

October 28, 2022

**ADMINISTRATION COMMITTEE**  
**Douglas County Board of Supervisors**  
**Thursday, November 3, 2022, 9:30 a.m., Government Center Boardroom 201**  
**1316 N. 14<sup>th</sup> Street, Superior, Wisconsin**  
**OR JOIN BY**  
**PHONE: (US) +1 929-266-1022 PIN: 416 702 022#**  
**OR VIDEO: <https://meet.google.com/map-nyhy-esc>\***

*\*Due to COVID-19 concerns, the public may attend the meeting remotely.*

Please call the County Clerk's Office (715-395-1569) if you are unable to attend.

MEMBERS:	Alan Jaques, Chair	Rosemary Lear, Vice Chair	Nick Baker
	Mary Lou Bergman	Samuel Pomush	Keith Allen
	Mark Liebaert	Kelly Peterson	Pat Ryan

**A G E N D A**

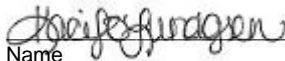
(Committee to maintain a two-hour meeting limit *or* take action to continue meeting beyond that time).

1. Roll call.
2. Approval of the September 22, 2022, meeting minutes (attached).
3. Departmental financial reports and goals/objectives for 2022 (budget reports attached; all areas will be listed, although there may not be additional report from each):
  - a. Administration/Human Resources;
  - b. Buildings and Grounds;
  - c. Corporation Counsel;
  - d. County Clerk;
  - e. Finance;
  - f. Information Technology;
  - g. Register of Deeds; and
  - h. Treasurer.
4. Action items/referrals: Budgetary transfers (attached).
5. Informational items:
  - a. ARPA funding status (attached); and
  - b. Employee Staffing Report, 3<sup>rd</sup> quarter – 2022 (attached).
6. Future agenda items.
7. Adjournment.

NOTE: A quorum of the Executive Committee, Forest, Parks & Recreation, and Transportation and Infrastructure Committee will be present at this meeting due to memberships of this committee's members on those Boards/committees.

Copied: County Board Supervisors Department Managers  
Posted: Courthouse, Government Center, Superior Telegram, Superior Public Library

Agenda and attachments are available in County Clerk's Office for viewing or at [www.douglascountywi.org](http://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.

 10-28-22  
Name Date

**ADMINISTRATION COMMITTEE**  
**Douglas County Board of Supervisors**  
**Thursday, September 22, 2022, 9:30 a.m., Government Center, Boardroom 201**  
**1316 North 14<sup>th</sup> Street, Superior, Wisconsin**

Meeting called to order by Chair Alan Jaques.

**ROLL CALL:** Present – Alan Jaques, Nick Baker, Mark Liebaert (arrived at 9:31 a.m.), Mary Lou Bergman, Kelly Peterson, Rosemary Lear, Sam Pomush, Pat Ryan. Absent – Keith Allen. Others present – Ann Doucette, Bill Whiteside, Shelley Nelson, Tracy Ruppe, Valerie Chamings, Sue Hendrickson, Linda Corbin, Carol Jones, Tracy Middleton, Ashley Vande Voort, Joan Finckler, Matt Izzard, Sue Sandvick, Kaci Lundgren (Committee Clerk).

**APPROVAL OF MINUTES:** Motion by Pomush, second Peterson, to approve September 1, 2022, minutes. Motion carried.

**ACTION ITEMS/REFERRALS:**

**Resolution Authorizing Senior Connections to Apply for Transportation Services Grant:** Annual numbers updated on resolution; included with agenda.

**ACTION (RESOLUTION):** Motion by Baker, second Pomush, to approve resolution authorizing Senior Connections to apply for Transportation Services Grant and refer to County Board. Motion carried unanimously.

**Administrator's / Finance Director's 2023 Budget Presentation / Recommendations / Budget Review:** Doucette reviewed department opportunities and challenges. Whiteside detailed the departments' budget increase/decrease numbers. 2023 proposed tax levy is \$18,731,078, a 4.4% increase from last year. Total expenses increased by 11%.

