



## Bayfield County Administrator

117 E 5<sup>th</sup> 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, Vice Chair

Mary Dougherty

Dennis Pocernich

Larry Fickbohm

#### \*\*\* AGENDA \*\*\*

Dear Committee Members:

This letter is written to inform you of the Bayfield County Executive Committee Meeting scheduled for **6:00pm Monday, September 20, 2021 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 or mobile app

[Click here to join the meeting](#)

**Or call in (audio only)**

+1 715-318-2087,,62901573# United States, Eau Claire

Phone Conference ID: 629 015 73#

[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](mailto: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) Approval of Minutes of September 9 and 14, 2021
- 4) Budget 2022 Updates and Changes Spreadsheet
- 5) Discussion Regarding County Budget
  - a) Capital Improvement Fund
  - b) Personnel Proposals
  - c) Special Revenues Funds
  - d) Highway and Human Services Fund
  - e) Other
- 6) Adjourn

EXECUTIVE COMMITTEE NARRATIVE, SEPTEMBER 20, 2021

Item 4: Budget updates.

- Sales tax projections came in from WCA, estimate is \$76k more than I had included. Entered that on change spreadsheet.
- The employment agency we contract with for 3 positions has announced that they are going out of business on December 31. This impacts 2 positions in Land Conservation and one in Land Records. Working on finding other options.

Changes spreadsheet so far here is what I have:

	INCREASES & DECREASES		
MODIFICATIONS	EXPENSE	REVENUE	NOTES
Sales Tax		76,760	WCA estimate release
Workers Comp		30,000	line 48420
Workers Comp		(27,000)	line 48421
WORKERS COMP	3,479		New estimate based on updated estimate of \$203,397
Contingency	50,000		to bring to \$150k
Jailer			
Deputy			
Addressing			
JAILER, PART TIME	18,353		41353 INSTEAD OF \$25K
HEALTH INSURANCE	(100,627)		
EMERGENCY MANAGEMENT	3000		Repair and maintenance
Fund Balance		(105,555)	
<b>GENERAL FUND SUBTOTAL</b>	<b>(25,795)</b>	<b>(25,795)</b>	<b>\$0</b>
			<i>Reduced Fund Balance by \$105,555 to equal 0</i>

Item 5:

A: Attached is a marked-up CIP narrative. Working on a more comprehensive summary for all CIP projects

B. Personnel: We discussed jailer and 911 address positions.

C. Special Revenue Funds: A few highlights, begins on pages 411

- Health: Courthouse Garden Expansion
- Jail Assessment: kitchen, plumbing, jailer station floor

D. Highway and Human Services:

**Minutes of the  
Bayfield County Executive Committee Meeting  
4:00pm, September 9, 2021  
Meeting was held Remotely through Microsoft Teams and in person in the  
Bayfield County Board Room, Washburn, WI**

**Members Present:** Brett Rondeau, Jeff Silbert, Dennis Pocernich, Fred Strand, Larry Fickbohm, Mary Dougherty

**Members Excused:**

**Others Present:** Mark Abeles-Allison-County Administrator, Kristine Kavajecz-Human Resources Director, Elizabeth Skulan-Human Services Director, Judge John Anderson, Marty Milanowski, Dan Heffner-Register of Deeds, Meagan Quaderer-Emergency Management Director, Andy Runice-Chief Deputy, Jeremy Oswald

Meeting Called to Order at 4:00pm by Rondeau.

**Public Comment:** None Received

*Motion Silbert, Fickbohm to approve Minutes of the August 11, 2021 Executive Committee Meeting. Motion Carried (6-0)*

**Proposed 2022 Budget Presentation and Possible Dates for Budget Review Meetings**

2022 Proposed budget was provided to committee members. Abeles-Allison reviewed the budget process. An electronic form of the proposed budget is also available on the County Web site. The big picture numbers were reviewed. The summary worksheet lists all funds and then details the General Fund by department. General Fund levy proposed to go up 3.11%. Valuation has increased the largest amount in over 20 years. Total levy to increase by \$171,918 over 2021 with a total levy proposed of \$11,484,814. Average mill is proposed at 3.93, down from 4.181. Overall 19% increase in the budget is primarily due to: \$1.64 million ARPA funds, Land Acquisition, Roof Project, Highway projects, Delta Landfill. Many of these are one-time projects with offsetting revenues. \$137,000 of fund balance is proposed to be used to balance the budget for 2022. Proposed staffing changes were reviewed. Capital Projects includes a 5-10 year building assessment and improvement plan. A wage schedule complete reassessment is also included in the budget.

