

MINUTES
Trempealeau County Executive/Finance Committee
March 8, 2010

Committee Chair Dick Miller called the meeting to order at 4:35 p.m. in the Wisconsin Room of the Courthouse in Whitehall, Wisconsin.

Committee Members present:

Dick Miller
Sheree Nelson
Barbara Semb
Douglas Winters

Deloras Vind
Rob Reichwein
Geraldine Van
Tassel

Others in attendance:

Jami Kabus
Kevin Lien
Jeri Marsolek
Rich Anderson
Bobbi Guthrie

Mary Martin
Paul Syverson
Jeff McIntyre
Angie Sylla

LaVerne Michalak
Phil Borreson
Kurt Johnson
Mark Smick

The Chair declared that the open meeting law requirements were met.

Douglas Winters made a motion to approve the amended agenda and Barbara Semb seconded it. Barbara Semb made a motion to move item #10 Create DLM Non-Lapsing Account to follow after #4 and Douglas Winters seconded it. Motion carried unanimously to approve the agenda change. Motion carried unanimously to approve the amended agenda.

Motion made by Barbara Semb and seconded by Dick Miller to approve the January 21st and February 2nd minutes. There was wording changes to both sets of minutes. Motion carried unanimously to approve the amended January 21st and February 2nd minutes.

Create DLM Non –Lapsing Fund for Special Projects

Kevin Lien presented a resolution that he worked on with LaVerne regarding a non-lapsing account for comprehensive planning. **Sheree Nelson made a motion to approve the resolution as presented and send it on to the full board. Dick Miller seconded it. Motion carried unanimously.**

Health Care Center

Adult Family Home HCC Project Funding & update on Heating and Cooling Efficiency – Phil said the Riverway property owner was getting a second appraisal tomorrow. He is concerned about the amount of time because the rent went up in August from \$2,400 month to the current \$3,260 a month. Kurt also spoke about the heating and cooling issue. They did not start the project this winter as anticipated as they did not get the \$30,000 in rural grant funds for their \$200,000 project. Kurt said the “Build America” bonds would be a good way to go, one of the same proposed as an option for our communication project. He thought we could roll the two projects into one. Phil and Kurt did a cost of impact per day for room and board. Buying Riverway outright equals \$5.60 a day. To build a new 2-plex, 4 bed building, going out 45-50 years would be \$5.50 a day. Phil and Kurt entertained the idea of passing a resolution to get going on the Build America Bonds with the 35% rebate and give the owner of Riverway notice that we are under a deadline/time frame as well. Dick Miller questioned if this is a sellable property compared to other homes built by the Health Care Center for housing and their resale value. Much discussion was held. **Barb Semb made a motion that this committee supports the Health Care Center to continue research of this project and finances with a recommendation that within 90 days they take action as to what is the most economically feasible and wise for the county to engage in, regarding purchasing an existing property or build new. Dick Miller seconded it. Motion carried unanimously.**

District Attorney/Clerk of Court/Human Services – Drug Court Funding

In the past, Unified Board budgeted \$5,000 a year for drug court funding however for the 2010 budget, Human Services did not budget any money for it. The Judge has asked that the Clerk of Courts take over the revenue and expense accounting of the Drug Court program. Jeri Marsolek explained a new way for offenders to check in with the County be using trac phones which would only be used for receiving calls from

Trempealeau County. We are looking at a cost of about \$2810 a year, based on eight participants. People in the program would have to answer the call or it would be a “missed” test. The program would pay for the phones, about \$10 each and the County would try to make the calls more random but keeping in mind the person’s work hours. The participant would then have only so much time to get the test done. Terry Daffinson monitors the testing, checking to see if the tests come back clean. DeeAnn Anderson tracks payments in and out and determining if they are suitable for program. This takes about 14 hours every two weeks according to Jeff. Jeff handed out a sheet showing a 2009 deficit of \$2,282.84 because there were \$7,577.88 in expenses and only \$5,295.04 in revenue, again based on eight participants. He also showed the 2009 IDIP expenses of \$26,168.30 and revenues of \$63,241.41 for a net increase between the two programs of \$34,790.27. Discussion was held on taking \$10,000 from the IDIP account in Human Services and putting it in the Clerk of Courts budget as a non-lapsing account for Drug Court. They also discussed that the AODA monitoring and any payments made to be in the program go towards the Clerk of Court non-lapsing account. **Sheree Nelson made a motion to set up a non-lapsing Drug Court account in Clerk of Courts for \$10,000 and that it be maintained by the Clerk of Courts office to be reviewed annually at budget time. Doug Winters seconded it. Motion carried unanimously.**

The committee recessed at 5:36 p.m. to meet jointly with the Law Enforcement Committee.