**ACTION (RESOLUTION):** Motion by Bergman, second Ryan, to approve 2023 budget and refer to County Board budget session. Motion carried unanimously.

**Budgetary Transfers:** Updated transfers distributed.

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

**ADJOURNMENT:** Motion by Pomush, second Ryan, to adjourn. Motion carried. Meeting adjourned at 10:24 a.m.

Submitted by,

Kaci Jo Lundgren  
Committee Clerk



















DOUGLAS COUNTY ADMINISTRATION COMMITTEE  
 SCHEDULE OF REVENUES AND EXPENDITURES  
 INFORMATION SERVICES  
 Transactions posted as of printing date  
 10/26/2022



	Prior Year Actual	2022 Original Budget	2022 Amended Budget	Budget through Current Month	2022 Actual Amount	Variance Amount	Percentage of Total	Percentage of Current
<b>Revenues</b>								
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
Intergovernmental Revenues	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-	-	-	-
Public Charges For Services	-	-	-	-	-	-	-	-
Intergovt. Charges For Serv.	982,705	983,357	983,357	819,464	818,308	(1,156)	83%	0%
Miscellaneous Revenues	1,694	-	-	-	-	-	-	-
Other Financing Sources	32,373	-	-	-	-	-	-	-
<b>Revenues</b>	<b>1,016,772</b>	<b>983,357</b>	<b>983,357</b>	<b>819,464</b>	<b>818,308</b>	<b>(1,156)</b>	<b>83%</b>	<b>0%</b>
<b>Expenditures</b>								
Personnel Services	220,535	224,707	224,707	187,256	168,547	18,709	75%	10%
Contractual Services	665,498	607,300	607,300	506,083	498,110	7,973	82%	2%
Supplies & Expense	19,983	62,600	62,600	52,167	26,641	25,525	43%	49%
Fixed Charges	61,383	88,750	88,750	73,958	66,465	7,494	75%	10%
Debt Service	-	-	-	-	-	-	-	-
Grants & Contributions	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-
Department Allocation	-	-	-	-	-	-	-	-
<b>Expenditures</b>	<b>967,399</b>	<b>983,357</b>	<b>983,357</b>	<b>819,464</b>	<b>759,763</b>	<b>59,701</b>	<b>77%</b>	<b>7%</b>
<b>Net Cost</b>	<b>\$ (49,374)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (58,546)</b>	<b>\$ 58,546</b>		



DOUGLAS COUNTY ADMINISTRATION COMMITTEE  
 SCHEDULE OF REVENUES AND EXPENDITURES  
 REGISTER OF DEEDS  
 Transactions posted as of printing date  
 10/26/2022



	Prior Year Actual	2022 Original Budget	2022 Amended Budget	Budget through Current Month	2022 Actual Amount	Variance Amount	Percentage of Total	Percentage of Current
<b>Revenues</b>								
Taxes	\$ 151,476	\$ 150,000	\$ 150,000	\$ 125,000	\$ 182,364	\$ 57,364	122%	46%
Intergovernmental Revenues	-	-	-	-	-	-	-	-
Licenses & Permits	3,796	4,100	4,100	3,417	3,096	(321)	76%	-9%
Fines Forfeits & Penalties	-	-	-	-	-	-	-	-
Public Charges For Services	234,588	197,000	197,000	164,167	168,067	3,900	85%	2%
Intergovt. Charges For Serv.	-	-	-	-	-	-	-	-
Miscellaneous Revenues	-	25	25	21	-	(21)	0%	-100%
Other Financing Sources	-	-	-	-	-	-	-	-
<b>Revenues</b>	<b>389,860</b>	<b>351,125</b>	<b>351,125</b>	<b>292,604</b>	<b>353,526</b>	<b>60,922</b>	<b>101%</b>	<b>21%</b>
<b>Expenditures</b>								
Personnel Services	259,671	277,798	277,798	231,498	205,225	26,273	-	-
Contractual Services	20,206	23,200	23,200	19,333	21,698	(2,365)	-	-
Supplies & Expense	9,871	7,950	7,950	6,625	5,658	967	71%	15%
Intra Country Charges	-	-	-	-	-	-	-	-
Fixed Charges	3,654	3,125	3,125	2,604	2,941	(337)	94%	-13%
Debt Service	-	-	-	-	-	-	-	-
Grants & Contributions	-	75	75	63	-	63	0%	100%
Capital Outlay	-	-	-	-	-	-	-	-
Department Allocation	12,106	12,000	12,000	10,000	10,000	-	83%	0%
<b>Expenditures</b>	<b>305,508.25</b>	<b>324,148.00</b>	<b>324,148.00</b>	<b>270,123.33</b>	<b>245,522.70</b>	<b>24,600.63</b>	<b>76%</b>	<b>9%</b>
<b>Net Cost</b>	<b>\$ (84,352)</b>	<b>\$ (26,977)</b>	<b>\$ (26,977)</b>	<b>\$ (22,481)</b>	<b>\$ (108,004)</b>	<b>\$ 85,523</b>		