Budget meetings were set for:

Tuesday, September 14, 2pm  
Monday, September 20, 6pm  
Wednesday, September 22, 4pm  
Wednesday, Sept 29, 4pm

**Public Defender Staffing in Northwest Wisconsin:** Judge Anderson explained that the local Public Defender's office has recently experienced a severe loss of staff. This will likely result in not enough staff to meet the needs. The Judge will be required to appoint private attorneys to fill this void at county expense. These expenses will attempt to be reimbursed, but is not guaranteed. Judge is making the board aware of the situation. Judge recommends that the county consider lobbying the state to change statute to require the public defender office to reimburse the county for costs that the public defender office would have incurred if they had the available staff.

**DNR Surface Water Grant Application Resolution:** Pre-application has been submitted. Corporation Counsel does not see any concerns with submittal of an application.

*Motion Silbert, Dougherty to approve the resolution and forward to the County Board for consideration. Motion Carried (6-0)*

**Bayfield County Resolution No. 2021-xx; Providing for the issuance, sale, and delivery of a \$1,650,000 general obligation promissory note, series 2021, Establishing terms and conditions therefore, directing its execution and delivery, Creating a debt service account therefore and awarding the sale thereof; County Highway Reconstruction work borrowing in 2021 for 2022:** Corporation Counsel prepared this resolution authorizing a bond for highway reconstruction work. The proposal for reconstruction in 2022 is 8.6 miles.

*Motion Fickbohm, Silbert to approve the resolution and forward to the County Board for consideration. Motion Carried (6-0)*

**EDA Funding for Telemark/Birkie:** Request was received from the Birkie for the county to provide a letter of support for their proposed project. It is noted that an entity in Bayfield County is also submitting an application for this funding. The grants will be very competitive. The committee has requested a formal request from the Birkebeiner Foundation.

*Motion Fickbohm, Silbert to draft a support resolution once a formal request is received and forward it to the full county board for consideration. Motion Carried (6-0).* It was noted that there would be no financial responsibility for Bayfield County related to this project or request.

**Johnson Controls Upgrade, ARPA funds:** Abeles-Allison reported that the controls upgrade project will be proceeding this Fall.

*Motion Silbert, Dougherty to approve the Johnson Controls upgrade for \$46,000 to come from ARPA funds. Motion Carried (6-0)*

**Early Start of Aging Services Coordinator, ARPA Funds:** Request was received to start this position now rather than the beginning of 2022 (3 months early). Funding is available in the DHS budget to cover the expense since a couple of positions have been vacant for a period of time.

*Motion Pocernich, Fickbohm to authorize hiring the Aging Services Coordinator immediately rather than waiting until 2022. Motion Carried (6-0)*

**Additional American Rescue Plan Act Fund Projects:** A summary memo of proposed projects was provided to committee members. The list of proposed projects was reviewed. Proposed projects included:

- Nursing home assistance
- City of Bayfield requested assistance with a signage and sewer project. 1/3 of that project would be \$38k.
- Brick Food Shelf, phase 2. HVAC upgrade to pantry and warehouse, local lobby expansion. 1/3 contribution would be \$41k.
- County Business Park Utility Assistance, \$40k (Assist companies with a portion of sewer expense)
- Outdoor Recreation Projects: \$100k. (Original \$700k list),
- Broadband Project at Delta/Twin Bear Campgrounds, \$16k,
- Emergency Services, Radio Replacement,
- Mason Area EMS, \$30k, restroom facility improvements, ambulance hall.
- Emergency Services Trailer, \$40k,
- County Wide Senior Transportation, \$25k,
- Clerk of Court, Office Relocation, \$200k,
- Health Department, Fall Staffing, Supervisory Nursing, \$60k,

Strand exited the meeting at 5:15pm.

Each project was discussed. The committee also reviewed the full allocation of ARPA funds and the summary of projects that have been approved to date. The consensus of the committee is that they would like to reserve some of the funding for projects that may arise in the future since funding does not have to be expended until 2024.

*Motion Pocernich, Fickbohm to recommend authorizing \$50,000 Countywide On Demand Transportation program, \$60,000 for Health Department additional staff (6 identified positions) through ARPA funding and forward to County Board for consideration. Motion Carried (5-0)*

*Motion Silbert, Pocernich to recommend \$200,000 for Clerk of Court office relocation and up to*

*and additional \$150,000 for eligible Nursing Home Improvements through ARPA funding and forward to the County Board for consideration. Motion Carried (5-0)*

The balance of ARPA funding shall be reserved for future project considerations.

