Outlay	-	-	-	-	-
Department Allocation	(24,518.81)	(34,750.00)	(34,750.00)	(26,260.89)	(8,489.11)
Expenditures	390,356.11	425,974.00	425,974.00	301,703.52	124,270.48
Net Cost	\$ 388,482.59	\$ 353,974.00	\$ 353,974.00	\$ 300,607.36	\$ 53,366.64



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
BUILDING AND GROUNDS**



Transactions posted as of printing date
12/20/2018

	Prior Year Actual	2018 Amended Budget	Budget through Current Month	2018 Actual Amount	Variance Amount
Revenues					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	-	-	-	-	-
Intergovt. Charges For Serv.	-	5,000.00	5,000.00	-	(5,000.00)
Miscellaneous Revenues	269,463.36	310,100.00	310,100.00	245,052.78	(65,047.22)
Other Financing Sources	-	-	-	-	-
Revenues	269,463.36	315,100.00	315,100.00	245,052.78	(70,047.22)
Expenditures					
Personnel Services	374,357.24	387,542.00	387,542.00	345,771.65	41,770.35
Contractual Services	727,372.66	769,500.00	769,500.00	642,611.99	126,888.01
Supplies & Expense	35,853.31	58,130.00	58,130.00	46,650.86	11,479.14
Fixed Charges	87,799.00	65,400.00	65,400.00	90,667.00	(25,267.00)
Debt Service	-	-	-	-	-
Grants & Contributions	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Department Allocation	(655,970.00)	(675,491.00)	(675,491.00)	(593,657.00)	(81,834.00)
Expenditures	569,412.21	605,081.00	605,081.00	532,044.50	73,036.50
Net Cost	\$ 299,948.85	\$ 289,981.00	\$ 289,981.00	\$ 286,991.72	\$ 2,989.28



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
CORPORATION COUNSEL**



Transactions posted as of printing date
12/20/2018

	Prior Year Actual	2018 Amended Budget	Budget through Current Month	2018 Actual Amount	Variance Amount
Revenues					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	-	-	-	-	-
Intergovt. Charges For Serv.	190,575.20	168,000.00	168,000.00	198,244.92	30,244.92
Miscellaneous Revenues	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Revenues	190,575.20	168,000.00	168,000.00	198,244.92	30,244.92
Expenditures					
Personnel Services	238,678.44	253,482.00	253,482.00	237,138.88	16,343.12
Contractual Services	969.75	5,550.00	5,550.00	364.58	5,185.42
Supplies & Expense	3,427.86	5,945.00	5,945.00	2,463.65	3,481.35
Intra Country Charges	-	-	-	-	-
Fixed Charges	859.00	900.00	900.00	842.00	58.00
Debt Service	-	-	-	-	-
Grants & Contributions	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Department Allocation	4,818.00	5,250.00	5,250.00	5,203.00	47.00
Expenditures	248,753.05	271,127.00	271,127.00	246,012.11	25,114.89
Net Cost	\$ 58,177.85	\$ 103,127.00	\$ 103,127.00	\$ 47,767.19	\$ 55,359.81



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
COUNTY CLERK**



Transactions posted as of printing date
12/20/2018

	Prior Year Actual	2018 Amended Budget	Budget through Current Month	2018 Actual Amount	Variance Amount
Revenues					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	13,560.00	11,250.00	11,250.00	14,125.00	2,875.00
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	11,179.47	17,150.00	17,150.00	17,048.80	(101.20)
Intergovt. Charges For Serv.	19,907.92	33,140.00	33,140.00	23,160.91	(9,979.09)
Miscellaneous Revenues	26,266.19	23,870.00	23,870.00	31,882.24	8,012.24
Other Financing Sources	-	-	-	-	-
Revenues	70,913.58	85,410.00	85,410.00	86,216.95	806.95
Expenditures					
Personnel Services	213,543.18	223,474.00	223,474.00	216,342.49	7,131.51
Contractual Services	12,455.76	22,940.00	22,940.00	19,076.88	3,863.12
Supplies & Expense	35,832.62	55,034.00	55,034.00	42,571.21	12,462.79
Intra Country Charges	-	-	-	-	-
Fixed Charges	1,231.81	1,800.00	1,800.00	1,288.60	511.40
Debt Service	-	-	-	-	-
Grants & Contributions	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Department Allocation	14,608.00	15,935.00	15,935.00	15,345.00	590.00
Expenditures	277,671.37	319,183.00	319,183.00	294,624.18	24,558.82
Net Cost	\$ 206,757.79	\$ 233,773.00	\$ 233,773.00	\$ 208,407.23	\$ 25,365.77



