

**ADMINISTRATION COMMITTEE**  
**Douglas County Board of Supervisors**  
**Thursday, September 7 , 2023, 9:30 a.m., Government Center Boardroom 201**  
**1316 N. 14<sup>th</sup> Street, Superior, Wisconsin**

Meeting called to order by Chair Alan Jaques.

**1. ROLL CALL**

Present – Alan Jaques, Rosemary Lear, Mark Liebaert, Kelly Peterson, Nick Baker, Bill Fennessey.  
Absent – Samuel Pomush (remote), Mary Lou Bergman, Pat Ryan. Others present – Ann Doucette, Shelley Nelson, Matt Izzard, Tracy Middleton, Bill Whiteside, Dan Lindberg, Carolyn Pierce, Michelle Wick, Amy Tyson, Dave Sletten, Rob Ganschow (remote), Kaci Lundgren, Emily Cahill (Committee Clerk).

**2. APPROVAL OF MINUTES**

Motion by Baker, second Fennessey, to approve August 3, 2023 minutes. 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**

**a. 2022 Audit Report – Rob Ganschow, Wipfli CPAs and Consultants:** Ganschow reported on review of 2022 audit; report included in agenda.

**ACTION:** Motion by Baker, second Lear, to approve 2022 audit report as presented. Motion carried.

**b. 2024 Proposed Budgets:** Included in agenda.

- 1. Administration/Human Resources:** Increase due to personnel costs.
- 2. Buildings and Grounds:** Increase due to personnel costs.
- 3. Corporation Counsel:** Increase due to personnel costs.
- 4. County Board:** No significant changes.
- 5. County Clerk/Central Supply:** Increase in election budget due to upcoming elections; decrease in personnel costs. Contracted services will be adjusted \$7500 to reflect ArchiveSocial program.
- 6. Finance:** Increase due to personnel costs and contracted services.
- 7. Information Technology:** Contracted services will be adjusted \$7500 to reflect ArchiveSocial program.
- 8. Register of Deeds:** Increase due to personnel costs; decrease in budget to reflect decreased revenue.

- 9. **Treasurer:** Increase due to personnel costs.
- 10. **Debt Service:** No significant changes.
- 11. **Worker's Compensation:** No significant changes.
- 12. **Health Insurance:** No significant changes.

**ACTION (REFERRAL):** Motion by Lear, second Baker, to approve 2024 proposed budgets with \$7500 contracted services revision within County Clerk and Informational Technology budgets and refer to budget session. Motion carried.

- c. **County Board Chair Salary:** County Board Chair salary has not been adjusted in over 7 years; currently \$15,000 annually. More duties and time required of position due to part-time Administrator. Position requirements and potential proposed wage increases included with agenda. Matt Izzard spoke against increase.

**ACTION (REFERRAL):** Motion by Baker, second Lear, to approve County Board Chair salary increase from \$15,000 to \$24,000 and refer to County Board. Roll call vote taken and passed with 5 – Yes, 0 – No, 0 – Absent. Motion carried unanimously. Liebaert abstained.

- d. **Request from the District Attorney to increase Victim Witness Coordinator/Administrative Supervisor position to 40 hours per week (from 37.5 hours):** Request to increase Victim Witness Coordinator/Administrative Supervisor position hours from 1950 to 2080 with total cost of \$4,388.46.

**ACTION (RESOLUTION):** Motion by Baker, second Lear, to approve increase in Victim Witness Coordinator/Administrative Supervisor work week hour request from 1950 to 2080 hours and refer to County Board. Motion carried unanimously.

- e. **Budgetary Transfers:** Included with agenda.

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

5. **INFORMATIONAL ITEMS**

- a. **ARPA Funding Status:** Included with agenda.

6. **FUTURE AGENDA ITEMS**

Review County Board supervisor salaries.

7. **ADJOURNMENT**

Motion by Lear, second Peterson, to adjourn. Motion carried. Meeting adjourned at 11:01 a.m.

Submitted by,

Emily Cahill  
Committee Clerk