



## Bayfield County Administrator

117 E 5<sup>th</sup> Street, PO Box 878, Washburn, WI 54891  
Ph: 715-373-6181 Fx: 715-373-6153

Mark Abeles-Allison, *County Administrator*  
Kristine Kavajecz, *Assistant*

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### 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 Wednesday, October 10, 2018, 4:00pm, at the Emergency Operations Center, 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 27, 2018.
- 4) 2019 Budget Discussion and Direction
  - Personnel Positions and Finance, Presentations and Review
  - Department Adjustments
  - CIP Adjustments
  - Fund Balance
  - Budget Changes Spreadsheet
  - Overall levy and Budget Projections

- 5) Next Meeting Budget Agenda Topics, October 11, 4pm
  - a) Budget Changes Spreadsheet
  - b) Master Spreadsheet

- 6) Adjourn

Executive Committee Narrative WEDNESDAY, October 10, 4:00pm,  
EOC

**PLEASE BRING YOUR BUDGET BOOK**

Item 4: This meeting will focus on working to finalize the budget. The first part of the meeting will focus on department presentations regarding personnel.

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PERSONNEL SECTION

**New Positions:**

Register of Deeds (Page 144): Addition of part time half-time Clerk 1 staff (18.75 hours as a county position) to index scanned documents. Funding would come half from a Land Records Grant (secure funding) and half from Register of Deeds (General Fund) funding. This will make more records available online / remote. This will assist with current workload. This is included in the proposed budget. Additional cost: \$17,108 (position not eligible for benefits)

Clerk of Court (Page 71): Addition of half time staff, Deputy Clerk of Court (extra 18.75 hours as a county position), increasing an existing half time to full time. Assist with workload. This is not included in the proposed budget. Cost difference is \$21,994 (no benefits included in this calculation).

Maintenance: (Page 138): A proposal to add temporary supplemental hours for a custodian to do painting work is in the budget. Alternatively, we could contract for these hours. Wage cost would be approximately \$6500. Contract cost would exceed \$20,000.

**Existing Positions:**

Land Records (Page 122): Two positions discussed in budget, both are paid for with grant funding.

- Survey Tech: This was a full time, contract grant funded position. The Department prepared their budget assuming this would continue. After the department budget was developed the individual in this position, in training potentially for County Surveyor position, decided to get more field training three days a week and only work for the county two days a week. The

budget is modified to show this as a two day a week, COUNTY position.  
100% grant funded.

- GIS Position: This is a full time, contract grant funded position. The budget proposes moving this to a County position, still 100% grant funded. Cost would be -\$4,347 as a County employee. (Assumes no county insurance). This is included in the budget.

Land Conservation: (Page 240). At present a grant funded, AIS contract position is in place in this department. This grant ends in 2018. The department has proposed applying for a 50% AIS grant for the next three years, to be matched by 50% County funding for a Lakes / Surface Water Specialist. The budget is based on a 100% AIS grant application. Separate funding is included in the LC budget that could be used in a variety of ways to address Surface Water / Lakes issues.

Funding the AIS position as a full-time county employee would be a **savings** of \$5,712 assuming one-person insurance. This is currently budgeted as a contract employee.

General Considerations:

1. Employee retention. As a contract employee there is a lesser health insurance option and no retirement.

DEPARTMENT ADJUSTMENTS:

This is a good time to discuss previous topics. I will have reports on.

- Opioid / Meth / Alcohol / substance abuse efforts in 2019:
- HS Windows
- Health Insurance Fund

CIP REVIEW AND ADJUSTMENTS: page 329

FUND BALANCE: Page 19

BUDGET CHANGES SPREADSHEET: attached

OVERALL LEVY AND BUDGET:

Bridge Aid / Tax Levy: up \$48,125, Towns of Lincoln, Iron River and Grand View

**Minutes of the  
Bayfield County Executive Committee Meeting  
6:00pm, September 27, 2018  
County Board Room, Bayfield County Courthouse, Washburn, WI**

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

**Members Excused:**

**Others Present:** Mark Abeles-Allison-County Administrator, Kris Kavajecz-Assistant, Larry Fickbohm, David Zepczyk, Harold Maki, Tom Snilsberg, Sara Wartman-Health Director

Meeting Called to Order at 6:00pm by Rondeau.