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
FINANCE**



Transactions posted as of printing date
12/20/2018

	Prior Year Actual	2018 Amended Budget	Budget through Current Month	2018 Actual Amount	Variance Amount
Revenues					
Taxes	\$ 110.00	\$ -	\$ -	\$ 110.91	\$ 110.91
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	1,092.00	-	-	452.00	452.00
Intergovt. Charges For Serv.	149,335.67	217,904.00	217,904.00	166,080.66	(51,823.34)
Miscellaneous Revenues	232.36	-	-	1,033.81	1,033.81
Other Financing Sources	-	-	-	-	-
Revenues	150,770.03	217,904.00	217,904.00	167,677.38	(50,226.62)
Expenditures					
Personnel Services	452,319.11	536,499.00	536,499.00	441,236.61	95,262.39
Contractual Services	64,352.43	69,400.00	69,400.00	66,058.24	3,341.76
Supplies & Expense	14,441.00	24,000.00	24,000.00	13,516.26	10,483.74
Intra Country Charges	-	-	-	-	-
Fixed Charges	1,941.00	2,000.00	2,000.00	1,763.00	237.00
Debt Service	-	-	-	-	-
Grants & Contributions	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Department Allocation	18,425.00	20,100.00	20,100.00	19,426.00	674.00
Expenditures	551,478.54	651,999.00	651,999.00	542,000.11	109,998.89
Net Cost	\$ 400,708.51	\$ 434,095.00	\$ 434,095.00	\$ 374,322.73	\$ 59,772.27



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
INFORMATION SERVICES**



Transactions posted as of printing date
12/20/2018

	Prior Year Actual	2018 Amended Budget	Budget through Current Month	2018 Actual Amount	Variance Amount
Revenues					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	-	-	-	-	-
Intergovt. Charges For Serv.	724,228.98	938,139.00	938,139.00	776,567.82	(161,571.18)
Miscellaneous Revenues	-	-	-	60.00	60.00
Other Financing Sources	-	-	-	-	-
Revenues	724,228.98	938,139.00	938,139.00	776,627.82	(161,511.18)
Expenditures					
Personnel Services	146,499.78	127,884.00	127,884.00	162,078.33	(34,194.33)
Contractual Services	467,289.44	592,620.00	592,620.00	518,071.63	74,548.37
Supplies & Expense	55,043.48	82,875.00	82,875.00	31,918.39	50,956.61
Fixed Charges	105,707.84	134,760.00	134,760.00	91,777.34	42,982.66
Debt Service	-	-	-	-	-
Grants & Contributions	-	-	-	-	-
Capital Outlay	18,318.04	-	-	-	-
Department Allocation	-	-	-	-	-
Expenditures	792,858.58	938,139.00	938,139.00	803,845.69	134,293.31
Net Cost	\$ 68,629.60	\$ -	\$ -	\$ 27,217.87	\$ (27,217.87)



