



Bayfield County Administrator

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

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

Mark Abeles-Allison, *County Administrator*

Kristine Kavajecz, *Assistant*

BAYFIELD COUNTY EXECUTIVE COMMITTEE MEETING

Brett T. Rondeau, Chairman
Fred Strand
Jeff Silbert, Vice-Chairman

Tom Gordon
Dennis Pocernich
Jeremy Oswald

Dear Committee Members:

This letter is written to inform you of the Bayfield County Executive Committee Meeting scheduled for **Thursday, September 27, 2018, 6:00pm,** at the **County Board Room,** Bayfield County Annex Building, Washburn, WI. The agenda for this meeting is as follows:

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
- 3) Approval of Minutes of September 20, 2018.
- 4) 2019 Budget Discussion
 - County Priorities and Goals, pages 6-7
 - Prior Accomplishments and impacts on 2019 budget, individual departments
 - County Finance and Fund balance needs in 2020 and beyond
 - Department Adjustments
 - CIP Adjustments
 - Budget Changes Spreadsheet

5) Next Meeting Agenda Topics, October 10, 4pm

- Personnel, positions and finance
- Grants
- Budget Changes Spreadsheet
- Master Spreadsheet
- Levy Update and Proposal

6) Adjourn

**Minutes of the
Bayfield County Executive Committee Meeting
4:00pm, September 20, 2018
Emergency Operations Center, Bayfield County Annex, Washburn, WI**

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

Members Excused:

Others Present: Mark Abeles-Allison-County Administrator, Kris Kavajecz-Assistant, Jim Crandall, Tom Snilsberg, Jason Bodine-Forest Administrator, Mary Motiff-Tourism Director, Jen Osmak-Child Support Director, Paul Houck-IT Director (via telephone)

Meeting Called to Order at 4:04pm by Rondeau.

Public Comment: None Received

Minutes of September 13, 2018: *Motion Gordon, Strand to approve minutes of September 13, 2018. Motion Carried.*

Budget Adjustment, Jail Generator Repair: Unexpected significant repair was encountered with the generator, which supports the IT system and jail in the event of a power failure.

Motion Gordon, Silbert to authorize a \$5793 expenditure from the contingency fund for the cost of repairing the generator for the jail. Motion Carried

2019 Budget Discussion: Abeles-Allison reported that Forestry, Sales Tax, Interest Income, grants and fees for services revenues represent about 60% of General Fund Revenues excluding fund balances.

Bodine reviewed a chart which reflected actual revenues for the past 9 years. He reported that the timber markets are unpredictable and that revenues are budgeted conservatively for this reason. He explained that timber sales are set up with 3 year terms, but that those sales may be extended for up to 3 additional years or more. He reviewed a formula that has been developed to calculate revenues based on sales and estimated market values. Bodine explained that 2019 budgeted revenues will be the closest to estimates that they have ever been. Bodine exited the meeting at this time.

Mary Motiff provided 2 handouts related to sales tax revenues. The first was a WI Dept of Workforce Development document with the county profile. The second document reflects sales tax revenue figures by month for the past 10 years. Sales tax has increased significantly in 2018 and is expected to increase even further in 2019. The state will begin collecting internet sales tax in the near future as well. Per capita, Bayfield County has the lowest sales tax collection in the region. Motiff exited the meeting at this time.

Abeles-Allison reviewed the interest earnings trend. Interest earnings are beginning to rebound.

Interest is earned on back taxes and also on bank balances/short term investments.

Paul Houck joined the meeting via telephone to review Information Technology related capital improvement proposals for 2019. Houck reported that the current telephone system is no longer supported and parts can only be obtained through sources such as EBay. The phone system is estimated at a cost of approximately \$200,000 , including cabling to support the Voice over IP functionality. Houck also discussed the budget proposal for Network Switches. The current switches are 6 years old and were sized for needs at that time. The county has additional needs supported by these network switches. Storage expansion: IT runs a back-up of all county data every night and transfers that information to Sawyer County for storage in the event of a major disaster in Bayfield County. Firewall is the piece of equipment that protects the county computer network from the rest of the world. The current Firewall is underperforming and is about 4 years old, nearing end of life. The proposed firewall provides a dual configuration. The figure in the budget would be for a 4-year service contract. The General Fund IT budget includes expenses for regular computer replacements on a 5 year replacement schedule. Houck disconnected from the meeting at this time. Osmak exited the meeting at this time.

Items for the Capital Improvement Fund were reviewed. Abeles-Allison noted that some of the office painting items have been reduced in anticipation of additional hours for a maintenance staff person to complete the work.

The State of WI Levy Limit Worksheet was displayed for the committee to review. The committee discussed adjustments that are allowable to the levy. Wheel tax is an option that the county could consider.

Oswald exited the meeting at this time.

Fund Balances were reviewed on pages 16 and 17 of the proposed budget. Fund balances include non-spendable, committed, and unrestricted funds. \$15,684,000 is the fund balance for the general fund at the end of 2017 with \$6,082,334 being unassigned.

Budget Changes Spreadsheet: This document tracks changes that will need to be made to the proposed budget before it is finalized.

Discussion took place on positions that were proposed in the budget. Specific discussion took place regarding the current AIS grant position and the proposal to make the position a county employee instead of a contracted employee. The position is proposed to be funded half by grant funding, the other half of the cost would be funded by county dollars for proposed Lakes Specialist work.

Northern Lights: Financial reports were provided in the County Board Drop box.

The closed session was postponed until the next meeting.

Next meeting is September 27 at 6:00pm. Meeting Adjourned at 6:00pm.

Minutes submitted by Kristine Kavajecz