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE**  
**SCHEDULE OF REVENUES AND EXPENDITURES**  
**COUNTY TREASURER**  
 Transactions posted as of printing date  
 10/26/2022



	Prior Year Actual	2022 Original Budget	2022 Amended Budget	Budget through Current Month	2022 Actual Amount	Variance Amount	Percentage of Total	Percentage of Current
<b>Revenues</b>								
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
Intergovernmental Revenues	41,739	40,800	40,800	34,000	41,807	7,807	102%	23%
Licenses & Permits	-	-	-	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-	-	-	-
Public Charges For Services	20,404	26,000	26,000	21,667	12,442	(9,225)	48%	-43%
Intergovt. Charges For Serv.	14,246	12,900	12,900	10,750	-	(10,750)	0%	-100%
Miscellaneous Revenues	502	3,200	3,200	2,667	-	(2,667)	0%	-100%
Other Financing Sources	-	-	-	-	-	-	-	-
<b>Revenues</b>	<b>76,891</b>	<b>82,900</b>	<b>82,900</b>	<b>69,083</b>	<b>54,248</b>	<b>(14,835)</b>	<b>65%</b>	<b>-21%</b>
<b>Expenditures</b>								
Personnel Services	211,099	205,667	205,667	171,389	166,851	4,538	81%	3%
Contractual Services	17,910	11,070	11,070	9,225	2,956	6,269	27%	68%
Supplies & Expense	12,733	16,000	16,000	13,333	11,034	2,299	69%	17%
Intra Country Charges	-	-	-	-	-	-	-	-
Fixed Charges	21,385	23,200	23,200	19,333	18,485	849	80%	4%
Debt Service	-	-	-	-	-	-	-	-
Grants & Contributions	(300)	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-
Department Allocation	30,708	30,450	30,450	25,375	25,380	(5)	83%	0%
<b>Expenditures</b>	<b>293,535</b>	<b>286,387</b>	<b>286,387</b>	<b>238,656</b>	<b>224,706</b>	<b>13,949</b>	<b>78%</b>	<b>6%</b>
<b>Net Cost</b>	<b>\$ 216,644</b>	<b>\$ 203,487</b>	<b>\$ 203,487</b>	<b>\$ 169,573</b>	<b>\$ 170,458</b>	<b>\$ (886)</b>		

DOUGLAS COUNTY WISCONSIN  
 BUDGETARY / ACTUAL TRANSFERS  
 NOVEMBER 2022 COUNTY BOARD MEETING

Department	Amount	Explanation	Document #	Fiscal Note
Land Services	\$ 41,082.00	To correct capital projects adjustment for land services Re-monumentation and Pictometry where incorrectly transposed	227729	Increase Purchased Services \$41,082 (Db 14610.5299) Decrease Purchased Services \$41,082 (Cr 17210.5299)
Land and Development	\$ 3,520.00	Release fairgrounds surcharge fair funds to purchase tables, gravel and cleanup of white garage	227728	Increase Operating Supplies \$3,520 (Db 54430.5340) Decrease Fairgrounds Reserve \$3,520 (Cr 15420.3437.2)