**Reports:**

**Financial Report, end of August 2021:** General Fund revenues up over this time last year. Human Services within budget. Highway within budget. Large expenses coming up in Highway.

**Treasurer's Report, end of August 2021:** Disbursements have been made to schools.

**Delta Landfill:** Letter was sent to the Town. No response has been received.

*Motion Pocernich, Dougherty to receive the Treasurer's report and place on file. Motion Carried (5-0)*

The committee did not go into closed session.

Meeting adjourned at 6:00 p.m.

Respectfully submitted by Kris Kavajecz.



**Minutes of the  
Bayfield County Executive Committee Meeting  
2:00pm, September 14, 2021  
Meeting was held Remotely through Microsoft Teams and in person in the  
Bayfield County Board Room, Washburn, WI**

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

**Members Excused:** Larry Fickbohm

**Others Present:** Mark Abeles-Allison-County Administrator, Kristine Kavajecz-Human Resources Director, Elizabeth Skulan-Human Services Director, Stephanie Eder-DHS Financial Manager, Judge John Anderson, Marty Milanowski, Jim Crandall, Paul Johanik-Highway Commissioner, Bob Anderson-Highway Superintendent, Charly Ray, Kim Mattson, Lynn Divine, Scott Galetka-Land Records Administrator, Sheriff Paul Susienka, Jeremy Oswald, Gail Reha-Bookkeeper

Meeting Called to Order at 2:00pm by Rondeau.

**Public Comment:** None Received

Approval of Minutes of September 9, 2021: *Minutes postponed until the next meeting.*

**Budget Amendment Work Sheet / Process:** A budget changes worksheet is kept throughout the budget meetings and then the list is reviewed for final action at the final budget meeting. The 3 largest departments, which make up over 80% of the total budget, will make presentations at this meeting.

**Budget Review:**

- a. Human Services, page 316: Elizabeth Skulan reviewed the proposed 2022 budget. The proposed budget reflects approximately a \$400,000 decrease. This is related to the CCS program. 0% levy increase. Also receiving ARPA funding to increase the meal delivery routes from 2 to 5 and to add an Aging Services Specialist position. A number of senior staff retired in 2021, which will result in a nearly flat budget for wages and benefits because the inflation is offset by lower starting wages for new staff. The risk reserve fund currently has \$430,000 balance. Currently in need of 2 Social Workers.
- b. Highway, page 348: Paul Johanik reviewed that CTH M, 10.9 miles is being completed at this time. In 2022, CTH J will be completed in addition to CTH I. Machinery budget was increased by about \$15,000 due to cost of equipment. Continuing to take on work for the state and townships as requested. Average 8.5-9 miles of reconstruction per year will maintain the 20-year schedule. CTH N, a consultant has been hired to design. Temporary overlays are being placed on the 3

gravel patches currently on CTH N by Pigeon Lake. Anticipated funding for CTH N in 2023. Anticipating reduced hours for mechanical work and possibly moving a patrolman to a combined position.

- c. Sheriff, page 167: Sheriff Susienka discussed the department's request for 2 FT Jailers and 1 FT Deputy. Jail remodel has been a phenomenal improvement. Abeles-Allison explained that the recommendation includes replacing 2 PT positions with one FT position and the maintaining one male and one female PT position to allow for scheduling flexibility. Susienka explained that the addition of a Deputy would provide for 3 officers on each shift. Sheriff's office list of Capital Improvements was reviewed.

The committee discussed that WISCOM radios were purchased in 2021. Employees in the Highway Department report significantly improved communications and safety related to the new radios.

**Personnel Review, page 36:** The proposed Health insurance premium decrease will result in a reduction in the proposed budget figures. Review of positions that were proposed by departments and what was recommended by the County Administrator in the proposed budget.

Galetka provided a handout supporting a request for a part-time addressing technician in the Land Records office.

The committee discussed the Capital Improvement request for LIDAR funding.

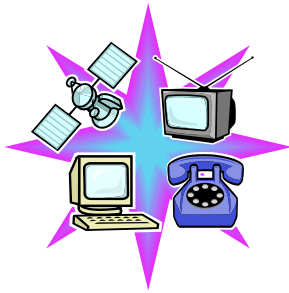
**Capital Improvement Review, page 379:** Abeles-Allison reviewed the CIP proposal listed in the budget book.

