



Bayfield County Administrator

117 E 5th Street, PO Box 878, Washburn, WI 54891

Ph: 715-373-6181 Fx: 715-373-6153

www.Bayfieldcounty.wi.gov

Mark Abeles-Allison, *County Administrator*

Kristine Kavajecz, *Human Resource Director*

Paige Terry, *Clerk III*

BAYFIELD COUNTY EXECUTIVE COMMITTEE MEETING

Brett T. Rondeau, *Chair*

Fred Strand

Jeff Silbert

Mary Dougherty

Dennis Pocernich

Jeremy Oswald, *Vice-Chair*

*** AGENDA ***

Dear Committee Members:

This letter is written to inform you of the Bayfield County Executive Committee Meeting scheduled for **4:00pm Thursday, October 5, 2023 in the Bayfield County Board Room. This meeting will be held in-person and remotely. Supervisors and the public will be able to participate in the Meeting in person or via voice either by using the internet link or phone number below.**

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 297 113 715 19

Passcode: DvNcSG

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

+1 715-318-2087,,924945288# United States, Eau Claire

Phone Conference ID: 924 945 288#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

Contact Bayfield County at 715-373-6181 if you have access questions or email Mark.Abeles-Allison@bayfieldcounty.wi.gov if during the meeting.

Any person wishing to attend who, because of a disability, requires special accommodations, should contact the County Clerk's office at 715-373-6100, at least 24 hours before the scheduled meeting time, so appropriate arrangements can be made.

Notice is hereby given that in the event the standing committee does not have a quorum the County Board Chair or Vice Chair may act as an ex officio member (County ordinance, Chapter 3, section 2-3-1 (c)). Notice is hereby given that a majority of the Bayfield County Board may be present at the meeting to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the Bayfield County Board pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis. 2d 553, 494 N.W.2d 408(1993), and must be noticed as such, although the County Board will not take any formal action at this meeting.

- 1) Call to Order
- 2) Public Comment, 3 minutes per person, up to 15 minutes total
- 3) Minutes: September 14, 21, and 26, 2023
- 4) Discussion and Possible Action on 2024 Budget
 - a) Final Department Discussions
 - b) Items not included in the budget.
 - c) Personnel Summary, p 49
 - d) Fund Balance Summary, p 19
 - e) Budget Changes Spreadsheet
- 5) Discussion and Possible Action Approving 2024 Budget and Levy and Recommendation to County Board October 31 meeting.
- 6) Possible Next Budget Meeting:
 - a) Monday, October 9, 4pm
- 7) Adjourn

**Minutes of the
Bayfield County Executive Committee Meeting
4:00pm, September 14, 2023**

Meeting was held Remotely through Microsoft Teams and in person in the Bayfield County Board Room, Washburn, WI

Members Present: Dennis Pocernich, Brett Rondeau, Jeff Silbert, Mary Dougherty, Jeremy Oswald

Members Excused: Fred Strand

Others Present: Mark Abeles-Allison-County Administrator, Kris Kavajecz-Human Resources Director, Marty Milanowski, Kim Mattson-Accountant, Cole Rabska-BCEDC, Craig Parks-Maintenance Supervisor, Gail Reha-Bookkeeper, Elizabeth Skulan-Human Services Director, Troy Thompson, John Carlson-Corporation Counsel

Called to order at 4:00p.m. by Chairman Rondeau.

Motion Pocernich, Oswald to approve minutes of the August 9, 2023 Executive Committee meeting. Motion Carried (5-0).

Public Comment: None

Northern Lights Roof Assessment Presentation: Troy Thompson provided a report of the Northern Lights Roof condition with options. Photos of the existing roof were reviewed along with a sample of the roofing layers. Estimated cost for the project is \$900,000 to \$1.1m.

Courthouse Tractor Purchase for Snow Removal: Parks reviewed his proposal for purchase of a tractor for snow removal and rationale. Estimate for the tractor with snowblower, bucket and pallet forks is \$47k. Contingency funds along with a snowblower trade-in would be used to cover the cost.

Motion Oswald, Silbert to allocate up to \$40,000 from contingency for the purchase of a tractor. Discussion regarding whether the purchase should be authorized before bids are received. Motion Carried (5-0) Bids will be brought to the committee or county board for final purchase authorization.

IT Policy Regarding Software Backups: A recommendation is to modify the county's policy the former employee files and emails will be retained for a period of 36 months post-employment.

Motion Pocernich, Oswald to recommend that the Personnel Committee approve the IT Policy regarding software back-ups as presented. Motion Carried. (5-0)

Design Work for Additional Office Space at the Courthouse and Sheriff's Office:

Skulan reported on the need for office space for DHS staff. Two additional staff are planned for 2024 and will require additional office space that does not currently exist. The proposal is to remodel the existing computer training lab and adjacent storage room and the existing Family Recovery Room to create additional office space. The Sheriff's Office is also proposing a modification to office space to create individual offices for investigators. Estimate for design of the new office spaces in Human Services and Sheriff's office.

Motion Pocernich, Oswald to authorize up to \$11,167 from contingency for design work for the Human Services and Sheriff's Office remodels. Motion Carried (5-0)

Presentation of the 2024 Proposed Budget: Abeles-Allison provided a broad overview of the 2024 budget proposal. A levy increase of \$145,233 is proposed, resulting in an 11% decrease in the mill rate to 3.378. Total levy of \$12,678,505 proposed. Total expenditures proposed at \$45,478,699 and revenues of \$40,122,352. Note to modify the Executive Committee Vice Chairman on page 1. It was noted that there are a couple of new funds related to the Joint Dispatch PSAP, LATCF and Carbon Credits.

