

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, May 5, 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, Sam Pomush, Nick Baker, Pat Ryan, Mark Liebaert. Absent – Scott Luostari, Mary Lou Bergman. Others present – Shelley Nelson, Sue Sandvick, Carol Jones, Amber Popplewell, Jerry Moe, Dave Sletten, Carolyn Pierce, Tracy Ruppe, Linda Corbin, Dan Lindberg, Bill Whiteside, Michele Wick, Zach DeVoe, Kelly Thimm, Ann Doucette, Kaci Lundgren (Committee Clerk).

APPROVAL OF MINUTES: Motion by Baker, second Ryan, to approve April 7, 2022, minutes. Motion carried.

DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2021:
Administration/Human Resources: Recruiting for multiple positions; final data received for wage study to be discussed with consultant mid-May; capital project requests due tomorrow.
Buildings and Grounds: Maintenance staff thanked for hard work; phase I of HVAC roof repair complete; courthouse elevator repair \$50,000 under budget. **Corporation Counsel:** Wisconsin Consolidated Court Automation Programs interface to be implemented soon; working with Zoning Department. **County Clerk:** New employee will begin full-time May 16; April election closed smoothly. **Finance/Information Services:** New Finance Director, Bill Whiteside, introduced; wrapping up audit. Dan Lindberg, new IT Director, spoke on IT Department. JD Edwards, and GCS upgrades in progress. **Treasurer:** Tax deeded properties will be taken June 20; approximately 88 properties to be taken at this time, with an anticipated 2/3 to be paid prior to date. .5% interest increase at federal level may help with investments.

ACTION ITEMS/REFERRALS:

Capital Project Requests - Treasurer's Department: Included with agenda; requests to be reviewed to see if they qualify for ARPA funding prior to going to capital projects meeting.

ACTION (REFERRAL): Motion by Baker, second Ryan, to approve the following capital project requests: GCS program upgrade in the amount of \$22,778.26 with an annual fee of \$27,427.40; tax payment kiosk in the amount of \$1,510.79; and copier/scanner/printer/fax in the amount of \$6,959.50 and refer to Administrator and Joint Administration Committee / Executive Committee capital projects meeting. Motion carried unanimously.

Buildings and Grounds: Included with agenda; requests to be reviewed to see if they qualify for ARPA funding prior to going to capital projects meeting.

ACTION (REFERRAL): Motion by Lear, second Ryan, to approve the following capital project requests: replacement of water fountains in the amount of \$35,000; HVAC compact controller project in the amount of \$22,750; courthouse pump room floor jacking in the amount of \$175,000; amend courthouse fire alarm prior request to \$200,000, and refer to Administrator and Joint Administration Committee / Executive Committee capital projects meeting. Motion carried unanimously.

Determine Where to Deposit \$79,000 Payment from City of Superior for Tax Increment District 8 Surplus Funds: Due to new legislation requiring revenue from selling of tax deed

properties to be paid to former owners, the Land Improvement Account, under the Land and Development Committee may diminish. Additional funding would help with ongoing commitments.

ACTION (RESOLUTION): Motion by Liebaert, second Lear, to transfer the Tax Increment District 8 surplus funds in the amount of \$79,000 from the general revenue fund to the Land Improvement Account and refer to County Board. Motion carried unanimously.

Recruitment of County Administrator Position (Administrator vs. Administrative Coordinator): Recruitment process will take upward of eight months; current Administrator's contract ends March 2023. Differences between Administrator and Administrative Coordinator are outlined in attachment. Administrator has more authority with day-to-day needs, prepares and presents annual budget, and oversees departments and their managers. Administrative Coordinator relies on County Board Supervisors for direction with budget preparation, manager hiring/firing, and many other day-to-day needs by all departments. Human Resources issues are becoming more prominent and complex, requiring specific personnel expertise and hands-on assistance on a regular basis. The possibility of a part-time position exists, if the right person with sufficient experience is selected.

ACTION: Motion by Baker, second Lear, to change Administrator position to Administrative Coordinator and Human Resources Manager to Human Resources Director. Roll call vote taken and failed with 4 – No, 3 - Yes, 2 – Absent. Voting yes – Baker, Lear, Moen. Absent – Bergman, Luostari.

Amendment to Douglas County Personnel Policies: Diversity, Equity and Inclusion: New policy developed to outline county's commitment to foster, cultivate and preserve a culture of diversity, equity and inclusion.

ACTION (RESOLUTION): Motion by Lear, second Ryan, to approve with the following changes: At the end of the third bullet that begins "Work/life balance..." add "per departmental procedures." and if there is a more appropriate word for "disability", to change it in the third paragraph, and refer to County Board. Motion carried unanimously.

Budgetary Transfers: Included with agenda.

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

INFORMATIONAL ITEMS:

Real Estate Tax Payment Plans – Treasurer: Tax deed notices published do not include properties on payment plans or in bankruptcy; language regarding exclusions to be added to notices.

Employee Staffing Report, 1st Quarter – 2022: Included with agenda.

ADJOURNMENT: Motion by Pomush, second Lear, to adjourn. Motion carried. Adjourned at 10:19 a.m.

Submitted by,

Kaci Jo Lundgren
Committee Clerk