

November 23, 2022

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, December 1, 2022, 9:30 a.m., Government Center Boardroom 201
1316 N. 14th 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

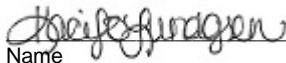
(Committee to maintain a two-hour meeting limit *or* take action to continue meeting beyond that time)

1. Roll call.
2. Approval of the November 3, 2022, meeting minutes (attached).
3. Departmental financial reports and goals/objectives for 2022/2023 (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:
 - a. From Health and Human Services Board:
 1. Increase tuberculosis (TB) skin test fee from \$15 to \$20 (attached); and
 2. Establish \$40 fee for temporary event inspections (attached).
 - b. Meeting room policy amendment (attached); and
 - c. Resolution: Designation of Banking Depositories (attached).
5. Informational item: Tax Increment District update.
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. 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.


Name _____ Date 11-23-22

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, November 3, 2022, 9:30 a.m., Government Center, Boardroom 201
1316 North 14th Street, Superior, Wisconsin

Meeting called to order by Chair Alan Jaques.

ROLL CALL: Present – Alan Jaques, Nick Baker, Mark Liebaert, Mary Lou Bergman, Kelly Peterson, Rosemary Lear, Sam Pomush, Pat Ryan. Absent – Keith Allen (remote). Others present – Ann Doucette, Carolyn Pierce, Linda Corbin, Tracy Middleton, Jerry Moe, Dave Sletten, Tracy Ruppe, Bill Whiteside, Shelley Nelson, Carol Jones, Mary Martin, Michele Wick, Sue Sandvick, Kaci Lundgren (Committee Clerk).

APPROVAL OF MINUTES: Motion by Pomush, second Baker, to approve September 22, 2022, minutes. Motion carried.

DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2022:

The following departments reported on departmental activities: Administration/Human Resources, Buildings and Grounds, Corporation Counsel, County Clerk, Finance, Register of Deeds and Treasurer.

ACTION ITEMS/REFERRALS:

Budgetary Transfers: Included with agenda.

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

INFORMATIONAL ITEMS:

ARPA Funding Status: \$8,381,382 total federal proceeds with \$53,071 in interested accrued. Approximately \$2,931,900 in funding committed to projects with \$5,502,553 remaining available.

Employee Staffing Report, 3rd Quarter – 2022: Included with agenda.

FUTURE AGENDA ITEMS: Building rental negotiations with City of Superior; Confidential Records Identity Shielding (CRIS or Daniel's Law).

ADJOURNMENT: Motion by Pomush, second Ryan, to adjourn. Motion carried. Meeting adjourned at 10:06 a.m.

Submitted by,

Kaci Jo Lundgren
Committee Clerk



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE
DEPARTMENT SUMMARY
2022**



Transactions posted as of printing date
11/22/2022

| Department | Prior Year Actual | Original Budget | Amended Budget | Budget through Current Month | Actual Amount | Variance Amount |
|-----------------------------|-------------------------|---------------------|---------------------|------------------------------------|---------------------|--------------------|
| COUNTY BOARD OF SUPERVISORS | \$ 140,777 | \$ 190,340 | \$ 190,340 | \$ 174,478 | \$ 158,126 | \$ 16,352 |
| ADMINISTRATION | 333,420 | 422,057 | 422,057 | 386,886 | 347,062 | 39,823 |
| CORPORATION COUNSEL | 85,276 | 95,507 | 95,507 | 87,548 | 53,862 | 33,686 |
| REGISTER OF DEEDS | (84,352) | (26,977) | (26,977) | (24,729) | (141,460) | 116,731 |
| COUNTY CLERK | 191,753 | 264,730 | 264,730 | 242,669 | 215,558 | 27,111 |
| COUNTY TREASURER | 216,644 | 203,487 | 203,487 | 186,530 | 198,465 | (11,935) |
| FINANCE | 346,274 | 387,441 | 387,441 | 355,154 | 327,954 | 27,200 |
| BUILDING AND GROUNDS | 269,335 | 239,886 | 274,886 | 251,979 | 275,135 | (23,156) |
| INFORMATION SERVICES | (49,374) | (0) | (0) | (0) | (84,092) | 84,092 |
| | \$ 1,449,752 | \$ 1,776,471 | \$ 1,811,471 | \$ 1,660,515 | \$ 1,350,610 | \$ 309,904 |



DOUGLAS COUNTY ADMINISTRATION COMMITTEE
 SCHEDULE OF REVENUES AND EXPENDITURES
 COUNTY BOARD OF SUPERVISORS
 Transactions posted as of printing date
 11/22/2022



| | Prior Year Actual | 2022 Original Budget | 2022 Amended Budget | Budget through Current Month | 2022 Actual Amount | Variance Amount | Percentage of Total | Percentage of Current |
|------------------------------|-------------------------|----------------------------|---------------------------|------------------------------------|--------------------------|--------------------|------------------------|--------------------------|
| Revenues | | | | | | | | |
| Taxes | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | - | - |
| Intergovernmental Revenues | - | - | - | - | - | - | - | - |
| Licenses & Permits | - | - | - | - | - | - | - | - |
| Fines Forfeits & Penalties | - | - | - | - | - | - | - | - |
| Public Charges For Services | - | - | - | - | - | - | - | - |
| Intergovt. Charges For Serv. | - | - | - | - | - | - | - | - |
| Miscellaneous Revenues | - | - | - | - | 1,130 | (1,130) | - | - |
| Other Financing Sources | - | - | - | - | - | - | - | - |
| Revenues | - | - | - | - | 1,130 | (1,130) | 0% | 0% |
| Expenditures | | | | | | | | |
| Personnel Services | 105,130 | 118,890 | 118,890 | 108,983 | 112,390 | (3,407) | 95% | -3% |
| Contractual Services | 122 | 900 | 900 | 825 | 31 | 794 | 3% | 96% |
| Supplies & Expense | 34,095 | 65,500 | 65,500 | 60,042 | 43,239 | 16,803 | 66% | 28% |
| Intra Country Charges | - | - | - | - | - | - | - | - |
| Fixed Charges | 768 | 2,000 | 2,000 | 1,833 | 802 | 1,031 | 40% | 56% |
| Debt Service | - | - | - | - | - | - | - | - |
| Grants & Contributions | - | - | - | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - | - | - | - |
| Department Allocation | 661 | 3,050 | 3,050 | 2,796 | 2,794 | 2 | 92% | 0% |
| Expenditures | 140,777 | 190,340 | 190,340 | 174,478 | 159,256 | 15,222 | 84% | 9% |
| Net Cost | \$ 140,777 | \$ 190,340 | \$ 190,340 | \$ 174,478 | \$ 158,126 | \$ 16,352 | | |



