

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

Meeting called to order by Vice Chair Rosemary Lear.

ROLL CALL: Present – Rosemary Lear, Sam Pomush, Nick Baker, Pat Ryan, Mark Liebaert, Mary Lou Bergman. Absent – Alan Jaques, Joseph Moen, Scott Luostari. Others present – Shelley Nelson (remote), Jim Borgeson (remote), Candy Holm Anderson, Sue Sandvick, Carol Jones, Amber Popplewell, Char Kastern, Jerry Moe, Andy Johnson, Ann Doucette, Kaci Lundgren (Committee Clerk).

APPROVAL OF MINUTES: Motion by Baker, second Pomush, to approve January 6, 2022, minutes. Motion carried.

DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2021:
Administration/Human Resources: Recruiting for multiple positions; working on broadband ARPA funding specifics; capital projects funding may have available surplus. **Buildings and Grounds:** Fully staffed; troubleshooting generator issues and conducting backup study; courthouse elevator repair to begin March 14; continuing capital project work; monitoring suspicious stairwell activity. **County Clerk:** State legislation regarding tax delinquent property proceeds will affect land sales revenue; requesting veto by Governor. **Finance/Information Services:** Catching up on year-end reporting; audit will occur one week early. IT finalizing JD Edwards upgrade; performing backup services for Forestry and Highway Departments. **Treasurer:** Collected \$800,000 more in taxes than last year.

ACTION ITEMS/REFERRALS:

Designate \$500,000 from ARPA Funds for Matching Grant Program to Assist Towns and Villages with Broadband Infrastructure Projects and Establish Approval Process: Application and approval process not yet finalized; monies will be available on a match basis for towns and villages to assist with broadband infrastructure projects. Use of funds will be documented with budgetary transfers presented to Administration Committee and County Board for approval.

ACTION (RESOLUTION): Motion by Baker, second Bergman, to designate \$500,000 of ARPA funding for matching grant program to assist towns and villages with broadband infrastructure projects and allow County Administrator and County Board Chair to establish and oversee application and approval process, with Administration Committee to approve funding through budgetary transfers, and refer to County Board. Motion carried unanimously.

Security and Facilities Committee Request for \$10,000 for Proactive Upgraded Security Measures: Major concern is breaking and entering of offices in case of emergency; funds may be used to prevent such events.

ACTION (RESOLUTION): Motion by Baker, second Pomush, to approve request for \$10,000, from 2021 capital projects funding, to be used for proactive upgraded security measures and refer to County Board. Motion carried unanimously.

From Public Safety Committee – Jailer and Dispatcher Recruitment and Retention Program: Previously proposed program had many administrative issues that would have been difficult, if not impossible, to implement. Current program proposed created in consultation with labor attorney and includes hourly wage increases for all current and new hire jailers, jail sergeants and dispatchers through 2022.

Other departmental concerns regarding employee wages addressed. Wisconsin restrains levy increases and caps Douglas County at approximately \$150,000 annually (not enough to provide sustainable wage increases). Jail and Communication Center staffing levels are at an emergency status, requiring action to hire and retain employees.

ACTION (RESOLUTION): Motion by Pomush, second Baker, to approve Jailer and Dispatcher Recruitment and Retention Program as presented and refer to County Board. Motion carried unanimously.

Establish Elected Officials Salary (Sheriff and Clerk of Court) for Next Term of Office: Attachment from Admin/HR gave increase scenarios of 1%, 1.5% and 2%. Average of Sheriff salary across State of Wisconsin significantly lower than Douglas County. Clerk of Court position has several mandated duties requiring additional efforts.

ACTION (RESOLUTION): Motion by Baker, second Liebaert, to keep Sheriff salary at \$90,361 through January 2026 (no increase), and increase Clerk of Court salary 2% each year, beginning January 2023 through January 2026, and refer to County Board. Motion carried unanimously.

Budgetary:

Year-end 2021 Carry-overs and Reserves: Included with agenda.

ACTION (RESOLUTION): Motion by Baker, second Ryan, to approve year-end 2021 carry-overs and reserves as presented and refer to County Board. Motion carried unanimously.

Transfers: Included with agenda.

ACTION (RESOLUTION): Motion by Liebaert, second Baker, to approve budgetary transfers and include addition of \$10,000 transfer from 2021 capital project funding to use for proactive upgraded security measures as requested by the Security and Facilities Committee, and refer to County Board. Motion carried unanimously.

FUTURE AGENDA ITEMS: Split IT and Finance Departments.

ADJOURNMENT: Motion by Pomush, second Ryan, to adjourn. Motion carried. Adjourned at 10:16 a.m.

Submitted by,

Kaci Jo Lundgren
Committee Clerk