

**Minutes of the  
Bayfield County Executive Committee Meeting  
4:00pm, August 8, 2018  
Emergency Operations Center, Bayfield County Annex, Washburn, WI**

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

**Members Excused:**

**Others Present:** Larry Fickbohm, Craig Parks, Kim Lawton-District Attorney, Mark Abeles-Allison-County Administrator, Kris Kavajecz-Assistant, Kay Cederberg-Clerk of Court, Jennifer Augustine-Director of Northern Lights, Scottie Sandstrom-BCEDC, Jane Bucy-BCEDC, Mike Carriveau-Bayfield Wireless.

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

Public Comment: None Received

*Motion Gordon, Strand to approve minutes of July 12, 2018. Motion Carried.*

**Department's reporting to the Executive Committee, 2019 Budget Presentations. County Board Budget, CIP and organization request review.**

Abeles-Allison reported that departments are currently working on 2019 budget requests.

Maintenance: Craig Parks reviewed his department's request to increase the current 50% employee to just under 70%. The work this employee conducts would reduce the amount of contracted labor that would be needed for painting etc. Would like to see the summer Energy Intern position continue next year, which has an offset of revenue from Focus on Energy. Would like to see about a \$4,000 increase in the repair and maintenance expenses. There will be an anticipated \$22,000 decrease in the electric costs due to the purchase in the solar farm. Items to be included in the Capital Improvement Fund include: \$27,000 to complete the Retro-commissioning project. Clerk of Court air conditioner (\$14,000), Repair to leak on entranceway (\$4,500), Sidewalk repairs (\$14,000), carpet in the EOC (\$6,200). IT flooring \$(2,800). Vacuum Cleaner (\$900), LED Lights (\$5,000 net after rebates), woodwork repairs (\$5,000), miscellaneous HVAC repairs (\$14,000). Total request of \$82,000.

Clerk of Courts: Cederberg provided a handout. Slight increase in revenues is anticipated. Decrease in expenses anticipated. Request to increase the ½ time temporary position to permanent and to increase one part-time position to full-time. Overall budget for the department would decrease \$17,400 from 2018 even with the proposed staff changes. Request to convert 3 doors to the key fob system. Request that several rooms be painted (\$8,000).

District Attorney: Lawton reported an anticipated \$7,300 increase in expenses, primarily due to wages and health insurance. In the future a request will be made to have a door installed from the victim/witness room directly into the District Attorney office area to avoid having to go into the

public. 2015-2016 cases took 67 average days for processing. 2016-2017 was 30 days, 2017-2018 was 15 days. Lawton also reported that a request has been submitted for an Assistant District Attorney. If it were to happen, no additional support staff would be needed from the county.

County Clerk: Overall proposal is \$30,000 decrease from 2018 due to a retirement and less elections in 2019. Requesting a server upgrade and printer in the Capital Improvement fund.

County Board: Items include: Ice Angel Agreement, opioid dialogue, youth scholarship, computer training,

County Administrator: No significant changes from the previous year.

Interdepartmental Fund: Review of agency requests including: Act 420 and Local Libraries, Superior Days, Visitor Center, Historical Society, Tri-County Corridor, Northwest Regional Planning Commission, Airports, Bay Area Rural Transit. Bridge Aid figures have not yet been finalized.

Pocernich noted that the Register of Deeds put copies of their budget request in the County Board Supervisor mailboxes. An additional half time person is requested by this department.

**Northern Lights Update Report:** Augustine reported that no specific actions have been taken in the last 4 days since the County Board meeting. A request was made for a copy of the Northern Lights budget once it is developed. The Northern Lights Board will be meeting next week. Augustine reported on several large pieces of equipment and repairs that are needed. Northern Lights was asked to provide any recommendations for items to be included in the 2019 budget.

**Bayfield County EDC Budget Presentation:** Sandstrom provided a copy of the proposed BCEDC budget for 2019. Increase of office supplies budget to include a computer and printer for the new director. Transition consulting expenses as a one-time expense. The budget reflects a 4.9% increase over 2018.

**Bayfield Wireless Tower Contract Agreement on the Fire Hill Tower and along Star Route:** The committee reviewed and discussed 3 separate documents with Mike Carriveau, Bayfield Wireless including: Partnership Agreement, Star Route Easement, and Fire Hill Tower Lease. Request to construct tower on 2.7 acres of County Forest property in the Happy Hollow valley.

Carriveau explained that 2 grants were received. Detailed engineering of the projects is underway. There is a need in the west side of the Town of Bayfield along Happy Hollow Rd where fiber was not installed. Diagrams were provided identifying the specific parcel. Bayfield Wireless is requesting a 20-year easement to construct the tower. Details of the agreements included revenues to the county from users of the tower and vendors locating on the tower. The Partnership Agreement is required in order to allow the project to progress. Corp Counsel has reviewed all three documents. Minor comments received were whether the easement should

instead be a lease, and a legal clarification if the project were not to proceed. Forestry will consider removing the 2.7 acres from County Forest Land designation at their meeting next week.

*Motion Pocernich, Gordon to recommend the Fire Hill Tower Lease Agreement, Star Route Easement, and Partnership Agreement to the county board contingent upon Town Board and County Forestry Committee support and to include clarifications recommended by Corporation Counsel. Motion Carried.*

**Budget amendments, 2017/2018 CIP, Tower Project, Sheriff Budget:** This topic was not discussed.

**Statement of Support for the National Guard and Reserve:** Certificate recognizing the importance of the National Guard and Reserve was reviewed.

*Motion Gordon, Silbert to authorize the County Administrator to sign the National Guard and Reserve Support Certificate. Motion Carried.*

**Autonomous Vehicle Initiative in Wisconsin:** The committee reviewed a resolution supporting the Autonomous Vehicle Initiative in Wisconsin.

*Motion Strand, Oswald to approve the resolution supporting the Autonomous Vehicle Initiative in Wisconsin. Motion Carried.*

## **Reports**

- a. NorthCentral Technical College letter of Thanks:** Paul Houck was recognized for his participation on the state Cyber Security group's response to a cyber attack at the NorthCentral Technical College.
- b. Treasurer Report July, 2018:** Down slightly from 2017, but similar to previous years.
- c. Financial Report for July, 2018:** Overall, revenues are up \$731,000 over the previous year and expenses are up \$670,000 over the previous year.
- d. Budget meeting dates, tentative, Monday, Sept 17 (5:30-7:30pm after Sheriff meeting), Monday September 24, 4-6pm, Oct. 4 and 11.** Sept 17 date will not work.
- e. Phone RFP Update:** Currently collecting input from departments to formulate an RFP for the project to occur in 2019
- f. Corporation Counsel Agreement Review:** Current agreement ends in December. A new contract is being negotiated with the same firm.
- g. Jail Holding Cell Project:** Estimate is \$238,000 to convert the Huber area to a holding cell.

*Motion Pocernich, Gordon to move into Closed Session pursuant to §19.85(1)(e)(f)(g), deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; or considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the*

*investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data or involved in such problems or investigations; or conferring 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. Motion Carried. Entered closed session at 6:00 pm.*

*Motion Gordon, Silbert to return to open session. Motion Carried. Returned to open session at 6:11pm*

*Meeting Adjourned at 6:11pm. Minutes submitted by Kristine Kavajecz*