DOUGLAS COUNTY ADMINISTRATION COMMITTEE
 SCHEDULE OF REVENUES AND EXPENDITURES
 ADMINISTRATION
 Transactions posted as of printing date
 11/22/2022



| | Prior Year Actual | 2022 Original Budget | 2022 Amended Budget | Budget through Current Month | 2022 Actual Amount | Variance Amount | Percentage of Total | Percentage of Current |
|------------------------------|-------------------------|----------------------------|---------------------------|------------------------------------|--------------------------|--------------------|------------------------|--------------------------|
| Revenues | | | | | | | | |
| Taxes | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | - | - |
| Intergovernmental Revenues | - | - | - | - | - | - | - | - |
| Licenses & Permits | - | - | - | - | - | - | - | - |
| Fines Forfeits & Penalties | - | - | - | - | - | - | - | - |
| Public Charges For Services | 993 | 1,000 | 1,000 | 917 | 962 | (45) | 96% | -5% |
| Intergovt. Charges For Serv. | 41,223 | 48,000 | 48,000 | 44,000 | - | 44,000 | 0% | 100% |
| Miscellaneous Revenues | 13,653 | 22,252 | 22,252 | 20,398 | 15,041 | 5,357 | 68% | 26% |
| Other Financing Sources | - | - | - | - | - | - | - | - |
| Revenues | 55,868 | 71,252 | 71,252 | 65,314 | 16,002 | 49,312 | 22% | 75% |
| Expenditures | | | | | | | | |
| Personnel Services | 360,249 | 456,367 | 456,367 | 418,336 | 333,889 | 84,447 | 73% | 20% |
| Contractual Services | 33,781 | 33,200 | 33,200 | 30,433 | 39,684 | (9,251) | 120% | -30% |
| Supplies & Expense | 18,947 | 39,642 | 39,642 | 36,339 | 18,580 | 17,759 | 47% | 49% |
| Intra Country Charges | - | - | - | - | - | - | - | - |
| Fixed Charges | 1,435 | 1,550 | 1,550 | 1,421 | 1,523 | (102) | 98% | -7% |
| Debt Service | - | - | - | - | - | - | - | - |
| Grants & Contributions | 600 | 1,000 | 1,000 | 917 | 600 | 317 | 60% | 35% |
| Capital Outlay | - | - | - | - | - | - | - | - |
| Department Allocation | (25,724) | (38,450) | (38,450) | (35,246) | (31,211) | (4,035) | 81% | 11% |
| Expenditures | 389,288 | 493,309 | 493,309 | 452,200 | 363,065 | 89,135 | 74% | 20% |
| Net Cost | \$ 333,420 | \$ 422,057 | \$ 422,057 | \$ 386,886 | \$ 347,062 | \$ 39,823 | | |



DOUGLAS COUNTY ADMINISTRATION COMMITTEE
 SCHEDULE OF REVENUES AND EXPENDITURES
 BUILDING AND GROUNDS
 Transactions posted as of printing date
 11/22/2022



| | Prior Year Actual | 2022 Original Budget | 2022 Amended Budget | Budget through Current Month | 2022 Actual Amount | Variance Amount | Percentage of Total | Percentage of Current |
|------------------------------|-------------------------|----------------------------|---------------------------|------------------------------------|--------------------------|--------------------|------------------------|--------------------------|
| Revenues | | | | | | | | |
| Taxes | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | - | - |
| Intergovernmental Revenues | - | - | - | - | - | - | - | - |
| Licenses & Permits | - | - | - | - | - | - | - | - |
| Fines Forfeits & Penalties | - | - | - | - | - | - | - | - |
| Public Charges For Services | - | - | - | - | - | - | - | - |
| Intergovt. Charges For Serv. | 3,655 | 6,500 | 6,500 | 5,958 | - | (5,958) | 0% | -100% |
| Miscellaneous Revenues | 382,394 | 328,000 | 328,000 | 300,667 | 259,754 | (40,913) | 79% | -14% |
| Other Financing Sources | - | - | - | - | - | - | - | - |
| Revenues | 386,049 | 334,500 | 334,500 | 306,625 | 259,754 | (46,871) | 78% | -15% |
| Expenditures | | | | | | | | |
| Personnel Services | 417,367 | 437,611 | 437,611 | 401,143 | 389,650 | 11,494 | 89% | 3% |
| Contractual Services | 982,656 | 749,450 | 784,450 | 719,079 | 715,035 | 4,044 | 91% | 1% |
| Supplies & Expense | 42,420 | 56,750 | 56,750 | 52,021 | 46,058 | 5,963 | 81% | 11% |
| Fixed Charges | 57,864 | 72,000 | 72,000 | 66,000 | 59,363 | 6,637 | 82% | 10% |
| Debt Service | - | - | - | - | - | - | - | - |
| Grants & Contributions | - | - | - | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - | - | - | - |
| Department Allocation | (844,923) | (741,425) | (741,425) | (679,640) | (675,217) | (4,423) | 91% | 1% |
| Expenditures | 655,384 | 574,386 | 609,386 | 558,604 | 534,889 | 23,715 | 88% | 4% |
| Net Cost | \$ 269,335 | \$ 239,886 | \$ 274,886 | \$ 251,979 | \$ 275,135 | \$ (23,156) | | |



