

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, April 7, 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, Rosemary Lear, Joseph Moen, Scott Luostari, Sam Pomush, Nick Baker, Pat Ryan, Mark Liebaert, Mary Lou Bergman. Others present – Shelley Nelson, Candy Holm Anderson, Sue Sandvick, Carol Jones, Amber Popplewell, Jerry Moe, Dave Sletten, Carolyn Pierce, Tracy Ruppe, Linda Corbin, Dan Lindberg, Hanna Rose, Paul Larson, Brian Witt, Matt Izzard, Tracy Middleton, Tom Dalbec, Michele Wick, Ann Doucette, Kaci Lundgren (Committee Clerk).

APPROVAL OF MINUTES: Motion by Pomush, second Ryan, to approve March 3, 2022, minutes. Motion carried.

DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2021:
Administration/Human Resources: Recruiting for multiple positions; capital project requests going through committees; employee training to begin again; wage study results to be presented in June to committee. **Buildings and Grounds:** Cube project in Administration Department almost complete; courthouse elevator now working with repair almost finalized; HVAC equipment on roof being replaced; several projects continuing. **Corporation Counsel:** Wisconsin Consolidated Court Automation Programs getting new interface that will require training. **County Clerk:** State legislation regarding tax delinquent property proceeds that will affect land sales revenue signed by Governor; working through outline of expenses associated with process. **Finance/Information Services:** American Rescue Plan Act fund report due end of April; requires a lot of time and detail; audit to begin next week. JD Edwards to be upgraded; will go live within a month or two. **Register of Deeds:** Document recording is down from last year. **Treasurer:** GCS program to be upgraded and will include more options; considering implementation of a public kiosk for tax payment.

ACTION ITEMS/REFERRALS:

From Transportation and Infrastructure Committee: Highway Department Seasonal Laborer Hourly Wage Increase: No applicants for positions at current wage; minimal impact to budget. Proposed wages to align closer with Forestry Department seasonal positions.

ACTION (RESOLUTION): Motion by Baker, second Liebaert, to approve wage increases to Highway Department Seasonal laborer positions and refer to County Board. Motion carried unanimously.

From County Board: Resolution #11-22, Elected Officials Salaries Established: Referred from County Board for further information from comparable size counties on Sheriff salary. Tom Dalbec asked committee to consider giving same increases as given to union deputies.

ACTION (RESOLUTION): Motion by Baker, second Bergman, to increase Sheriff salary .5% for 2023 and 2024, and 1% for 2025 and 2026; increase Clerk of Court salary 2% each year, beginning January 2023 through December 2026, and refer to County Board. Liebaert abstained. Motion carried unanimously.

Capital Project Request: Buildings and Grounds: Included with agenda; prioritized items reviewed. Many requests may qualify for ARPA funding; qualification to be determined prior to capital projects funding final approval.

ACTION (REFERRAL): Motion by Baker, second Pomush to approve capital project request for priority 1

projects listed on attachment and forward to Administrator and Joint Administration / Executive Committees capital projects meeting. Motion carried unanimously.

Recommendation to Separate IS and Finance Departments: Basis for separation outlined by correspondence in meeting packet from County Administrator and Finance/IS Director. Information Services (IS) Department more commonly referred to as Information Technology (IT) Department; recommendation to rename. IT and Finance Departments are different and require specific knowledge for each area.

ACTION (RESOLUTION): Motion by Bergman, second Lear, to approve split of IS and Finance Departments, rename Information Services Department to Information Technology Department, promote Dan Lindberg from Information Technology Operations Manager to Director of Information Technology and refer to County Board. Motion carried unanimously.

Policy Amendments:

From Forest, Park and Recreation Committee: Declaration of Unassigned General Fund Prior Year Surplus Policy, Increasing Timber Sales Revenue Reserve Cap from \$1,000,000 to \$2,000,000: Money in reserve set aside to offset levy dollars as needed. If more paper mill closures occur, financial recovery time may take two years; higher reserve availability necessary to continue operations.

ACTION (RESOLUTION): Motion by Baker, second Ryan, to approve Declaration of Unassigned General Fund Prior Year Surplus Policy amendment as presented and refer to County Board. Motion carried unanimously.

Purchasing Policy: Federal Uniform Administrative Requirements (guidance code) increased small purchase amount maximum to \$250,000 for grant-funded projects. Departments need only gather quotes for projects up to \$250,000; formal bid process used for amounts higher.

ACTION (RESOLUTION): Motion by Moen, second Luostari, to approve Purchasing Policy amendment as presented and refer to County Board. Motion carried unanimously.

Broadband Infrastructure Grant Program Guidelines: Additional information required on application through American Rescue Plan ACT (ARPA); form will be updated to reflect requirements. Guidelines to be presented to County Board for approval.

ACTION (RESOLUTION): Motion by Liebaert, second Baker, to approve Broadband Infrastructure Grant Program Guidelines and application, with intent to update form to reflect ARPA requirements, and refer guidelines to County Board. Motion carried unanimously.

Budgetary:

Year-end 2021 Carry-overs and Reserves: Presented last month; updated to reflect changes made in areas of Highway Department, Tax Collection, Health and Human Services Reserve, and Capital Projects.

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

INFORMATIONAL ITEMS:

County Administrator Employment Contract: Ann Doucette, Administrator, recently signed contract through March 17, 2023, that included 46 hours of sick time not to be paid out at end of employment; process for Administrator recruitment may take eight months or more and should be on next agenda to discuss. Position has continued to be budgeted at full-time hours, although Doucette has been part-time; no additional dollars needed to fund full-time.

Improving Communication to Employees: Many employees unaware of committee processes and how decisions are made. Department Managers notified at bi-monthly meetings, but many do not share information with staff. Administrator agreed to disseminate information via e-mail and departmental postings to keep employees informed.

Employee Staffing Report, 4th Quarter – 2021: Included with agenda.

FUTURE AGENDA ITEMS: Recruitment of Administrator position (Administrator versus Administrative Coordinator).

ADJOURNMENT: Motion by Pomush, second Bergman, to adjourn. Motion carried. Adjourned at 10:45 a.m.

Submitted by,

Kaci Jo Lundgren
Committee Clerk