*Motion Pocernich to adjourn the meeting.* Motion failed for lack of a second.

Committee members discussed that several large dollar projects are included in the Capital Improvement Budget that will also have offsetting revenues. There are a handful of discretionary projects/items that could be reduced or eliminated. It was also noted that additional projects/purchases were requested by departments, but are not included in the administrator's proposed budget. The committee asked that a list be provided that removes the items with offsetting revenues, and also identifies discretionary projects versus projects/purchases that are needed for the operation.

Meeting adjourned at 4:10p.m.

Respectfully submitted by Kris Kavajecz.



## CAPITAL IMPROVEMENT PROJECT FUND (CIP) 430

### BUDGET SUMMARY AND HIGHLIGHTS:

\$3,291,971 is proposed for expenditures in the Capital Improvement Project Fund (CIP) in 2022. This is up 121% from 2020. Several major projects coinciding is a result of this increase.

**The Delta Landfill/FEMA project and the forestry land replacement projects account for nearly 50% of this amount. These two projects are close to revenue/expenditure neutral as outside funding is paying for the projects. The exception to this is a 12.5% local contribution.**

	REVENUE	EXPENDITURE
<b>DELTA LAND FILL:</b>	<b>\$547,000 (FEMA)</b>	<b>\$600,000</b>
<b>FORESTRY LAND:</b>	<b>\$847,500 (Land)</b>	<b>\$845,000</b>

The budget proposes using **\$882,659 in Capital Improvement Fund balances.** This will reduce the fund balance at the end of the year to \$200,000.

Capital Improvement Projects are intended to reduce future costs or provide supplemental revenues to the county in the future. Details on specific projects funded are listed below with expanded detail in the pages that follow.

The January 1, 2021 cash balance was \$1,082,659 with approximately \$882,659 of this being used in 2022.

### FUND DESCRIPTION:

The Capital Improvement Projects (CIP) Fund is designed for special projects (ie: Delta Landfill) and one-time capital expenditures. The unique aspects of projects funded in this category are:

1. These projects are not exclusively funded with recurring revenues. In some cases, funding for only one year is required. In other cases, it is a deliberate decision to use excess revenues as opposed to tax dollars on a multi-year project.
2. By putting projects in the Capital Improvement fund, it prevents inflating departmental operating budgets. As budget analysis uses prior year expenditures as benchmarks, removing one-time expenses helps keep overall budgets down and helps with evaluation of budgets. However, municipal fund accounting requires a **transfer** of revenues from the general fund and then an expenditure from the Capital Improvement Level. This has the result of counting capital improvements twice in the budget process. This duplication is removed from calculations that base fees on expenditure levels. One example of this is our liability insurance costs.

3. The Capital Improvement Projects Fund is a five-year fund. Forecasting project expenditures into the future allows for improved planning and decision-making.
4. There is a benefit in keeping major, often one-time, excess revenue projects in one place for tracking purposes.

***RECOMMENDED PROJECT DETAILS BY DEPARTMENT: (Department Details on the sheets to follow)***

Some projects were removed from the funding schedule in 2021, a summary of all projects and the estimated costs are in the Major Funds section of the budget.

**General Fund:**

County Board: \$1000

- \$1000 is included for a one-time stair lift device for handicap individuals on the second floor of the courthouse during a power outage. This is shared with Child Support.

Clerk of Courts: \$5000

- \$5,000 is included for maintenance of courtroom AV equipment.

County Administrator: \$12,000

- \$12,000 is included for a 5-year facility assessment and improvement plan. Having a comprehensive, county wide plan will benefit the county in the decades to come. With over \$40 million in county assets a formal written assessment and plan will save county dollars by coordinated improvements.

Child Support: \$1000 (funds are in the Child Support Budget, not Capital Improvement).

- Stair Lift

County Clerk: \$52,700

- \$42,000 is included as assistance to Municipalities in the County for voting machines. This amounts to \$1500 per municipality. \$1500 represents approximately 1/3 of the cost of the units.
- \$10,000 is included for minute and resolution scanning and sharing these on the web.
- \$700 is included for a new printer for checks in the Treasurer's Office.

Land Records: \$118,666 / \$290,320 in grant funds. Options, could do contours/derivatives at a later time.