DOUGLAS COUNTY ADMINISTRATION COMMITTEE
 SCHEDULE OF REVENUES AND EXPENDITURES
 CORPORATION COUNSEL
 Transactions posted as of printing date
 11/22/2022



| | Prior Year Actual | 2022 Original Budget | 2022 Amended Budget | Budget through Current Month | 2022 Actual Amount | Variance Amount | Percentage of Total | Percentage of Current |
|------------------------------|-------------------------|----------------------------|---------------------------|------------------------------------|--------------------------|--------------------|------------------------|--------------------------|
| Revenues | | | | | | | | |
| Taxes | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | - | - |
| Intergovernmental Revenues | - | - | - | - | - | - | - | - |
| Licenses & Permits | - | - | - | - | - | - | - | - |
| Fines Forfeits & Penalties | - | - | - | - | - | - | - | - |
| Public Charges For Services | - | - | - | - | - | - | - | - |
| Intergovt. Charges For Serv. | 242,783 | 259,000 | 259,000 | 237,417 | 162,163 | (75,253) | 63% | -32% |
| Miscellaneous Revenues | - | - | - | - | - | - | - | - |
| Other Financing Sources | - | - | - | - | - | - | - | - |
| Revenues | 242,783 | 259,000 | 259,000 | 237,417 | 162,163 | (75,253) | 63% | -32% |
| Expenditures | | | | | | | | |
| Personnel Services | 314,998 | 336,441 | 336,441 | 308,404 | 206,554 | 101,850 | 61% | 33% |
| Contractual Services | 1,066 | 5,550 | 5,550 | 5,088 | 1,252 | 3,835 | 23% | 75% |
| Supplies & Expense | 5,361 | 5,945 | 5,945 | 5,450 | 1,929 | 3,521 | 32% | 65% |
| Intra Country Charges | - | - | - | - | - | - | - | - |
| Fixed Charges | 1,008 | 900 | 900 | 825 | 1,087 | (262) | 121% | -32% |
| Debt Service | - | - | - | - | - | - | - | - |
| Grants & Contributions | - | - | - | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - | - | - | - |
| Department Allocation | 5,625 | 5,671 | 5,671 | 5,198 | 5,203 | (5) | 92% | 0% |
| Expenditures | 328,059 | 354,507 | 354,507 | 324,965 | 216,026 | 108,939 | 61% | 34% |
| Net Cost | \$ 85,276 | \$ 95,507 | \$ 95,507 | \$ 87,548 | \$ 53,862 | \$ 33,686 | | |



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



Transactions posted as of printing date
11/22/2022

| | Prior Year Actual | 2022 Original Budget | 2022 Amended Budget | Budget through Current Month | 2022 Actual Amount | Variance Amount | Percentage of Total | Percentage of Current |
|------------------------------|-------------------------|----------------------------|---------------------------|------------------------------------|--------------------------|--------------------|------------------------|--------------------------|
| Revenues | | | | | | | | |
| Taxes | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | - | - |
| Intergovernmental Revenues | 8,162 | - | - | - | - | - | - | - |
| Licenses & Permits | 15,525 | 12,700 | 12,700 | 11,642 | 15,570 | 3,928 | 123% | 34% |
| Fines Forfeits & Penalties | - | - | - | - | - | - | - | - |
| Public Charges For Services | 13,899 | 14,500 | 14,500 | 13,292 | 14,877 | 1,585 | 103% | 12% |
| Intergovt. Charges For Serv. | 17,766 | 28,450 | 28,450 | 26,079 | 13,208 | (12,871) | 46% | -49% |
| Miscellaneous Revenues | 43,259 | 38,380 | 38,380 | 35,182 | 40,531 | 5,349 | 106% | 15% |
| Other Financing Sources | - | - | - | - | - | - | - | - |
| Revenues | 98,611 | 94,030 | 94,030 | 86,195 | 84,186 | (2,009) | 90% | -2% |
| Expenditures | | | | | | | | |
| Personnel Services | 222,682 | 260,890 | 260,890 | 239,149 | 209,407 | 29,742 | 80% | 12% |
| Contractual Services | 18,471 | 21,820 | 21,820 | 20,002 | 16,418 | 3,583 | 75% | 18% |
| Supplies & Expense | 39,038 | 61,950 | 61,950 | 56,788 | 53,429 | 3,359 | 86% | 6% |
| Intra Country Charges | - | - | - | - | - | - | - | - |
| Fixed Charges | 1,271 | 1,800 | 1,800 | 1,650 | 1,344 | 306 | 75% | 19% |
| Debt Service | - | - | - | - | - | - | - | - |
| Grants & Contributions | 327 | - | - | - | - | - | - | - |
| Capital Outlay | - | - | - | - | 7,870 | (7,870) | - | - |
| Department Allocation | 8,575 | 12,300 | 12,300 | 11,275 | 11,275 | - | 92% | 0% |
| Expenditures | 290,365 | 358,760 | 358,760 | 328,863 | 299,744 | 29,120 | 84% | 9% |
| Net Cost | \$ 191,753 | \$ 264,730 | \$ 264,730 | \$ 242,669 | \$ 215,558 | \$ 27,111 | | |