Douglas County  
 Monthly Reconciliation of American Rescue Plan Act Projects  
 As of 10/28/2022

Revenue and Interest:	Date	Amount
ARPA Disbursement 1	5/20/2021	4,190,691
ARPA Disbursement 2	6/21/2022	4,190,691
Total Federal Proceeds		<u>8,381,382</u>
Tota Interest Proceeds		53,071
<b>Total Revenue and Interest</b>		<u><b>8,434,453</b></u>

Expenditures:	Resolution	Committed	2021 Actual	2022 Actual	Total Actual Expense
B&G - Siemens Compac HVAC Controllers	#22-21	24,950	24,728	-	24,728
B&G - New Drinking Fountains	#37-22	35,000	-	-	-
B&G - Pump Repair And Upgrades	#37-22	25,000	-	-	-
B&G - Repairs from Mini-Reconditioning HVAC	#37-22	113,200	-	-	-
B&G - Sewer/Drain Cleaning	#37-22	12,500	-	-	-
B&G - Energy Assessment/Audit	#22-21	5,100	2,816	-	2,816
B&G - Courthouse Elevator Repair	#62-21	150,000	-	99,069	99,069
B&G - Air Conditioning Courthouse Make Up Air Unit	#37-22	36,000	-	-	-
B&G - Courthouse Air Separator & Filter	#37-22	15,000	-	-	-
B&G - Duct Cleaning	#37-22	25,000	-	-	-
B&G - HVAC Controllers	#37-22	22,750	-	-	-
B&G - HVAC Filters	#37-22	20,000	-	5,054	5,054
B&G - HVAC Repairs Continuation	#37-22	250,000	-	-	-
Forestry - Lucius Woods Upper Restroom/Shower (\$230,000 & \$545,000)	#22-21 & 37-22	775,000	-	-	17,902
Forestry - Lucius Woods Lower Restroom Building (\$125,000 & 230,000)	#22-21 & 37-22	355,000	-	-	12,460
Forestry - Additional LW Shower & Restroom Cost	#37-22	105,000	-	-	-
Highway - Hawthorne Back-up Well Replacement	#22-21	25,000	-	23,348	23,348
Highway - Hawthorne HVAC	#37-22	370,400	-	1,870	1,870
Misc - County Board/Admin Broadband Infrastructure Projects	#14-22	500,000	-	-	-
H&HS - Sheltering for quarantine COVID clients	#67-21	10,000	-	-	-
Sheriff/Jail - COVID19 Mitigation - Lobby		57,000	-	57,000	57,000
		<u>2,931,900</u>	<u>27,544</u>	<u>186,341</u>	<u>244,246</u>
<b>Available Balance</b>		<b>5,502,553</b>			
<b>Unspent Balance</b>					<b>8,190,208</b>