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
REGISTER OF DEEDS**



Transactions posted as of printing date
12/20/2018

	Prior Year Actual	2018 Amended Budget	Budget through Current Month	2018 Actual Amount	Variance Amount
Revenues					
Taxes	\$ 118,339.71	\$ 147,106.00	\$ 147,106.00	\$ 125,928.45	\$ (21,177.55)
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	4,146.00	4,100.00	4,100.00	4,299.00	199.00
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	172,143.42	180,120.00	180,120.00	159,559.27	(20,560.73)
Intergovt. Charges For Serv.	-	-	-	-	-
Miscellaneous Revenues	2.90	25.00	25.00	-	(25.00)
Other Financing Sources	-	-	-	-	-
Revenues	294,632.03	331,351.00	331,351.00	289,786.72	(41,564.28)
Expenditures					
Personnel Services	239,505.43	259,304.00	259,304.00	241,169.02	18,134.98
Contractual Services	15,629.57	18,454.00	18,454.00	21,325.56	(2,871.56)
Supplies & Expense	4,983.66	8,450.00	8,450.00	4,642.17	3,807.83
Intra Country Charges	-	-	-	-	-
Fixed Charges	3,207.56	3,000.00	3,000.00	3,558.72	(558.72)
Debt Service	-	-	-	-	-
Grants & Contributions	-	75.00	75.00	20.00	55.00
Capital Outlay	-	-	-	-	-
Department Allocation	9,713.00	10,600.00	10,600.00	5,104.00	5,496.00
Expenditures	273,039.22	299,883.00	299,883.00	275,819.47	24,063.53
Net Cost	\$ (21,592.81)	\$ (31,468.00)	\$ (31,468.00)	\$ (13,967.25)	\$ (17,500.75)



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
COUNTY TREASURER**



Transactions posted as of printing date
12/20/2018

	Prior Year Actual	2018 Amended Budget	Budget through Current Month	2018 Actual Amount	Variance Amount
Revenues					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	28,003.88	27,700.00	27,700.00	28,832.04	1,132.04
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	23,452.26	23,000.00	23,000.00	29,009.16	6,009.16
Intergovt. Charges For Serv.	1,216.00	12,000.00	12,000.00	1,211.00	(10,789.00)
Miscellaneous Revenues	2,065.66	-	-	3,052.17	3,052.17
Other Financing Sources	-	-	-	-	-
Revenues	54,737.80	62,700.00	62,700.00	62,104.37	(595.63)
Expenditures					
Personnel Services	173,909.70	192,237.00	192,237.00	189,518.90	2,718.10
Contractual Services	18,250.65	15,520.00	15,520.00	14,419.21	1,100.79
Supplies & Expense	9,342.76	13,400.00	13,400.00	7,683.38	5,716.62
Intra Country Charges	-	-	-	-	-
Fixed Charges	16,419.86	17,200.00	17,200.00	16,908.93	291.07
Debt Service	-	-	-	-	-
Grants & Contributions	-	200.00	200.00	(910.50)	1,110.50
Capital Outlay	-	-	-	-	-
Department Allocation	25,190.00	27,475.00	27,475.00	26,587.00	888.00
Expenditures	243,112.97	266,032.00	266,032.00	254,206.92	11,825.08
Net Cost	\$ 188,375.17	\$ 203,332.00	\$ 203,332.00	\$ 192,102.55	\$ 11,229.45

DOUGLAS COUNTY WISCONSIN
 BUDGETARY / ACTUAL TRANSFERS
 JANUARY 2019 COUNTY BOARD MEETING

Department	Amount	Explanation	Document #	Fiscal Note
Forestry	25,000	Release Land Acquisition reserve for purchase of land in Solon Springs (near boat launch)	208136	Increase Forestry Fixed Assets - Land by \$25,000; decrease Land Acquisition Reserve by same (DR 61101.1821; CR 61101.3316.7)
Zoning	12,859	Release Zoning vehicle reserve funds for purchase of new vehicle Remaining balance after transfer \$21,962.00	208202	Increase Zoning Capital Outlay by \$12,859.00 and decrease Zoning vehicle reserve by same (Dr 64100.5851; Cr 15420.3431.52)