

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, May 4, 2023, 9:30 a.m., Government Center Boardroom 201
1316 N. 14th Street, Superior, Wisconsin

Meeting called to order by Chair Alan Jaques.

1. ROLL CALL

Present – Alan Jaques, Rosemary Lear, Mary Lou Bergman, Mark Liebaert, Samuel Pomush, Kelly Peterson, Nick Baker, Bill Fennessey, Pat Ryan. Others present – Ann Doucette, Shelley Nelson, Amber Popplewell, Carol Jones, Tracy Middleton, Dan Lindberg, Bill Whiteside, Mary Martin, Carolyn Pierce, Linda Corbin, Kaci Lundgren, Emily Cahill (Committee Clerk).

2. APPROVAL OF MINUTES

Motion by Baker, second Pomush, to approve minutes from the April 6, 2023, meeting. Motion carried.

3. DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2023*

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

4. ACTION ITEMS/REFERRALS

a. Capital Project Requests

All requests will be reviewed by Administrator to see if eligible for ARPA funding instead of Capital Project funding.

- 1) **County Board:** Request of \$10,294.20; funding to be used to replace 30 chairs in board room; chairs are well over 10 years old and many are broken.

ACTION (REFERRAL): Motion by Bergman, second Lear, to approve request to fund chair replacement out of the 2023 capital improvement fund in the amount of \$10,294.20 ranking low in priority, and refer to the Administration/Executive Committees. Motion carried.

- 2) **County Clerk:** Request of \$48,248; funding to be used for redesign of front area in County Clerk's office; hoping to seclude public area of office for more confidentiality.

ACTION (REFERRAL): Motion by Fennessey, second Baker, to approve request to fund office redesign out of the 2023 capital improvement fund in the amount of \$48,248 and refer to the Administration/Executive Committees. Motion carried.

- 3) **Finance:** Initial request of \$300,000, overall cost may be closer to \$700,000; funding to be used to update financial software; support for software to end in 2025 with current system being over 30 years old; challenging system to work with causing need for upgrade.

ACTION (REFERRAL): Motion by Baker, second Lear, to amend request to \$500,000 and approve request to fund software update out of the 2023 capital improvement fund in the amount of \$500,000 and refer to the Administration/Executive Committees. Motion carried.

Request of \$5,000; funding to be used to purchase new table and chairs for Finance and Zoning conference room.

ACTION (REFERRAL): Motion by Peterson, second Fennessey, to approve request to fund finance and zoning conference room upgrade out of the 2023 capital improvement fund in the amount of \$5,000 and refer to the Administration/Executive Committees. Motion carried.

- 4) **IT:** Request of \$35,248.50; funding to be used to replace courthouse main firewalls; purchased in 2016 and reaching end of support this summer.

ACTION (REFERRAL): Motion by Bergman, second Lear, to approve request to fund firewall replacement out of the 2023 capital improvement fund in the amount of \$35,248.50 and refer to the Administration/Executive Committees. Motion carried.

Request of \$80,000; funding to be used to replace server infrastructure; Douglas County and the City of Superior maintain environment and would split project cost.

ACTION (REFERRAL): Motion by Lear, second Pomush, to approve request to fund server infrastructure replacement out of the 2023 capital improvement fund in the amount of \$80,000 and refer to the Administration/Executive Committees. Motion carried.

- 5) **Buildings & Grounds:** Request of \$3,248,500; funding to be used for priority #1 items included in agenda.

ACTION (REFERRAL): Motion by Lear, second Ryan, to approve request to fund priority #1 items out of the 2023 capital improvement fund in the amount of \$3,248,500 and refer to the Administration/Executive Committees. Motion carried.

Request of \$50,000; funding to be used for security enhancement for Child Support/District Attorney's entrance.

ACTION (REFERRAL): Motion by Baker, second Liebaert, to approve request to fund security enhancement for Child Support/District Attorney's entrance out of the 2023 capital improvement fund in the amount of \$50,000 and refer to the Administration/Executive Committees. Motion carried.

Request of \$111,000; funding to be used for priority #2 items included in agenda.

ACTION (REFERRAL): Motion by Bergman, second Ryan, to approve request to fund priority #2 items out of the 2023 capital improvement fund in the amount of \$111,000 and refer to the Administration/Executive Committees. Motion carried.

Request of \$2,145,000; funding to be used for priority #3 items included in agenda. Not seeking funds at this time, but want to have priorities considered for future. No action taken.

- b. **Budgetary Transfers:** None.

5. INFORMATIONAL ITEMS

- a. **Grant Writer:** Considering hiring a contracted grant-writer; could assist towns and county in writing grants; would not be full time position.
- b. **ARPA Funding Status:** Included with agenda.

- c. **Employee Staffing report, 1st quarter – 2023:** Included with agenda.
- d. **Limited-time parking within Government Center parking lots:** Public parking an issue for government center and courthouse; looking to add 10 public parking spots near the motorcycle parking spots in the government center; spots would include signs for 2-hour public parking; hoping to work with city to add public parking signs for 2 spots on Cumming Ave. near courthouse entrance.

ACTION: Motion by Baker, second Pomush, to recommend installation of ten (10) two-hour public parking signs along Cumming Ave. in the Government Center lot north of the motorcycle spots, and request City of Superior to install 30-minute parking signs in front of two spots along Cumming Ave. near courthouse handicapped entrance. Motion carried.

6. FUTURE AGENDA ITEMS

None.

7. ADJOURNMENT

Motion by Peterson, second Pomush, to adjourn open session and convene into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes, to establish parameters of negotiations with City of Superior for occupancy and use of government center. Roll call vote taken, with all present voting yes. Motion carried. Open session adjourned at 10:58 a.m.

Submitted by,

Emily Cahill
Committee Clerk