**Public Comment:** None Received

**Minutes of September 20, 2018:** *Motion Gordon, Strand to approve minutes of September 20, 2018. Motion Carried.*

**2019 Budget Discussion**

- County Priorities and Goals, pages 6-7: Abeles-Allison reviewed the items that are included in the budget, which address the priorities and goals that were identified in the budget survey.
  - \$1.5 million Fund Balance to be used to reach the annual goal of 6 miles of highway reconstruction. It was noted that the use of fund balance at this level is not sustainable in the long term.
  - Economic Development Improvements-Business Park & BCEDC
  - Protection of water resources. Lakes Specialist position being considered.
  - Support of Northern Lights: Reduction of lease payments originally planned in 2019.
  - Fairgrounds Electrical
  - Substance Use: Continuing communication and collaboration with many agencies to discuss, educate and implement programs to address substance use issues.
  - Technology: phone system and cabling
- Prior Accomplishments and impacts on 2019 budget, individual departments: review of projects and expenditures that were accomplished in 2018.
- County Finance and Fund balance needs in 2020 and beyond: Estimated that \$1.8 million of fund balance will be used in 2018, leaving approximately \$4.3 million in unrestricted fund balance. Based on the 2019 proposed budget, fund balances would be reduced to approximately \$2 million to start 2020.
- Department Adjustments: The proposed budget includes \$300,000 in contingency funds for unanticipated expenses.

Consensus of the committee was to add to the County Board Accomplishments for 2018 and goals for 2019: Commitment to natural resources. Highlights of notable proposed changes in each department budget were reviewed. Health Department will no longer

service Sawyer County on the non-transient water testing program. This will reduce the Health Department revenue significantly. The Business Park was changed from an individual fund to a department within the General Fund.

- CIP Adjustments
- Budget Changes Spreadsheet: Changes that have been discussed / proposed to this point were reviewed.

**Next Meeting Agenda Topics, October 10, 4pm**

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

Next meeting is October 10 at 4:00pm. Meeting Adjourned at 8:05pm.

*Minutes submitted by Kristine Kavajecz*

### Cost Comparisons

	MAINTENANCE WORKER		LAND RECORDS, GIS			LAND CONSERVATION, AIS			CLERK OF COURT, DEPUTY		ROD, PT SCANNER
	Current	Proposed PLUS 300 HR.	Contract	Contract	Proposed	Contract	Contract	Proposed	Current	Proposed	Proposed
<b>Without Health Insurance</b>											
Wage:	15.95	15.95	1763.85		18.57	2220.17		18.57	18.61	18.61	16.3
Hours/Year:	1044	1344	every 2 weeks		1957.5	every 2 weeks		1957.5	978.75	1957.5	975
WAGES	16,651.80	21,436.80	45,860.10	45,860.10	36,350.78	57,724.42	57,724.42	36,350.78	18,214.54	36,429.08	\$ 15,892.50
FICA	1,273.86	1,639.92	0.00		2,780.83	0.00		2,780.83	1,393.41	2,786.82	\$ 1,215.78
Retirement	0.00	1,404.11	0.00	1,834.40	2,380.98	0.00	2,308.98	2,380.98	0.00	2,386.10	
HEALTH	0.00	0.00	0.00		8,092.98	0.00		8,092.98	0.00	8,092.98	
HRA	0.00	0.00	0.00		2,400.00	0.00		2,400.00	0.00	2,400.00	
LIFE	0.00	7.00	0.00		5.00	0.00		6.00	0.00	8.00	
Total With Health Insurance	NA	NA	45,860.10	47,694.50	52,010.57	57,724.42	60,033.40	52,011.57	NA	52,102.98	
Total Without Health Insurance	17,925.66	24,487.83	45,860.10	47,694.50	41,512.59	57,724.42	60,033.40	41,512.59	19,607.95	41,602.00	\$ 17,108.28
<b>Option A (CURRENT STATUS)</b>		17,925.66			45,860.10			57,724.42		19,607.95	
<b>Option B (Contract + 4% 401K)</b>					47,694.50			60,033.40			
<b>Option C (County Employee no HI)</b>					41,512.59			NA		41,602.00	\$ 17,108.28
<b>Option D (County Employee with HI)</b>				(based on 2)	52,010.57			52,011.57			
<b>Option E (Extra Hours)</b>		24,487.83									
<b>DIFFERENCE, PROPOSED V CURRENT</b>		6,562.16			-4,347.51			-5,712.85		21,994.05	