Corporation Counsel John Carlson explained the proposed Bonding Resolution. The idea is to close the sale of the bonds as close to the end of the year as possible and pay them off as early as possible in 2024. Discussion about what items should be included for repair immediately. \$3m is recommended for bonding.

Bonding Resolution and Referral to County Board: *Motion Dougherty, Silbert to authorize a \$3m bond issue and forward to the full county board for approval. Motion Carried (5-0)*

2024 Proposed EMS Funding Notice to Agencies: Consensus of the committee is to not send out the letter at this time.

2024 Proposed Municipal Funding for WIFI: Consensus of the committee is to not offer funding for Wi-Fi at this point.

Budget 2024 Meetings:

Sept 21 5:30pm

Sept 26 5:00pm

Oct 5 4:00pm
Oct 9 4:00pm

Child Care Grant Application: Abeles-Allison reported that communications are still ongoing with the School District of Washburn and St Louis School.

Budget Amendment Resolution Regarding Squad and Fleet Fund Transfer: The fund is showing a significant deficit. Recommendation that the Sheriff’s Committee discuss this before taking action at the Executive Committee.

Resolution Recognizing State Public Defender Kelli Thompson for 12 Years in the Position: *Motion Oswald, Silbert to approve the resolution recognizing Kelli Thompson for 12 Years in the State Public Defender position. Motion Carried*

Reports:

- a. Financial Reports end of August 2023
- b. Treasurer’s Report, end of August 2023
- c. Superior Days Issue ID

Motion Pocernich, Oswald to move into Closed Session pursuant to §19.85(1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically as it relates to the county’s discussions and negotiations with the State and other taxing jurisdictions surrounding allocation of state funds to make up the shortfall in tax collections following the court’s decision impacting tribal lands; Land Sales at the Business Park; Business Strategy at the County Facility operated by Northern Lights; and August 9, 2023 Closed Session Minutes. Motion Carried (5-0). Entered closed session at 6:23 pm. Cole Rabska and John Carlson were invited to remain in the closed session.

Motion Silbert, Pocernich to return to open session. Motion Carried (5-0). Returned to open session at 7:12 pm

Northern Lights Parking Lot: Estimate of \$32,000 to clean, patch and seal the Northern Lights Parking Lot was discussed. *Motion Pocernich, Dougherty to allocate up to \$7,500 to patch holes in the Northern Lights Parking Lot. Motion Carried. (5-0)*

Meeting adjourned at 7:15p.m.

Respectfully submitted by Kristine Kavajecz.

**Minutes of the
SPECIAL Bayfield County Executive Committee BUDGET Meeting
5:30pm, September 21, 2023**

**Meeting was held Remotely through Microsoft Teams and in person in the Bayfield County
Board Room, Washburn, WI**

Members Present: Dennis Pocernich, Brett Rondeau, Jeff Silbert, Jeremy Oswald, Fred Strand

Members Excused: Charly Ray

Others Present: Mark Abeles-Allison-County Administrator, Kim Mattson-Accountant, Cole Rabska-BCEDC, Gail Reha-Bookkeeper, Elizabeth Skulan-Human Services Director, Sheriff Tony Williams, Jason Bodine Forestry, Bob Anderson Highway.

Called to order at 5:35 by Chairman Rondeau.

Minutes: Will consider previous meeting minutes at next meeting.

Public Comment: None

2024 Budget:

- a. Budget Changes Spreadsheet Review: Abeles-Allison reviewed a list that will contain suggested changes to the budget that is used to track these suggestions throughout the budget meetings.
- b. Major County Departments and Offices reviewed budgets. Human Services, Sheriff, Forestry and Highway.
- c. General Fund Department Reviews: Discussion regarding EMS and WIFI. Remove extra \$90k EMS. Remove WIFI \$25k but send letters encouraging municipalities to have free parking lot WIFI.
- d. Bonding Discussion: confirm increase of bond to \$3.0 million for NL Roof.

Next Budget Meetings and Topics to Focus On:

Tuesday, September 26, 2023 at 5:00 PM (before County Board meeting)

Thursday, October 5, 2023 at 4:00 PM (instead of Personnel Committee)

Monday, October 9, 2023 at 4:00 PM

Meeting adjourned at 7:15pm

Respectfully submitted by Mark Abeles-Allison

**Minutes of the
Bayfield County Executive Committee Meeting
5:00pm, September 26, 2023**

**Meeting was held Remotely through Microsoft Teams and in person in the Bayfield County
Board Room, Washburn, WI**

Members Present: Dennis Pocernich, Brett Rondeau, Jeff Silbert, Mary Dougherty, Jeremy Oswald, Fred Strand

Members Excused:

Others Present: Mark Abeles-Allison-County Administrator, Kris Kavajecz-Human Resources Director, Kim Mattson-Accountant, Madeline Rekemeyer, Lynn Divine-County Clerk, Steve Sandstrom, Gwen Daoust, Charly Ray, Jim Crandall

Called to order at 5:00p.m. by Chairman Rondeau.

Public Comment: None

2024 Budget Discussion:

Brief discussion regarding the equalized value and municipal valuations.

Majority of capital items are budgeted in the 430 fund. Capital items included within department operational budgets include regular recurring items such as computers within the IT budget.

The committee reviewed the capital equipment items included in the 430 fund.

A summary of all requested items that were and were not included in the proposed budget will be provided at the next meeting.

- a. Department Presentations:
- b. Internal Service Funds
Time permitting / or move to next meeting
- c. Fund Balance
- d. Personnel Discussion

- b. Next Budget Meetings and Topics to Focus on:
 - a. Thursday October 5: 4pm (instead of personnel)
 - b. Monday, October 9, 4pm

Meeting adjourned at 5:55pm.

Respectfully submitted by Kristine Kavajecz.