

**Minutes of the
Bayfield County Executive Committee Meeting
4:30PM, March 9, 2017**

Emergency Operations Center (EOC), Bayfield County Annex Building, Washburn, WI

Members Present: Brett Rondeau, Jeff Silbert, William Bussey, Harold Maki, Shawn Miller, Fred Strand

Members Excused: None

Others Present: Mark Abeles-Allison-County Administrator, Kris Kavajecz-Assistant, Craig Parks-Maintenance Supervisor, Denise Tarasewicz-Register of Deeds, Henry Pittner-BKV Group, Bruce Schwartzman-BKV Group, Jeff Lightner-Custodian, Jason Bodine-Forest Administrator, Elizabeth Skulan-DHS Director, Kay Cederberg-Clerk of Court, Judge John Anderson, Kim Lawton-District Attorney, Brenda Spurlock-Criminal Justice Coordinator, Kevin Johnson-CVSO, Scottie Sandstrom-BCEDC Director, Isaac Dymesich-KV Tech, Sheriff Paul Susienka

Meeting called to order at 4:30pm by Chairman Rondeau.

Public Comment: None

Minutes of February 1, 2017: *Motion Maki, Silbert to approve minutes of the February 1, 2017 Executive Committee meeting. Motion Carried (6-0).*

Space and Security Presentation and Discussion, BKV Group: Abeles-Allison explained that Bruce Schwartzman and Henry Pittner with BKV Group are here to provide a preliminary progress report on the Office Space and Security study. They have met with all department heads to gain data and input on current and future needs. Additional input will be gathered from department heads before a final report is presented to the County Board for consideration.

Schwartzman reviewed the preliminary report. A summary of each county department with existing square footage (less archive storage space) was reviewed. The summary included a 5, 10 and 15 year projection of office space needs for each department. Schwartzman explained that the office space projections are calculated using a standard square footage. The projections include space for individuals, common work areas, public service counters, coat storage and filing. Each department has a worksheet that was utilized to determine space needs. In general, the initial study shows that there is sufficient space within the courthouse to support the future needs of the departments. Efficiency factor of 30% represents such things as wall thickness and hallways that are not included in the office space square footage needs.

The consultant reviewed groupings of departments whose general functions relate to each other. A draft concept of office location was reviewed. Lower level of the courthouse

would remain DHS, with a potential move of some offices to provide natural sunlight. The draft also proposes a relocation of the Veterans Service Office to this level.

Question was asked if there are any glaring priorities that need to be considered. Consultant feels that the compartmentalization of departments would address several security concerns and would also improve flow of services for citizens.

UW Extension is proposed to continue to occupy the top floor of the courthouse.

The annex building would largely remain the same with a few exceptions. Criminal Justice would relocate to the Courthouse. Veteran's Services could be located near Human Services. The basement of the Annex Building would continue to house the IT and Land Conservations, in addition to the Forestry & Parks Department.

The diagrams that were reviewed compartmentalized legal/judicial services to the west half of the main floor of the courthouse. The consultants proposed a security barrier in the main hallway that would separate the higher risk offices on the west end of the building.

Priorities: Child Support, Criminal Justice and Health Departments were identified as priority areas that need security concerns addressed.

The consultant reviewed 2 diagrams that addressed best practices for security. High level security: 50 foot standoff zone that would prevent parking within 50 feet of the building. This option is not recommended by the consultant due to the lower risk in Bayfield County.

There is risk involved with physically walking inmates across from the Jail to the courtroom. Judge Anderson pointed out that this occurs infrequently because most hearings are done by video-conference.

Recommendations:

- Improve Exterior lighting. This was addressed as a concern by almost all departments.
- Install cameras in all public hallways. Add activation of cameras in dispatch if a duress alarm is activated in a particular office.
- Install a Paging and Emergency Notification System via paging and telephones. Include an emergency notification system through the computer network/cell phone etc.
- Implement mandatory use of Employee ID's that also serve as electronic key card access for all facilities.
- Implement Security Screening upon entrance to the courthouse.

The consultant explained that this proposal is the first draft. Many modifications will be made based on feedback from departments and the committee. The consultants will come back with two options that incorporate the additional feedback. The options will include cost estimates if the modifications are fully implemented and will include estimates if the project were implemented in phases over time.

Next meeting with the consultants is tentatively set for April 6th. The consultants were thanked for the preliminary information. Abeles-Allison reminded the consultants that input on security of the county board room is also requested. The consultants suggested installation of a duress button and installation of bullet resistant materials to the front of the tables. They also suggested that the fire escape be enclosed.

Main level of the courthouse is proposed to be compartmentalized concentrating legal/court related offices to the west end of the building. Land and administrative type offices would be located to the east end of the building.

