

## **Trempealeau County Executive/Finance Meeting**

1. Meeting called to order by County Board Chairman Wally Geske at 9:01 a.m. in the County Board Room at the Trempealeau County Government Center, Whitehall, Wisconsin on Monday, July 11<sup>th</sup> 2011.

Committee Members Present: Ernie Vold, Doug Winters, Mark Smick, Wally Geske, David Suchla

Others Present: Mike Nelson, Dick Miller, Bob Duellman, George Brandt, Tom Bice, Hensel Vold, Roland Thompson, Jeff Dregney, Thomas Beekman (DOT), Paul Syverson, Jami Kabus, Kevin Lien, Jim Johnson, Connie Oates, Rebecca Suchla, Rose Ottum, Nick Gamroth, Bruce Cheline, Jack Speerstra

2. Notice was posted according to open meeting law requirements.
3. Adoption of E/F Committee meeting Agenda – Motion/Second: Geske/Suchla to adopt the amended agenda; Motion carried.
4. Adoptions of the Minutes from Previous Meeting – Motion/Second: Suchla/Winters to approve minutes from 6/6/2011 meeting. Motion Carried

### **5. Meet Jointly with E&LU and P/B:**

1. Meeting called to order at 9:01 am by County Board Chair Wally Geske.
2. Certification of Open meeting law requirements
3. Personnel Requisition: Soil & Water Conservationist (Zoning & Environmental Specialist). Due to a recent resignation, Lien asked for approval to fill the vacated position. Geske said this position is a major priority and the County needs to fill this position. Lien explained funding that is generated by this position through townships and the Hwy department. Lien updated the job description to include a preference for engineering credentials. He also discussed contracting out for engineering services to review the mining application documents. Suchla asked about the cost of the engineering services and if the County could forward the cost to the mining application fees. Miller concurred and said that a contracted Engineering service would look out for the County's interest. For E & LU Committee - M/2<sup>nd</sup> by Smick/Bice to approve the personnel requisition to fill this position with a two year no-compete clause, and approve the use of an outside engineering firm with the fees to be paid by mining application fees, Motion Carried. For P/B Committee - M/2<sup>nd</sup> by Geske/Miller to approve the personnel requisition to fill this position with a two year no-compete clause, and approve the use of an outside engineering firm with the fees to be paid by mining application fees, Motion Carried. For E/F Committee - M/2<sup>nd</sup> by Winters/Vold to approve the personnel requisition to fill this position with a two year no-compete clause, and approve the use of an outside engineering firm with the fees to be paid by mining application fees, Motion Carried.
4. Thomas Beekman from the WI DOT spoke with the committee's members regarding sand mines and the impact on the local roads. He encouraged the County to contact them for engineering issues and to include the WI DOT as part of the permit application process. He emphasized that having a relationship between the DOT and the local government is very important. He advised that the Zoning entity can put any conditions in the permit approval and that there may be levels of infrastructure that may need improvements due to the change in traffic caused by mining in the County. Discussion

was had regarding road usage, weight, road closures, conditional uses, road usage fees, designated truck routes, turn off lanes and bonding. He added that a permit from the DOT is required to close the highway or stop traffic. Mr. Beekman encouraged the County to call with any questions.

5. Attorney Bruce Kostner – Dropped from Agenda
6. P/B, E& LU and E/F Committee joint meeting was adjourned at 10:25 am. Brief Recess