## 2019 BUDGET MODIFICATIONS

<u>MODIFICATIONS</u>	<u>EXPENSE</u>	<u>REVENUE</u>	<u>NOTES</u>
<b>GENERAL FUND</b>			
NORTHERN LIGHTS.		(70,000)	MODIFY LEASE TERM TO \$10K A MONTH
State aide		12,299	2019 First year of this
Bridge Aid, Town of Lincoln, 6.25% of \$170k	10,625		2016 Bridge Aid
Bridge Aid, Town of Grand View	7,500		
Health Capital	(2,800)		100 20 54101 50810
Health Grant		10,000	Anticipated
CT Security Officer, Desk Bullet Proofing			Cost unknown still
Shared Revenue		4,292	Total Should be \$94,292, not \$90,000
Fraud	560		Hotline
WLIP	25,000	25,000	Increase in grant funds / must be be with qualifying expenses
R10 GPS / LAND RECORDS	21,675		Move from CIP
BUSINESS PARK	(60,000)	(30,000)	Reduced expenses and corresponding grant / if we have a project, add next yr.
Bridge Aid, Town of Iron River, Main Street	30,000		ENGINEERED THIS YEAR, BUILD IN 2019, on way to fairgrounds
Health Insurance Fund		50,000	
K9			
Contingency			
BART / Iron River Route	(5,000)		
County Admin Advertising	(400)		
<b>GENERAL FUND SUBTOTAL</b>	<b>27,160</b>	<b>1,591</b>	<b>\$25,569</b>
<b>720 FUND</b>			
<b>Total 720 FUND Modifications</b>	<b>0</b>	<b>0</b>	<b>\$0</b>
<b>CAPITAL IMPROVEMENT FUND</b>			
HS WINDOWS	(2,500)		Cost came in less
CIP, Sheriff Vests		750	Not included in budget originally
Well Abandonment	3,000		
Task Lights, dispatch	(1,300)		
tables	(3,250)		
carpet	(6,200)		
Jail March Networks conversion	27,872		
ENERGY GRANT	75,389	66,014	
R10 GPS / move to general fund / covered by grant	(21,675)		
HS VALVE WORK	(19,042)		
<b>Total Capital Improvement Modifications</b>	<b>52,294</b>	<b>66,764</b>	<b>-\$14,470</b>
<b>HIGHWAY FUND</b>			



**2019 BUDGET MODIFICATIONS**

MODIFICATIONS	EXPENSE	REVENUE	NOTES
<i>Total Highway Fund Modifications</i>	<i>0</i>	<i>0</i>	
<b>EMPLOYEE HEALTH FUND</b>			
<i>Total Employee Health Fund Modifications</i>	<i>0</i>	<i>0</i>	
<i>Total Employee Health Fund Modifications</i>	<i>0</i>	<i>0</i>	
<b>GRAND TOTAL BUDGET MODIFICATIONS</b>	<b>79,454</b>	<b>68,355</b>	<b>\$11,099</b>