

**Minutes of the
Bayfield County Executive Committee Meeting
4:00pm, August 11, 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 (4:04)

Members Excused: Mary Dougherty

Others Present: Mark Abeles-Allison-County Administrator, Kristine Kavajecz-Human Resources Director, Craig Parks-Maintenance Supervisor, Marty Milanowski, Lynn Divine-County Clerk, Kim Mattson-Accountant, Kay Cederberg-Clerk of Court, Kim Lawton-District Attorney, Carmen Novak-GIS Technician, Paige Terry-Clerk, Dan Heffner-Register of Deeds, Jenny Jones-Child Support Director, Scott Galetka-Land Records Administrator

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

Public Comment: None Received

Motion Pocernich, Silbert to approve Minutes of the July 8, 2021 Executive Committee Meeting. Motion Carried (5-0) Dougherty arrived after the vote was taken.

Department Budget Presentations

- a. County Clerk 2022 Budget Presentation; *Lynn Divine, County Clerk:* Check printer replacement, Scanning of historical documents, request to assist municipalities with acquisition of new election equipment (\$1,500 each). All other expenses are the normal operating budget.
- b. Clerk of Court 2022 Budget Presentation; *Kay Cederberg, Clerk of Court:* Jury Fees increase due to 2 murder trials on the docket. Attorney fees for court appointed attorneys. Anticipate a slight increase in revenues.
- c. Criminal Justice 2022 Budget Presentation; *Barb Flynn, Criminal Justice Coordinator:*
- d. Treasurer's Office 2022 Budget Presentation; *Jenna Galligan, Treasurer:* No significant changes anticipated. Revenues may be slightly less due to low interest rates.
- e. Register of Deeds, 2022 Budget Presentation, *Dan Heffner:* Have recorded a record number of documents in 2021. Approximately 64% of the budget is personnel, the balance is mainly service contracts. Contracts are currently being re-evaluated to see if any efficiencies can be implemented.
- f. Land Records, 911 Addressing Staffing: Draft job description was included in the meeting packet. Addressing was transferred from the Emergency Management Office to the Land Records office. Galetka explained that the proposed position would help to minimize errors, be more efficient, and minimize the number of offices/staff that are currently being used for this service. Program revenues are expected to offset the cost of the position.
- g. Bayfield County Board 2022 Budget Topics:

- i. Water Protection; Charly Ray: Abeles-Allison reviewed correspondence from Charly Ray suggesting that the county should consider possible regulation of wells that fall below the DNR High Capacity Well threshold of 100,000 gal.
- ii. Fairground's arena; Larry Fickbohm: Request for up to \$20,000 for groundwork in the Fairgrounds Horse arena.
- iii. Comprehensive Planning 2022/2023: RFP was submitted to Northwest Regional Planning to assist with the update of the county's comprehensive plan. Estimates range from \$50,000-\$55,000. Partnerships with interested towns would also be considered. Abeles-Allison will reach out to Northwest Regional Planning and towns to help coordinate.
- iv. Intergovernmental Department 2022 Budget Review: Preliminary figures were reviewed for historical budget line items. It was noted that both the JFK and Cable airports have requested additional funding. Economic Development has requested \$89,500.

Bayfield County Resolution; 2021 Budget Amendment for Register of Deeds: Heffner explained that the resolution is needed to reflect offsetting revenue and expense.
Motion Silbert, Strand to approve resolution and forward to full county board for approval.
Motion Carried (6-0)

2017 Space Study and Office Relocations impacting Clerk of Court Office, Register of Deeds and Child Support. Cederberg explained that this topic has been discussed off and on for that past 13 years. The focus is on better service, security and better flow of county services. The proposal is to move the Clerk of Court and Child Support into the current Register of Deeds space and move the Register of Deeds into the current Clerk of Court space. The study that was done in 2017 showed the amount of space that would be needed for these offices. Estimate in 2017 for this modification was about \$120,000.

Bridge Aid, Recipient Change in 2021: Town of Pilsen will not complete their 2021 project until 2022. Town of Washburn 2022 project will be completed in 2021. Proposal to switch the two projects for bridge
Motion Strand, Silbert to approve bridge aid changes as presented. Motion Carried (6-0)

Budget Amendment, approving a general fund balance in the amount of \$80,000 for an overlay of County Highway N.:
Motion Pocernich, Silbert to approve the use of \$80,000 of fund balance for an overlay of County Highway N and forward to the County Board for approval. Motion Carried (6-0)

2021 Community Economic Development Projects: Review of list provided by Northwest Regional Planning Commission for regional projects identified by county. The list is used to identify projects that could be eligible for WEDS grant funding if such funding would become available. Suggestion to add a couple of Bayfield County projects included:

- County Highway N, elevation and paving \$2 million

- County Sheriff Building, Grand View, \$300,000
- 4H Youth Equipment Building, \$200,000
- Community Health Infrastructure Program, \$300,000
- Highway Department Generator / Microgrid Project: \$150,000

Motion Strand, Dougherty to add the five projects as presented. Motion Carried (5-1) Pocerlich opposed.

American Rescue Plan Act Projects Funding Budget Amendment #3, approved by County Board on July 27.:

Motion Strand, Dougherty to approve the budget amendment and forward to the Full County Board for final approval. Motion Carried (6-0)

American Rescue Act Funds: Review of

- Nursing Home Debt Service (this may not be authorized use of funds)
- City of Bayfield Hospitality Signage and Sewer Treatment Plant update.
- Community Emergency Response Vehicle
- Food Shelf projects (Lobby expansion and HVAC upgrade)
- Business Park Utility Assistance for infrastructure
- Outdoor Recreation Projects
- Broadband Project at Delta/Twin Bear Campgrounds
- Mason EMS building with restroom facility.
- Outdoor pavilions for Courthouse and Annex Buildings
- Courthouse office relocation modification
- Health Department Vaccine Incentives
- County Contribution to Countywide EMS Recruitment program
- Highway Department Ventilation Upgrades.

Silbert reported that Air handlers and windows are needed at the Nursing Home. Renovation of the historic civic center in Washburn (HVAC, Gym Floor, Elevator, Electrical Upgrade, Parking Lot, Kitchen) was also suggested as a potential project.

Dougherty suggested that the CORE relocation/remodel could also be considered. She would abstain from any vote involving CORE.

Reports:

How Are We, WEDC Pilot Survey: Bayfield County is a pilot county for this survey. County board members may received a call later this year related to the survey.

Financial Report, end of July 2021: Ahead of budget for revenues. Right on budget for expenditures in the general fund. Human Services is under budget for expenses. Highway is above budget for revenues and below for expenditures.

Treasurer's Report, end of July 2021: Review of the report.

Contingency Fund Allocation Review: \$103,823 has been expended, \$171,421 budgeted.

Monthly Sales Tax Distribution Review: Sales tax revenues are about 27% above the

revenues received at this time last year.

Preliminary Valuation Figures: 7% Awaiting net new construction figures.

Motion Pocernich, Silbert to move into Closed Session pursuant to §19.85(1)(g), 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.

h. Closed Session Minutes; July 8, 2021

i. Delta Landfill

j. Tax Delinquency Lawsuit

Motion Carried (6-0) Entered closed session at 5:44 pm.

Motion Silbert, Dougherty to return to open session. Motion Carried (6-0) Returned to open session at 5:49 p.m.

Meeting adjourned at 5:49 p.m.

Respectfully submitted by Kris Kavajecz.