**6. Meet jointly with P/B Committee:**

1. Meeting called to order by Chairman Ernie Vold at 10:43 a.m.
  2. Notice was posted according to open meeting law requirements.
  3. Personnel Requisition: Social Worker position. Kabus requested the approval of the committees to hire a Social Worker. This is a replacement due to a resignation. Kabus reviewed the cost and funding for the position and the type of work this position performs. Oates said that child welfare has a high turnover rate and that the state has held funding. For P/B Committee – M/2<sup>nd</sup> by Geske/Winters to approve this position and forward to E/F Committee. Motion Carried. For E/F Committee - M/2<sup>nd</sup> by Geske/Suchla to approve this position and forward to full County Board. Motion Carried.
  4. Meeting adjourned at 10:51 am.
7. County Sales Tax Update - handout reviewed, no action taken.
8. General Fund Update – handout reviewed, no action taken.
9. Department Updates/Requests –
- a. County Treasure
    - i. POWTS – Delinquent Charges added to Tax Roll: Laurie Halama said her department was asked to add delinquent charges to the tax roll. She has concerns that this would increase costs to her department having more checks coming through. She has concerns that other departments would follow and would add further burden to her department with additional public questions. Vold suggested adding it to the permit or disposal fee. M/2<sup>nd</sup> by Suchla/Geske to amend the county ordinance for POWTS to deny delinquent charges to be added to the tax roll. Motion Carried.
10. Personnel Requisition
- a. Sheriff's Dept. - Jailer – Kabus presented a request to approve hiring a replacement Jailer in the Sheriff's Department. She explained that there is a current on-call list that could be used for candidates and eliminate the need for additional advertisement costs. M/2<sup>nd</sup> by Winters/Geske to approve this position and forward to full County Board for approval. Motion Carried.
  - b. Land Records Modernization Coordinator position – Kabus presented a request for approval to replace the Land Records Modernization Coordinator position, which was vacated due to a resignation. Suchla asked if this position could be absorbed by another department and eliminate the need for two people in the department. Land Management and Register of Deeds were discussed. There was a question if this was a full time position or if it could be absorbed by someone else. Lien was asked if his department could absorb the department. Lien advised that, in his opinion, that department needs two people if the County wants to continue to make progress. If the County wants to tread water for the next couple of years and not gain any progress, then don't fill the position. Remonumentation and parcel splits are not done, which are critical to that department and also affects work that is performed in the Sheriff's department, Real

Property Lister, Register of Deeds, Land Management, 911, mapping, etc. Lien advised that there may be some point in the future that you could cut back to one person, but now is not the time. M/2<sup>nd</sup> by Smick/Geske to approve the requisition request to fill the Land Records Modernization Coordinator position and waived the second return to E/F Committee for approval. Motion Carried.

11. Discussion of Early Retirement vs. Layoffs– Suchla suggested offering an early retirement program to avoid paying unemployment in the event there would need to be layoffs next year. Suchla suggested a one-time payments to those who retire early, on a first come, first serve basis. Vold suggested this is something that should be referred to the P/B Committee to review. Kabus would be able to calculate the potential savings in wages versus the stipend. Winters and Vold both added that although someone may retire from the County, they could go to work for another employer, quit and the County would still be responsible for paying unemployment because of Unemployment's way of calculating base wages and benefits due.
12. Discussion of Justice Coordinator – Dropped from agenda
13. Repeal of Records Destruction Ordinance of 1996: Because of the codification process going on in the County Clerk's office, a Records Destruction Ordinance of 1996 was discovered on file, which is now superseded by the new ordinance recently passed at the June County Board meeting. In order to clean up the ordinances, a repeal of the old ordinance in is order. M/2<sup>nd</sup> by Suchla/Winters to repeal the Records Destruction Ordinance of 1996, via resolution to the full County Board. Motion Carried.
14. 2011 Budget Monthly Update – no report given
15. 2012 Budget/County Comparables – Syverson informed the Committee he had received data from WCA. He will start to update the budget worksheets and distribute to departments.
16. Scheduled Appearances of Departments Overseen by Committee
  - a. Land Records - no report given due to vacancy
  - b. Real Property Lister – Gamroth gave an update of his department and duties. He discussed several items currently being worked on and planned for the next year.
  - c. County Clerk – Syverson reported that his department is working on developing a webpage with the IS department. He reviewed the duties administered in his office, such as finances, County Board records, election administration and various licensing.
  - d. Register of Deeds – Ottum updated the Committee on various activities currently going on in that department. She shared with them the status of outsourcing software for land records data, interface with mapping and Treasurers programs and scanning progress.
17. Air Conditioner Equipment in Computer Wiring Closet – Suchla brought up concerns regarding the temperature and humidity in the computer closet. The committee was informed that the new air conditioner has not yet been installed. Miller explained that there has been discussion to expand the computer closet and relocate Emergency Management. Suchla had questions regarding temperature alarms/sensors, alert system to Dispatch, etc. Vetalation options were discussed, such as a fan in the wall, recirculation of already exhausted air, etc. H. Vold will contact Maintenance to install new air conditioner.
18. Items for next agenda – Computer closet & Emergency Management Office, cost savings of WRS changes and shared revenue reductions, update on the status of Land Management's staffing vacancy.

19. Set Date for Next Meeting – 8/8/2011 at 9:00 am

20. M/2<sup>nd</sup> by Winters/Geske to Adjourn @ 12:28 PM. Motion Carried.