

**Minutes of the  
Bayfield County Executive Committee Meeting  
4:00 PM, July 10, 2007  
County Board Room, Washburn WI**

Members Present: John Blahnik, Bill Kacvinsky, Dee Kittleson-Vice Chairman, Thomas Gordon, Kenneth Jardine, Brett Rondeau-Chairman

Others Present: Mark Abeles-Allison-County Administrator, Kris Kavajecz-Confidential Secretary, Kay Cederberg-Clerk of Court, Craig Haukaas-District Attorney, Kerrie Nevala-Legal Secretary, Rick Olivo-Daily Press, Marian Vaughn-BCEDC, Frank Graves, Dick Carver, Mike Bebeau, Otto Rusch

Meeting called to order at 4:00pm by Chairman Rondeau.

*Motion Blahnik, Kacvinsky to approve minutes of the June 12, 2007 Executive Committee Meeting. Motion Carried.*

*Motion Blahnik, Kacvinsky to table the Information Services Department Update until the next meeting. Motion Carried.*

**Annex Roof Project:** The committee reviewed the handout provided which summarized the proposed roofing project and bids received. Chequamegon Bay Engineering assisted with the bid letting. The project will encompass 24,600 square feet of roof area on the original sections of the annex building. This will be a mechanically fastened roof with a 20-year warranty.

*Motion Gordon, Kacvinsky to award the bid to Buckmaster Roofing & Sheet Metal in the amount of \$70,397 and authorizes up to an additional \$7500 for additional insulation. Motion Carried.*

**District Attorney Office Discussion:** District Attorney Haukaas and Legal Secretary Nevala explained how the position of Legal Secretary has evolved since it was created over 10 years ago. A new position of Legal Secretary II is proposed at the 6-2 Level/Grade with a revised Job Description.

*Motion Gordon, Kacvinsky to recommend to the Personnel Committee that they consider creating a new position of Legal Secretary II and the Level 6, Grade 2 pay schedule. Motion Carried.*

The committee briefly discussed fees for copies of various media in the District Attorney's office and the need to modify and/or create ordinance regarding copies of new media technologies.

**Bayfield Business Park Development:** Item 8 was moved ahead on the agenda by unanimous consent of the committee. Abeles-Allison reported that the Town of Bayfield, Impact Seven and other area and regional organizations have been involved for quite some time in development of the Bayfield Industrial Park, particularly a manufacturing business that is prepared to lease space in the park. Discussion was held regarding the financing issues facing the development and the potential role of the county in assisting with the development. Several citizens addressed the committee supporting the project.

**Budget Preparation:** A copy of the budget preparation memo that was distributed to Department Heads was reviewed by the committee.

**Courthouse Renovation Project:** PTD Architects have recommended a Design-Build approach to renovating the exterior of the courthouse. The committee discussed options for contracting an architect and/or contractor to carry out the project.

**County Sign Policy:**

*Motion Blahnik, Kacvinsky to approve the sign policy for signs on county property as presented. Motion Carried.*

**Request from Bayfield Electric Regarding Property in Iron River:** Committee reviewed a letter from Bayfield Electric asking the county to consider selling or conveying a small parcel of land in Iron River near the Business Park. Corporation Counsel is currently reviewing the request and appropriate steps for any transfer/sale that could be considered.

**WCA Presentation:** Mark O'Connell with the Wisconsin Counties Association will make a presentation at the August County Board Meeting.

**Reports:**

- Financial Update and Health Insurance Utilization were reviewed.
- A request will be discussed at the Ag Station Ad Hoc Committee meeting regarding possible placement of the County Health Clinic at the Ag Station if the grant is approved.
- Courtroom project is still proceeding. Architects are working out plan details.
- Four-County Land Conservation office has divided. Ashland/Bayfield Counties still deciding whether to combine efforts or not. Office may be located in Bayfield County.
- Chris Worth transferring out West. County sent congratulations/thank you letter.
- Copy of a resolution received and reviewed from Waushara County opposing Act 420. County Administrator will draft similar resolution for Bayfield County Board to consider.

Committee took a short break at this time to wish Abeles-Allison Happy Birthday.

Gordon abstained from participation in the executive session due to his role as Chairman for Town of Bayfield. Kacvinsky also abstained from participation in the executive session due to involvement with the project being discussed. Gordon exited the meeting at this time.

*Motion Gordon, Blahnik to enter in and out of Executive Session pursuant to Wisconsin Statutes §19.85(1)(c,e,g) and for the purpose of approval of minutes of the June 12, 2007 meeting, discussion and possible action regarding funding related to the Impact Seven development in the Town of Bayfield, and discussion and possible action regarding staffing in the District Attorney's Office. Roll Call Vote: All-Yes, Motion Carried.*

Kacvinsky exited the meeting at this time.

*Motion Blahnik, Kittleson to return to open session. Roll Call Vote: All-Yes, Motion Carried. Return to open session at 5:50 pm.*

*Motion Blahnik, Kittleson to adjourn. Motion Carried. Meeting concluded at 5:50pm.*