

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, April 1, 2021, 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, Mary Lou Bergman, Samuel Pomush, Rosemary Lear, Joseph Moen, Pat Ryan, Mark Liebaert, Scott Luostari, Nick Baker (remote). Others present – Shelley Nelson, Linda Corbin, Dave Sletten (remote), Candy Holm Anderson, Carol Jones, Ann Doucette, Tracy Ruppe, Tracy Middleton, Sue Sandvick, Kaci Lundgren (Committee Clerk).

APPROVAL OF MINUTES: Motion by Pomush, second Baker, to approve March 4, 2021, meeting minutes. Motion carried.

DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2021:
Administration/Human Resources: Recruiting numerous positions; state mask mandate overturned; working on local guidelines. Awaiting guidance on use of \$8.4 million recovery funds. **Buildings and Grounds:** Short staffed. Addressing heating and cooling issues, including water leaks. New energy management system will be implemented soon. **County Clerk:** Short staffed. Preparing for April 6 election. **Finance/Information Services:** Audit will be held beginning April 12; reporting of fiduciary fund will change. Information Services doing a test e-mail phishing campaign. **Register of Deeds:** Recording of documents increased 50% over last year at this time. Old military records are being digitized for preservation. **Treasurer:** New employee started. Many delinquent taxes being paid with stimulus checks. Working with those with delinquent taxes to avoid the tax deed process.

ACTION ITEMS/REFERRALS:

Forestry Department Fee Schedule: New fee will cover actual cost of postage for plat books.

ACTION (RESOLUTION): Motion by Bergman, second Ryan, to approve amendment to Forestry Department Permit/Rental/Use Fees schedule as presented and refer to County Board. Motion carried unanimously.

Budgetary Transfers: Included with agenda; additional transfers distributed.

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

INFORMATIONAL:

Merit Rewards: Current policy included with agenda; memo from County Administrator also provided. Funding of program always contingent on available funds. 2020 rewards not funded due to financial pandemic concerns. Merit funding has become an expectation to some, instead of the original intent of reward for performance. Options to change plan include: hire a consultant to perform another wage study; keep the performance reviews but do not tie to rewards (other than step progression); move the pay plan up a certain percentage annually; add additional steps past step six.

ACTION: Motion by Lear, second Pomush, to recommend County Administrator present several merit reward options at next meeting. Motion carried.

FUTURE AGENDA ITEMS: Comprehensive Plan review process.

ADJOURNMENT: Motion by Ryan, second Pomush, to adjourn. Motion carried. Adjourned at 10:08 a.m.

Submitted by,
Kaci Jo Lundgren, Committee Clerk