- \$108,665 is included for Lidar Mapping and 1 foot contour maps in 2022. USGS will contribute \$290,320 towards the mapping project. Bayfield County Contribution, over 2 years is \$ \$168,080 or \$84,040 over 2 years. The 1 foot contours cost \$49,250 or

\$24,625 over 2 years. This mapping will benefit multiple departments but especially Forestry, Zoning and Land Records.

- \$10,000 is included for a new plotter / scanner / printer. The current unit has had multiple breakdowns.

Courthouse: \$1,056,247

- \$450,139, Courthouse Generator/Microgrid project. / \$273,214 GENERATOR GRANT
- \$500,000 annex roof replacement. Multiple leaks have been repaired over the past several years. ASSIGNED FUND BALANCE
- \$16,000 Jail Roof Leak Sealing: Focused and specific repairs around windows and other protrusions will ensure another 5-10 years of life for this roof. Work will be coordinated with the larger annex roof project if possible.
- \$30,000 Two outdoor shelters are proposed for employees and the public to meet outside on the grounds. The units will provide cover and a concrete floor large enough for two picnic tables. This will provide cover from rain and sun, one located in front of Sheriff/Annex, one in front of or side of courthouse lawn.
- \$16,107 Floor Polishing: wax is no longer recommended by the county's workers compensation carrier. Terrazzo polishing in the constitutional hallway, lower level human services hallway and annex hallways is proposed. This will improve appearance, reduce slips and make it easier to polish and clean.
- \$1000 Furniture Restoration: These funds are used for restoring historic wooden chairs and tables that have fallen into disrepair. Repair costs are comparable or a little less than new chair purchases. Restored wooden chairs are now seen all around courthouse offices.
- \$40,000: Grand View Garage Repairs: The Maintenance Department in concert with the Sheriff's Office has inspected the Grand View facility currently used for storage by the Sheriff's Office. Multiple repairs are required. This amount will help stabilize the facility for the next five year. It does not include any additional space.
- \$3,000: LED light conversion. This will complete the multiple year project at the courthouse.

Sheriff: \$37,425

- \$1400: 2 Commissary carts for the jail
- \$2100: 3 hearing protection / communication headsets for deputies
- \$18,000: Jail washer replacement
- \$5225: Jail radio replacement (5)
- \$1700: Dispatch Chair replacement (1)
- \$3000: Rifle Purchase, (3)
- \$6000: Squad Car Cameras, (2)
- \$5000: Bullet Proof Vests, (5)

Emergency Management: \$57,373

- \$6450: 10 AED units in county buildings and vehicles.
- \$11,493: Upgraded consoles for WISCOM communications in dispatch (3)
- \$39,430: Replacement WISCOM Repeaters, Port Wing and Washburn (2)

Health: \$42,354

- \$4,850, Water lab equipment
- \$24,000, Health Infrastructure Grant
- \$5,500 Water Lab Cabinets
- \$800; water lab equipment installation
- \$6,100, Front office, annex stairs and two nursing offices

Tourism/Fair: \$7801

- \$3000: Fairground wood fencing materials. Matched by Highway labor
- \$4800: Exhibit Hall Light Replacement, materials and contract labor.

Information Technology: \$141,500

- \$2500, door system server upgrade
- \$3000, remote door unlock in dispatch
- \$33,000, fortigate 3-year renewal.
- \$65,000, remote storage / battery / electrical upgrades
- \$30,000; Server 2022 licensing
- \$8,000; Video Conferencing EOC and Conference Room B.

Forestry: \$1,576,002

- \$600,000. Delta Landfill Project, \$547,000 FEMA GRANT FUNDS
- \$12,500. Forestry Utility Trailer
- \$1,500. New forester field equipment.
- \$10,000. Interpretive signage
- \$10,000. Snowmobile for new position
- \$25,000. UTV for new position.
- \$10,000, 3 yurt repairs
- \$22,000 Lost Creek Falls
- \$4000, forestry office remodel, move to Child Support
- \$15,000, retaining wall repair, Twin Bear
- \$5,000, Twin Bear Cabin/Office, repairs
- \$16,000, WIFI replacement, Twin Bear and Delta.
- \$845,000: Land Purchase / \$847,000 GRANT FUNDS

Human Services: \$87,000

- WISSIS Software Replacement, \$67,000
- MIS System Software: \$20,000

Highway: \$90,000

- \$40,000 Highway Generator/Micro-Grid:
- \$50,000; Mason Garage Parking