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



Transactions posted as of printing date
11/22/2022

| | Prior Year Actual | 2022 Original Budget | 2022 Amended Budget | Budget through Current Month | 2022 Actual Amount | Variance Amount | Percentage of Total | Percentage of Current |
|------------------------------|-------------------------|----------------------------|---------------------------|------------------------------------|--------------------------|--------------------|------------------------|--------------------------|
| Revenues | | | | | | | | |
| Taxes | \$ 122 | \$ - | \$ - | \$ - | \$ 90 | \$ 90 | - | - |
| Intergovernmental Revenues | - | - | - | - | - | - | - | - |
| Licenses & Permits | - | - | - | - | - | - | - | - |
| Fines Forfeits & Penalties | - | - | - | - | - | - | - | - |
| Public Charges For Services | 375 | - | - | - | 315 | 315 | - | - |
| Intergovt. Charges For Serv. | 274,263 | 287,500 | 287,500 | 263,542 | 242,314 | (21,228) | 84% | -8% |
| Miscellaneous Revenues | 251 | - | - | - | 596 | 596 | - | - |
| Other Financing Sources | - | - | - | - | - | - | - | - |
| Revenues | 275,010 | 287,500 | 287,500 | 263,542 | 243,315 | (20,227) | 85% | -8% |
| Expenditures | | | | | | | | |
| Personnel Services | 525,539 | 537,273 | 537,273 | 492,500 | 463,350 | 29,150 | 86% | 6% |
| Contractual Services | 64,117 | 72,300 | 72,300 | 66,275 | 69,330 | (3,055) | 96% | -5% |
| Supplies & Expense | 16,586 | 40,418 | 40,418 | 37,050 | 15,704 | 21,346 | 39% | 58% |
| Intra Country Charges | - | - | - | - | - | - | - | - |
| Fixed Charges | 1,880 | 2,250 | 2,250 | 2,063 | 2,073 | (11) | 92% | -1% |
| Debt Service | - | - | - | - | - | - | - | - |
| Grants & Contributions | - | - | - | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - | - | - | - |
| Department Allocation | 13,162 | 22,700 | 22,700 | 20,808 | 20,812 | (4) | 92% | 0% |
| Expenditures | 621,284 | 674,941 | 674,941 | 618,696 | 571,269 | 47,427 | 85% | 8% |
| Net Cost | \$ 346,274 | \$ 387,441 | \$ 387,441 | \$ 355,154 | \$ 327,954 | \$ 27,200 | | |



DOUGLAS COUNTY ADMINISTRATION COMMITTEE
 SCHEDULE OF REVENUES AND EXPENDITURES
 INFORMATION SERVICES
 Transactions posted as of printing date
 11/22/2022



| | Prior Year Actual | 2022 Original Budget | 2022 Amended Budget | Budget through Current Month | 2022 Actual Amount | Variance Amount | Percentage of Total | Percentage of Current |
|------------------------------|-------------------------|----------------------------|---------------------------|------------------------------------|--------------------------|--------------------|------------------------|--------------------------|
| Revenues | | | | | | | | |
| Taxes | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | - | - |
| Intergovernmental Revenues | - | - | - | - | - | - | - | - |
| Licenses & Permits | - | - | - | - | - | - | - | - |
| Fines Forfeits & Penalties | - | - | - | - | - | - | - | - |
| Public Charges For Services | - | - | - | - | - | - | - | - |
| Intergovt. Charges For Serv. | 982,705 | 983,357 | 983,357 | 901,411 | 900,393 | (1,018) | 92% | 0% |
| Miscellaneous Revenues | 1,694 | - | - | - | - | - | - | - |
| Other Financing Sources | 32,373 | - | - | - | - | - | - | - |
| Revenues | 1,016,772 | 983,357 | 983,357 | 901,411 | 900,393 | (1,018) | 92% | 0% |
| Expenditures | | | | | | | | |
| Personnel Services | 220,535 | 224,707 | 224,707 | 205,981 | 186,400 | 19,582 | 83% | 10% |
| Contractual Services | 665,498 | 607,300 | 607,300 | 556,692 | 524,961 | 31,730 | 86% | 6% |
| Supplies & Expense | 19,983 | 62,600 | 62,600 | 57,383 | 28,403 | 28,980 | 45% | 51% |
| Fixed Charges | 61,383 | 88,750 | 88,750 | 81,354 | 76,536 | 4,818 | 86% | 6% |
| Debt Service | - | - | - | - | - | - | - | - |
| Grants & Contributions | - | - | - | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - | - | - | - |
| Department Allocation | - | - | - | - | - | - | - | - |
| Expenditures | 967,399 | 983,357 | 983,357 | 901,411 | 816,300 | 85,110 | 83% | 9% |
| Net Cost | \$ (49,374) | \$ - | \$ - | \$ - | \$ (84,092) | \$ 84,092 | | |



DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
REGISTER OF DEEDS
 Transactions posted as of printing date
 11/22/2022



| | Prior Year Actual | 2022 Original Budget | 2022 Amended Budget | Budget through Current Month | 2022 Actual Amount | Variance Amount | Percentage of Total | Percentage of Current |
|------------------------------|-------------------------|----------------------------|---------------------------|------------------------------------|--------------------------|--------------------|------------------------|--------------------------|
| Revenues | | | | | | | | |
| Taxes | \$ 151,476 | \$ 150,000 | \$ 150,000 | \$ 137,500 | \$ 227,378 | \$ 89,878 | 152% | 65% |
| Intergovernmental Revenues | - | - | - | - | - | - | - | - |
| Licenses & Permits | 3,796 | 4,100 | 4,100 | 3,758 | 3,309 | (449) | 81% | -12% |
| Fines Forfeits & Penalties | - | - | - | - | - | - | - | - |
| Public Charges For Services | 234,588 | 197,000 | 197,000 | 180,583 | 178,077 | (2,506) | 90% | -1% |
| Intergovt. Charges For Serv. | - | - | - | - | - | - | - | - |
| Miscellaneous Revenues | - | 25 | 25 | 23 | - | (23) | 0% | -100% |
| Other Financing Sources | - | - | - | - | - | - | - | - |
| Revenues | 389,860 | 351,125 | 351,125 | 321,865 | 408,764 | 86,900 | 116% | 27% |
| Expenditures | | | | | | | | |
| Personnel Services | 259,671 | 277,798 | 277,798 | 254,648 | 224,906 | 29,742 | - | - |
| Contractual Services | 20,206 | 23,200 | 23,200 | 21,267 | 21,746 | (479) | - | - |
| Supplies & Expense | 9,871 | 7,950 | 7,950 | 7,288 | 6,532 | 756 | 82% | 10% |
| Intra Country Charges | - | - | - | - | - | - | - | - |
| Fixed Charges | 3,654 | 3,125 | 3,125 | 2,865 | 3,121 | (256) | 100% | -9% |
| Debt Service | - | - | - | - | - | - | - | - |
| Grants & Contributions | - | 75 | 75 | 69 | - | 69 | 0% | 100% |
| Capital Outlay | - | - | - | - | - | - | - | - |
| Department Allocation | 12,106 | 12,000 | 12,000 | 11,000 | 11,000 | - | 92% | 0% |
| Expenditures | 305,508 | 324,148 | 324,148 | 297,136 | 267,305 | 29,831 | 82% | 10% |
| Net Cost | \$ (84,352) | \$ (26,977) | \$ (26,977) | \$ (24,729) | \$ (141,460) | \$ 116,731 | | |



DOUGLAS COUNTY ADMINISTRATION COMMITTEE
 SCHEDULE OF REVENUES AND EXPENDITURES
 COUNTY TREASURER
 Transactions posted as of printing date
 11/22/2022



| | Prior Year Actual | 2022 Original Budget | 2022 Amended Budget | Budget through Current Month | 2022 Actual Amount | Variance Amount | Percentage of Total | Percentage of Current |
|------------------------------|-------------------------|----------------------------|---------------------------|------------------------------------|--------------------------|--------------------|------------------------|--------------------------|
| Revenues | | | | | | | | |
| Taxes | \$ - | \$ - | \$ - | \$ - | \$ - | - | - | - |
| Intergovernmental Revenues | 41,739 | 40,800 | 40,800 | 37,400 | 41,807 | 4,407 | 102% | 12% |
| Licenses & Permits | - | - | - | - | - | - | - | - |
| Fines Forfeits & Penalties | - | - | - | - | - | - | - | - |
| Public Charges For Services | 20,404 | 26,000 | 26,000 | 23,833 | 13,374 | (10,459) | 51% | -44% |
| Intergovt. Charges For Serv. | 14,246 | 12,900 | 12,900 | 11,825 | 1,902 | (9,923) | 15% | -84% |
| Miscellaneous Revenues | 502 | 3,200 | 3,200 | 2,933 | - | (2,933) | 0% | -100% |
| Other Financing Sources | - | - | - | - | - | - | - | - |
| Revenues | 76,891 | 82,900 | 82,900 | 75,992 | 57,083 | (18,909) | 69% | -25% |
| Expenditures | | | | | | | | |
| Personnel Services | 211,099 | 205,667 | 205,667 | 188,528 | 183,242 | 5,286 | 89% | 3% |
| Contractual Services | 17,910 | 11,070 | 11,070 | 10,148 | 12,844 | (2,696) | 116% | -27% |
| Supplies & Expense | 12,733 | 16,000 | 16,000 | 14,667 | 12,104 | 2,562 | 76% | 17% |
| Intra Country Charges | - | - | - | - | - | - | - | - |
| Fixed Charges | 21,385 | 23,200 | 23,200 | 21,267 | 19,440 | 1,827 | 84% | 9% |
| Debt Service | - | - | - | - | - | - | - | - |
| Grants & Contributions | (300) | - | - | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - | - | - | - |
| Department Allocation | 30,708 | 30,450 | 30,450 | 27,913 | 27,918 | (6) | 92% | 0% |
| Expenditures | 293,535 | 286,387 | 286,387 | 262,521 | 255,548 | 6,974 | 89% | 3% |
| Net Cost | \$ 216,644 | \$ 203,487 | \$ 203,487 | \$ 186,530 | \$ 198,465 | \$ (11,935) | | |

Human Services Division
Suite 400
Phone 715-395-1304
Fax 715-395-1370

Health Division
Suite 324
Phone 715-395-1304
Fax 715-395-1434

**Douglas County**
Department of Health and Human Services
1316 N. 14th Street • Superior, WI 54880

Anna M. Carlson
Director

**ADRC**
Aging & Disability Resource Center
Suite 327
Phone 715-395-1234
Fax 715-395-7371

Memorandum

To: Douglas County Health & Human Services Board

From: Anna Carlson, MA; Director, Health & Human Services
Kathy Ronchi, Health Officer, Health & Human Services

Date: 11/1/2022

RE: Increasing fee for Tuberculous (TB) Skin Test

A TB skin test is also called the Mantoux tuberculin skin test. A Mantoux test requires two visits with a public health nurse. On the first visit, the test is placed; on the second visit, the nurse reads the test and generates the appropriate follow up if the result is positive. Each visit takes approximately 15 minutes of staff time. In Douglas County, the most common population requiring a Mantoux skin test are students and people employed in positions such as nursing assistants and personal care workers.