At 8:15 p.m. the Executive/Finance Committee reconvened into regular session.

Clerk of Court –Shortage of Office Staff Due to Vacation and Sick Leave

Angie said she has had several employees out for either vacation or sick leave reasons. She would like to bring back both of her employees that were laid off for one day a week each. She figured about \$16.50 per hour x 8hours a day = \$132 x 26 days. Angie said collections went up from \$83,000 to \$111,000 and there have been some vacations and unplanned sick leaves. She recently received several appeals that require quick deadlines or turnaround time. There is training in Eau Claire in May that she would like all her staff to attend. It is on domestic violence. Much discussion was held. The committee suggested using the “floating staff” position created in the 2010 budget through the Register of Deeds office. Angie said a state number would need to be assigned to that person and a lot of training would need to be done for one day. She said they missed the Madison training in the beginning of March because of being short staffed. Neenah and Eau Claire are only trainings left to attend. The committee told Angie to send at least one employee to the Neenah training so they can cover the office when the others go to Eau Claire training. Angie said next week there will be two courtrooms going and she is concerned about running short staffed again. Barbara Semb is concerned that it is only March and we are talking about bringing people back that we just laid off. The committee took no action and told Angie to do the best she can at this time.

County Board Rules

LaVerne drafted a letter to Jami in February outlining possible changes to be made in the board rules. He suggested changes to Rules 20 and 22 to be consistent with Roberts Rules of Order. The other possible language change would have to do with a possible merger. The committee discussed Parks Committee and Museum Committee. Sheree Nelson thought it would be more helpful if Board Members would stand up and say a few words on why they want to be elected as Chair, Vice-Chair and on the Highway Committee in April every two years when the full board votes on these positions. LaVerne will draft a revision to the board rules as discussed. Any further items can be amended on the floor.

County Board Duties and Compensation Revision

LaVerne said we just need to substitute the wording from Land Conservation to Land Management.

Human Resources-Employee Handbook

Weld Riley, LaVerne Michalak, and a WCA Representative have all reviewed the handbook and it has already been approved by Personnel/Bargaining Committee. **Barb Semb made a motion to take it to the full County Board. Dick Miller seconded it. Motion carried unanimously.**

Closed Session per WI Stat. 19.85 (1) (c) to Consider Employment Performance Evaluation

This was tabled until the April meeting.

The next meetings were set for April 1st at 3:00 p.m. and again on April 8th at 3:00 p.m.

Chair Miller adjourned the meeting at 9: 45 p.m.

Minutes submitted by,

Secretary, Mary Martin

MINUTES
Joint Trempealeau County Executive/Finance Committee
And Law Enforcement Committee
March 8, 2010

Committee Chair Dick Miller called the joint meeting to order at 5:39 p.m. in the Wisconsin Room of the Courthouse in Whitehall, Wisconsin.

Committee Members present:

Dick Miller Rob Reichwein
Sheree Nelson Geraldine Van Tassel
Barbara Semb Deloras Vind
Douglas Winters

Others in attendance:

Mary Martin Rich Anderson
LaVerne Michalak Jeff McIntyre
John Thompson Dave Steinhoff

Bobbi Guthrie

Dick Miller oversaw the meeting and declared that the open meeting law requirements were met.