**Employee Staffing Report (July through September)  
3rd Quarter - 2022**

<b>Department</b>	<b>Date</b>	<b>Position</b>	<b>FT/PT</b>	<b>Comments</b>
Sheriff/Jail Division	7/9/2022	Jailer	FT	Part-Time to Full-Time
HHS	8/8/2022	Children Services Supervisor	FT	Promotion
Highway	7/18/2022	Maintenance Worker I	FT	New-Hire
Sheriff	7/25/2022	Deputy	FT	New-Hire
HHS	7/18/2022	Social Worker	FT	New-Hire
HHS	8/1/2022	Social Worker	FT	New-Hire
Land Services/Zoning	7/25/2022	GIS Technician	FT	New-Hire
Highway	8/1/2022	Maintenance Worker I	FT	New-Hire
HHS	8/8/2022	Social Worker	FT	New-Hire
HHS	8/1/2022	Office Associate II	FT	New-Hire
Sheriff/Jail Division	8/1/2022	Jailer	FT	New-Hire
Sheriff/Jail Division	8/22/2022	Jailer	FT	New-Hire
Sheriff/Jail Division	8/8/2022	Jailer	FT	New-Hire
HHS	8/15/2022	Social Worker	FT	New-Hire
Sheriff/Jail Division	8/22/2022	Jailer	FT	New-Hire
Forestry	8/11/2022	Forestry and Parks Technician	FT	New-Hire
Sheriff/Jail Division	9/6/2022	Jailer	FT	New-Hire
HHS	8/29/2022	Social Service Aide	FT	New-Hire
HHS	9/21/2022	Social Worker	FT	New-Hire
Sheriff/Jail Division	9/6/2022	Jailer	FT	New-Hire
Highway	9/6/2022	Maintenance Worker I	FT	New-Hire
Highway	8/22/2022	Mechanic	FT	New-Hire
Emergency Management	9/12/2022	Dispatcher	FT	New-Hire
Medical Examiner	9/9/2022	Deputy Medical Examiner	PT	New-Hire
Sheriff/Jail Division	9/26/2022	Jailer	FT	New-Hire
HHS	9/26/2022	Economic Support Specialist	FT	New-Hire
Emergency Management	9/27/2022	Dispatcher	FT	New-Hire

<b>Department</b>	<b>Retired</b>	<b>Position</b>	<b>FT/PT</b>	<b>Comments</b>
Sheriff	7/2/2022	Deputy/Detective /Sgt	FT	Retirement
Sheriff/Jail Division	8/13/2022	Jailer	FT	Retirement

<b>Department</b>	<b>Resign/Term</b>	<b>Position</b>	<b>FT/PT</b>	<b>Comments</b>
H&HS	8/19/2022	Office Associate	FT	Voluntary Resignation
H&HS	7/8/22	Social Worker	FT	Voluntary Resignation
Highway	7/7/2022	Maintenance Worker	FT	Voluntary Resignation
H&HS	7/8/2022	Social Worker	FT	Voluntary Resignation
H&HS	7/14/2022	Social Worker	FT	Voluntary Resignation
H&HS	7/25/2022	Social Service Aide	FT	Voluntary Resignation
Child Support	7/15/2022	Child Support Investiagtor	FT	Voluntary Resignation

**Employee Staffing Report (July through September)  
3rd Quarter - 2022**

H&HS	8/4/2022	Social Worker	FT	Voluntary Resignation
Highway	7/21/2022	Maintenance Worker	FT	Voluntary Resignation
Child Support	8/10/2022	Office Associate	FT	Voluntary Resignation
Highway	8/9/2022	Maintenance Worker	FT	Voluntary Resignation
Highway	8/18/2022	Maintenance Worker	FT	Voluntary Resignation
Highway	8/25/2022	Maintenance Worker	FT	Voluntary Resignation
H&HS	8/12/2022	Economic Support Spect	FT	Involuntary Resignation
Emergency Management	8/13/2022	Dispatcher	FT	Voluntary Resignation
H&HS	9/1/2022	Social Worker	FT	Voluntary Resignation
H&HS	9/2/2022	Social Worker	FT	Voluntary Resignation
Sheriff	9/16/2022	Deputy	FT	Voluntary Resignation
Forestry	8/17/2022	Park Worker	FT	End of Season
Forestry	8/26/2022	Park Worker	FT	End of Season
Forestry	8/26/2022	Park Worker	FT	End of Season
Highway	9/1/2022	Maintenance Worker	PT	Voluntary Resignation
H&HS	9/21/2022	Social Worker	FT	Voluntary Resignation
Forestry	9/2/2022	LTE Forester	FT	End of Season
Sheriff/Jail Division	9/30/2022	Jailer	FT	Voluntary Resignation
Emergency Management	9/18/2022	Dispatcher	PT	Voluntary Resignation
Clerk of Courts	9/23/2022	Deputy COC	FT	Involuntary Resignation
Sheriff/Jail Division	9/29/2022	Jailer	FT	Involuntary Resignation
Sheriff/Jail Division	9/28/2022	Jailer	FT	Voluntary Resignation
Highway	9/29/2022	Maintenance Worker	FT	Voluntary Resignation