The fee for a Mantoux at the Health Department has been \$15 for many years. As the cost of the Mantoux test solution and other supplies has increased, the Mantoux skin test fee was re-evaluated. A brief survey was conducted of fees other health departments in the region have set for a Mantoux as well. The range was \$20-\$100.

We recommend increasing the fee for a Mantoux skin test from \$15 to \$25. This increase will aid in the cost of the solution, supplies, and Nurse's time to complete the testing.

MISSION

To promote the health, safety, and well-being of individuals and families

Human Services Division
Suite 400
Phone 715-395-1304
Fax 715-395-1370

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Department of Health and Human Services
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Phone 715-395-1234
Fax 715-395-7371

Anna M. Carlson
Director

Memorandum

To: Douglas County Health & Human Services Board

From: Anna Carlson, MA; Director, Health & Human Services
Kathy Ronchi, Health Officer, Health & Human Services

Date: 11/1/2022

RE: Setting a fee for Temporary Event Inspections

According to Wisconsin's Department of Agriculture, Trade, and Consumer Protection (DATCP), A transient or "temporary" retail food establishment is a food establishment that operates at a fixed location in conjunction with a special event and sells or serves food for a period of no more than 14 consecutive days. The requirement of the license and/or inspection is to ultimately ensure that the public is receiving the safest food possible and to prevent foodborne disease outbreaks. (ATCP 75)

Chapter 97 of the Wisconsin State Statutes requires that person(s) operating a food service establishment have a valid license issued by the Department and/or Agent health department. These license types are transferable from one location to another, meaning that if you have a license from Bayfield County, you can travel to Douglas County. All local jurisdictions reserve the right to inspect the temporary unit and charge an inspection fee when operating within their boundaries.

Examples of events that bring temporary vendors to Douglas County are the fair, July 4th, Dragonboat Festival, and Bow Fest. The Environmental Health Specialists visit each food stand/mobile food establishment at these events to confirm they are licensed and do an inspection. Each year approximately 10-20 food stands are found to be licensed outside of Douglas County or are not licensed at all.

Food stands/mobile food establishments with a valid license from another county are inspected, but no fee is currently set for this activity. These inspections take 30-60 minutes on average. The inspection focuses on safe methods of food handling and serving. (See the attached inspection checklist.) Most common violations include improper sanitizer, lack of food thermometers, hygiene and cleanliness, and raw food storage.

A survey of other counties in the region revealed fees for these inspections ranging from \$25 to \$95 per fiscal year. We are currently one of the only counties in the region not charging for these inspections.

We recommend an annual fee of \$25 for inspections of temporary event food stands/mobile food establishments currently licensed in the state. This will cover, on average, staff time for inspection.

MISSION

To promote the health, safety, and well-being of individuals and families



Wisconsin Department of Agriculture, Trade and Consumer Protection
 Division of Food and Recreational Safety
 PO Box 8911 Madison, WI 53708-8911
 Phone: (608) 224-4682 Fax: (608) 224-4710

Wis. Stat. § 97.30,
 Subch. VII Wis. Admin.
 Code ch. ATCP 75

TEMPORARY EVENT INSPECTION REPORT MOBILE TRANSIENT

The information collected on this form is used to inform restaurant operators of code violation(s) in the operation of their establishment.

Please refer to Wis. Admin. Code ch. ATCP 75, Appendix (Wisconsin Food Code) for information on definitions and terms used in this form.

| | | |
|---|--------------------|-----------------------------|
| ESTABLISHMENT NAME | | LICENSE NO. |
| EVENT LOCATION | | COUNTY |
| EMAIL | DATE OF INSPECTION | PHONE NO.: () - |
| INSPECTION TYPE: <input type="checkbox"/> ROUTINE <input type="checkbox"/> LICENSING <input type="checkbox"/> REINSPECTION <input type="checkbox"/> FOLLOW-UP <input type="checkbox"/> COMPLAINT | | |

CHECK THE APPROPRIATE BOX AS FOLLOWS:

"I" = IN COMPLIANCE "O" = OUT OF COMPLIANCE "NO" = NOT OBSERVED "NA" = NOT APPLICABLE

| SUPERVISION | |
|---|---|
| 01. PERSON IN CHARGE PRESENT, DEMONSTRATES KNOWLEDGE AND PERFORMS DUTIES | <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> NO <input type="checkbox"/> NA |
| PREVENTING CONTAMINATION BY HANDS | |
| 04. EMPLOYEE HEALTH – PROPER USE OF RESTRICTION AND EXCLUSION | <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> NO <input type="checkbox"/> NA |
| 08. CONTROL OF HANDS AS A VEHICLE OF CONTAMINATION – HANDS CLEANED AND PROPERLY WASHED | <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> NO <input type="checkbox"/> NA |
| 09. NO BARE HAND CONTACT WITH RTE FOODS OR A PRE-APPROVED ALTERNATIVE PROCEDURE PROPERLY FOLLOWED | <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> NO <input type="checkbox"/> NA |
| 10. ADEQUATE HANDWASHING FACILITIES SUPPLIED AND ACCESSIBLE | <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> NO <input type="checkbox"/> NA |
| APPROVED SOURCE | |
| 11. FOOD OBTAINED FROM APPROVED SOURCE | <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> NO <input type="checkbox"/> NA |
| PROTECTION FROM CONTAMINATION | |
| 15. FOOD SEPARATED AND PROTECTED | <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> NO <input type="checkbox"/> NA |
| 16. FOOD-CONTACT SURFACES: CLEANED AND SANITIZED | <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> NO <input type="checkbox"/> NA |
| POTENTIALLY HAZARDOUS FOOD TIME/TEMPERATURE | |
| 18. PROPER COOKING TIME AND TEMPERATURE | <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> NO <input type="checkbox"/> NA |
| 19. PROPER REHEATING FOR HOT HOLDING | <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> NO <input type="checkbox"/> NA |
| 21. PROPER HOT HOLDING TEMPERATURES | <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> NO <input type="checkbox"/> NA |
| 22. PROPER COLD HOLDING TEMPERATURES | <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> NO <input type="checkbox"/> NA |