Funding for Mental Health Services - Jail

Rich said the jailer inspector informed him that we need to provide mental health service for the inmates. They have been working with Phil Borreson and the Health Care Center to contract with the same person they use and save on paying liability insurance as the Health Care Center would cover that. Rich feels he can absorb the two hours a week the person comes to the jail to meet with inmates but Tonya has told the Sheriff that there is a need for two additional hours per week in the jail for mental health services. Jeff McIntyre said adding two more hours would be cheaper than detaining an inmate in a mental health facility at \$900+ per day. The Risk Reserve was to offset any levy overages in 2008 and that was addressed by the auditors. Jeff said there is \$5,160 in the mental health fund for the jail to use for mental health services for 4 hours a week. It will also cost \$250 quarterly to have the person on call. Rich said they will cover the mileage. Jeff said there was \$106,764.99 that needed to be transferred into the general fund as well. Deloras Vind was concerned about the Act 79 issue that you can't decrease the Sheriff's budget once you add more to it. Discussion was held on keeping the \$5,160 in the Human Services budget. The committee decided to have Paul Syverson bring the Act 79 form he filled out to the next Executive/Finance meeting for review as to how things were listed. **Dick Miller made a motion that \$5,160 leftover in the COP Reserve fund from the 2008 budget be carried into the 2010 budget and earmarked to be used for mental health services for inmates only, up to two hours, in support of the contract now in place through the Health Care Center and that the Sheriff's budget absorb two hours. Geraldine Van Tassel seconded it. Motion carried unanimously.**

Proposed Vendor Contract for Communication Project

Dan Schreiner said the County has been involved for little over five years now. Elert and Associates did a "needs assessment" at that time. The County released an RFP which resulted in one response. September 2009 the County passed a resolution with intent to bond and re-released the bids. December 2009 four responses were received and evaluated. January 2010 the Law Enforcement Committee met and voted to proceed with a vote of 3 to 1. The proposed cost of \$2,338,553 includes the cost of the project, and a performance bond. It was suggested to bond for \$2,500,000 because of contingency costs, change orders and the cost of bonding. In Phase I, the tower studies showed that a lack of towers equaled a lack of coverage. Some information is still confidential until the County contracts with a specific vendor. LaVerne Michalak saw the contract and thought it was well written. The recommended vendor needs to give the County a detailed design which then needs to be approved. There is also a "spare" list which could be cut out if we would go over the \$2.5 million. Dick Miller asked about an annual maintenance fee and tower rental and what it would cost the levy. Dan said we won't know until we get the design detail. Rich told the committees that he asked the vendors to look into the WKBT tower in Galesville as a possible site. He did receive information back on it that explained a cost analysis should be done and that each site only covers so much area no matter how tall the tower. In fact sometimes a tall tower works against the system as it is so tall and is picking up many different frequencies from other areas that they end up using the same frequency. The average tower height needed is between 200 feet and 500 feet. Much discussion was held on unknowns like: what each

tower can handle, the total project costs, possibly cutting out spare equipment already built into the contract and having to pay ahead before tower studies are done. Regarding advance replacement, some parts have it and some don't which could mean a difference between being down on a tower from one week to possibly six weeks, depending on the part. For the first year everything is under warranty and covered completely except something like a lightning strike. Extended warranty could cost about 2 – 3% of the system cost which could mean \$30,000 - \$40,000. There would also be two hour response time. For the issue of a Project Manager, there is no technical ability necessary, it mainly means someone needs to be available to sign things and interface to the county. Dan said if he was to take on that role there would be no additional cost to the county. Rich said he budgets each year to upgrade our current equipment so we would have very little equipment to replace. It was brought up that all generator sites will run off of LP and there will be an electrical charge at each site. Dick Miller asked Jami to break out insurance costs on current towers. Deloras Vind asked Mark Smick if he had any questions but he had just received the information tonight and couldn't second guess the committee at this point. **Geraldine Van Tassel made a motion that we accept the contract for the new communication system and what is proposed in the resolution. Douglas Winters seconded it. Deloras Vind made a motion to amend it to wait and see what other counties outcomes have been using this company/product. Dick Miller called for a second three times with no response, motion to amend failed.** Some committee members were disappointed that some information was not available tonight. All committee members should have access to all the information. Dan said he was acting on the recommendation of Corporation Council not to provide some information openly but he has the binders with information in his office if the committees would like to look through it. **Roll call vote taken: Van Tassel – yes, Winters – yes, Reichwein – yes, Vind – no, Nelson – yes, Semb – yes, Miller – yes. Motion carried.** Deloras was asked to look into the references of the proposed vendor and bring any information back to the committees.

Bonding for Communication Project

Both bonding firms responded back to Dan with requested pricing sheets. The committee reviewed the handouts and saw that Hutchinson, Shockey, Erley & Co had a total of \$40,400 and Stifel Nicolaus totaled \$36,600. No action was taken.

Dick Miller recessed the joint Executive/Finance and Law Enforcement Committees at 8:05 p.m.

Minutes submitted by

Douglas Winters
Executive/Finance Secretary/mm