Iron River Veteran's Memorial Project (Postponed to April). Motion Miller, Bussey to postpone this item until April. Motion Carried (6-0)

Veterans Association Annual Meeting in Bayfield County, and funding contribution for event: Kevin Johnson, CVSO reviewed a letter that requested \$1,000 toward the cost of the state CVSO conference that will be held in Bayfield County in May.

Motion Miller, Maki to allocate \$1,000 from the contingency fund toward the CVSO Annual Conference. Motion Carried (6-0)

Budget amendment allocating additional dollars for completion of CTH D: The Highway Department planned to complete 6.3 miles of CTH D in 2017. Funding is included in the budget. Excess revenue in the amount of \$350,000 from the 2016 Highway Fund can be used for an additional 1.5 miles. The Highway Committee has requested the allocation of an additional \$690,000 from the General Fund, which would allow for completion of the entire 10.2 miles of CTH D. Miller asked if the highway will be constructed to Class A or Class B standards. Clarification will be provided when this topic goes to the full county board.

Motion Strand, Silbert to recommend the allocation of \$690,000 of General Fund Fund Balance and for the completion of the full 10.2 miles of County Highway D in 2017. Clarification of Class A or B will be provided at the County Board prior to action. Motion Carried (6-0)

Consensus of the committee is to move the closed session up on the agenda.

Motion Bussey, Strand to enter in and out of closed session for discussion and possible action pursuant to:

Wisconsin Statutes §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: status updates from legal counsel regarding various ongoing litigation; Wisconsin Statutes §19.85(1)(e) to discuss and negotiate the possible sale of property at the Bayfield County Business Park including well access; and to approve closed session minutes of February 2, 2017. Scottie Sandstrom and Isaac Dymesich were invited to remain in the closed session. Entered closed session at 6:05pm.

Motion Miller, Bussey to return to open session. Motion Carried. Returned to open session at 6:44pm.

Business Park Projects:

- A. US Highway 2 Safety Improvements / DOT Project Coordination, 2018: This topic is put on hold for the time being.
- B. State Farm Road / Business Park Access Road / Design: RFP will be reviewed by the Business Park committee in April.
- C. New Business Development Agreement Preparations: The Business Park Committee is debating whether a more formalized agreement is needed, or whether Corporation Counsel can be used for this purpose as it was for the Superior Sauna's agreement.

PACE Funding: A 3-page handout was provided which contained some clarifications of concerns that were identified at the last meeting. The packet also included a request from HK Hospitality, a potential developer of the Telemark Resort property. The letter requests that the county consider approval of PACE participation. The committee approved forwarding this topic to the county board at the last meeting, so no additional approval by the committee is required. The topic will be placed on the March County Board Agenda.

Sandstrom exited the meeting at this time.

Capital Improvement Expenditure Amendment for Tower Infrastructure: The amendment would approve the carry over of funds that were allocated for the project in 2016, but were not expended. The project experienced a short delay. The project will be completed in 2017.

Motion Bussey, Silbert to approve a budget amendment authorizing the carry-over of designated, but unspent funds that were allocated for the Tower Project in 2016. Motion Carried. (6-0). The tower is constructed, however, the wiring has not yet been completed.

Superior Days Follow Up

- A. PILT: Shawn Miller, Abeles-Allison will follow up with legislators Murcau and Tiffany on this topic.
- B. Local Control Shoreland Zoning: Strand reported that he does not believe that we will see a lot of movement on this topic.
- C. Local Control Protection of Water Resources: Silbert expressed his support of this topic. Silbert suggested that the board could consider a resolution opposing the “free pass” regarding unlimited access to fresh water.
- D. 911:

Reports:

- A. 2018 Board Compensation Discussion: County Board compensation for the upcoming term will need to be identified prior to papers being taken out. Rondeau suggested that driving time should be considered in the amount of the per diem. Miller suggested that multiple meetings in a day, or day-long meetings/events should be considered for increased per diems. Indexing of per diem increases could also be considered rather than large increases every 10 or more years.
- B. 2017 Financial Report and Treasurer Report for February, 2017: Both reports were reviewed. The Financial report through the end of February show significant increases in revenue over the same period last year. Expenses are very similar to the previous year.
- C. Northern Lights Update: Northern Lights auditors will be making a report in April. \$150,000 note with the county is planned to be bought down to \$120,000. The working line of credit is planned to be eliminated. They are still looking at the refinancing option. They will have firm recommendations after the first quarter. The county will need to make a decision on refinancing of the bonding shortly after that. Northern Lights Board will be meeting in mid-March.
- D. 2018 Budget Survey Draft: postponed until the next meeting.

Meeting Adjourned at 7:26pm