| 26. PASTEURIZED FOODS, PROHIBITED RE-SERVICE, AND PROHIBITED FOOD | <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> NO <input type="checkbox"/> NA |
|--|---|
| 29. COMPLIANCE WITH VARIANCE, SPECIALIZED PROCESS, REDUCED OXYGEN PACKAGING CRITERIA OR HACCP PLAN | <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> NO <input type="checkbox"/> NA |
| FOOD TEMPERATURE CONTROL | |
| 33. PROPER COOLING METHODS USED ADEQUATE EQUIPMENT FOR TEMPERATURE CONTROL | <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> NO <input type="checkbox"/> NA |
| 36. THERMOMETERS PROVIDED AND ACCURATE | <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> NO <input type="checkbox"/> NA |
| PREVENTION FROM FOOD CONTAMINATION | |
| 38. INSECTS, RODENTS AND ANIMALS NOT PRESENT/OUTER OPENINGS PROTECTED | <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> NO <input type="checkbox"/> NA |
| 39. CONTAMINATION PREVENTED DURING FOOD PREPARATION, STORAGE, AND DISPLAY | <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> NO <input type="checkbox"/> NA |
| 41. WIPING CLOTHS: PROPERLY USED AND STORED | <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> NO <input type="checkbox"/> NA |
| 43. IN-USE UTENSILS: PROPERLY STORED | <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> NO <input type="checkbox"/> NA |
| 44. UTENSILS, EQUIPMENT AND LINENS: PROPERLY STORED, DRIED AND HANDLED | <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> NO <input type="checkbox"/> NA |
| UTENSILS, EQUIPMENT AND VENDING | |
| 48. WAREWASHING FACILITIES: INSTALLED, MAINTAINED AND USED: TEST STRIPS | <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> NO <input type="checkbox"/> NA |
| PHYSICAL FACILITIES | |
| 49. NON-FOOD CONTACT SURFACES CLEAN | <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> NO <input type="checkbox"/> NA |
| 50. HOT AND COLD WATER AVAILABLE ADEQUATE PRESSURE | <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> NO <input type="checkbox"/> NA |

COMMENTS:

TEMPERATURES/EQUIPMENT:

I understand and agree to comply with the corrections ordered in this report. I understand that failure to comply could result in legal action or loss of license.

 SIGNATURE – PERSON IN CHARGE DATE DELIVERED:

 SIGNATURE – SANITARIAN DATE DELIVERED:

DOUGLAS COUNTY MEETING ROOM POLICY AND PROCEDURE

The following policy and procedure will govern the use of Courthouse Room 207C and Courthouse Lobby, Government Center Rooms 201 (Boardroom), 204, and 270 and Government Center Atrium area:

1. Meeting **Board** rooms ~~207C, 201, and 204, are~~ is for exclusive government use only by Douglas County and the City of Superior (including County Board, City Council, and county and city departments). ~~Room 270 is also available for government use; and for use by outside government affiliated groups at no cost with scheduling required through the County Clerk's Office. Scheduling of these this rooms is allowed through authorized schedulers in the County Clerk's Office and County and City Administration Offices.~~
2. Rooms **204, 270 and 207C** and ~~204 is~~ are available for **government use and** use by outside groups from 8:00 a.m. to 4:30 p.m., Monday through Friday. **The cost for outside groups is** at the rate of \$40.00 for up to 4 hours or \$100.00 for an entire day; **non-profits are free of charge.** Outside groups must schedule and pay for this room through the County Clerk's Office. **Cancellation of a room reservation should be made as far in advance as possible;** room rental fees may be refunded upon appropriate notice of cancellation. Douglas County reserves the right to determine appropriate use of this room. ~~Advance scheduling for use of Room 270 cannot exceed three months. In the event cancellation of a scheduled use is necessary, the County Clerk's Office will provide as much advance notice as possible.~~
3. The Courthouse Lobby and Government Center Atrium areas may be available for use for specific events. Douglas County reserves the right to determine appropriate use of these areas and whether a fee for use will be charged.
4. **Scheduling of Boardroom 201, Rooms 204, 270, 207C, or the Courthouse Lobby or Government Center Atrium for government use is allowed through authorized schedulers in the County Clerk's Office or County and City Administration Offices. Any outside groups requesting rooms must schedule through the County Clerk's Office.**
5. **If outside AV equipment is used (e.g. laptop brought in and hooked up to existing cords), users should return all cords and existing equipment to its proper place prior to leaving, or contact the County Clerk's Office with questions or concerns.**
6. **Tables and chairs are available for use, with the user responsible for room set-up and return to original configuration. An additional fee may be charged to outside groups if room set-up assistance is requested. Any assistance with set up must be requested as early as possible, but no later than 24 hours prior to the reservation. Set up requests should be directed to the Buildings and Grounds Department with a completed sketch of what is needed.**
7. Alcohol is prohibited. Food and other beverages are also not allowed. (Exceptions may be made upon request and approval.) Users of rooms are required to dispose of any garbage and remove any materials brought into the room/area prior to leaving.
8. **Authorized schedulers must notify Buildings and Grounds of any room reservations after 4:30 p.m. Room reservations must end by 8:00 p.m. and groups must be out of the building(s) by that time.**
9. ~~Departments or groups who use rooms/areas after 4:30 p.m. are responsible for ensuring that all attendees have left the premises and that the room/area is secure. Outside groups are to designate a responsible person for this purpose.~~

10. Disorderly conduct or destruction of property will not be tolerated and will be dealt with accordingly.

11. Douglas County reserves the right to make such other reasonable rules and regulations as may be needed for the safety, care, and cleanliness of the premises and the preservation of good order therein.

Dated: ~~March 15, 2012~~ **December 15, 2022**

DRAFT

| Roll Call | | |
|---|-----|----|
| District Number | Yes | No |
| 1. Pomush | | |
| 2. Bong | | |
| 3. Slay | | |
| 4. Fennessey | | |
| 5. Baker | | |
| 6. Leino | | |
| 7. Glazman | | |
| 8. Raunio | | |
| 9. Jaques | | |
| 10. Peterson | | |
| 11. Staupe | | |
| 12. Lear | | |
| 13. Allen | | |
| 14. Ryan | | |
| 15. Hendrickson | | |
| 16. Luostari | | |
| 17. Liebaert | | |
| 18. Moen | | |
| 19. Long | | |
| 20. Borgeson | | |
| 21. Bergman | | |
| Roll: Ayes _____ Noes _____ Absent _____ Abstain _____ Passed _____ Lost _____ Refer _____ Amend _____ Other _____ | | |
| Rev. 4-19-22 | | |

RESOLUTION #XX-23
RESOLUTION BY THE ADMINISTRATION COMMITTEE

Subject: Designation of Banking Depositories

RESOLVED that the following banking institutions:

BMO Harris Bank, Superior
National Bank of Commerce, Superior and Solon Springs
Associated Bank
Security State Bank
State Investment Pool
Chippewa Valley Bank
Bank First
Superior Choice Credit Union
Superior Savings Bank

of the State of Wisconsin, qualified as public depositories under Chapter 34 of the Wisconsin Statutes, shall be and are hereby designated until further action, as public depositories for all public monies coming into the hands of the Treasurer of the County of Douglas, State of Wisconsin.

BE IT FURTHER RESOLVED that withdrawal of disbursements from any one of the above-named depositories shall be by order check or wire transfer as provided in Section 66.0607(3) of the Wisconsin Statutes and that in accordance therewith all order checks shall be signed by the following persons:

Kaci Jo Lundgren, County Clerk, or
Cheryl L. Westman, Deputy County Clerk

and

Carol Jones, Treasurer, or
Amy Tyson, Deputy Treasurer

and shall be so honored.

BE IT STILL FURTHER RESOLVED that there will be a limit of \$5,000,000.00 of County of Douglas funds in any depository, with the exception of the State Investment Pool, or banking institutions offering full insurance and/or collateralization at any one point in time and that funds can be deposited in money markets, checking accounts, U.S. Treasury Notes, U. S. Treasury Bills, Treasury Bonds, Re-purchasable agreements, Federal Home Loan Bank Bonds, and Certificates of Deposit.

| Roll Call | | |
|---|-----|----|
| District Number | Yes | No |
| 1. Pomush | | |
| 2. Bong | | |
| 3. Slay | | |
| 4. Fennessey | | |
| 5. Baker | | |
| 6. Leino | | |
| 7. Glazman | | |
| 8. Raunio | | |
| 9. Jaques | | |
| 10. Peterson | | |
| 11. Staupe | | |
| 12. Lear | | |
| 13. Allen | | |
| 14. Ryan | | |
| 15. Hendrickson | | |
| 16. Luostari | | |
| 17. Liebaert | | |
| 18. Moen | | |
| 19. Long | | |
| 20. Borgeson | | |
| 21. Bergman | | |
| Roll: Ayes _____ Noes _____ Absent _____ Abstain _____ | | |
| Passed _____ Lost _____ Refer _____ Amend _____ Other _____ | | |
| Rev. 4-19-22 | | |

BE IT STILL FURTHER RESOLVED that all financial institutions desiring to serve as public depositories for the County of Douglas must provide the following information on a quarterly basis: the profit record for the most recent quarter and a copy of the annual report; and the County of Douglas will determine the propriety of depositing money in each institution on a quarterly basis.

BE IT STILL FURTHER RESOLVED that Douglas County also maintains the following bank accounts, with authorized signatories listed:

- (1) Clerk of Courts - One checking account at National Bank of Commerce; Michele Wick, Char Kastern, Carol Jones, authorized signatories; One money market account at National Bank of Commerce; Michele Wick, Char Kastern, Carol Jones, authorized signatories;
- (2) Douglas County Rural Housing Authority account at Superior Choice Credit Union; Zach DeVoe, Tessah Behlings, Patricia Ryan and Diane Zimmerman, authorized signatories;
- (3) Jail Inmate account at National Bank of Commerce; Tyler Edwards, Richard Davidson, Randi Libby, Mark Zimmerman, Dustin Lueloff, Carol Jones, Stacey Minter, Johnathan Ondrik, Michael McIlvain, authorized signatories;
- (4) Checking account at BMO Harris Bank, Superior, for Register of Deeds; Tracy A. Middleton and Pat Van Halen, authorized signatories.

BE IT STILL FURTHER RESOLVED that a certified copy of this resolution shall be delivered to each of the above-named depositories and said depositories may rely on this resolution until changed by lawful resolution and a certified copy of such resolution has been given to the cashier of the respective above-named depositories.

Dated this 19th day of January, 2023.

(Committee Action:)
(Fiscal Note: None)