

Trempealeau County Executive/Finance Meeting

Meeting called to order by Chairman Mike Nelson at 9:00 a.m. in the Wisconsin Room at the Trempealeau County Government Center, Whitehall, Wisconsin on Monday, March 4th, 2013.

Committee Members: Mike Nelson, Ernie Vold, John Aasen, Tom Bice,

Others Present: Dick Miller, Jami Kabus, Rian Radtke, Curt Johnson, Brian Reilly, Stacy Sylla, Rich Anderson, Jim Johnson,

Notice was posted according to open meeting law requirements.

Adoption of the Agenda – **M/2nd by Aasen/Bice to adopt the agenda; Motion carried.**

Adoptions of the Minutes from Previous Meeting – **M/2nd by Aasen/Vold to approve minutes from the 2/4/2013 meeting. Motion Carried**

5. County Sales Tax Update - handout reviewed. No action taken.

6. General Fund Update – handout reviewed, no action taken.

- a. Non-lapsing Funds / Assigned General Fund Discussion – Radtke addressed the committee regarding the County's process in transferring county funds between different accounts and budget years, assigned general fund, unassigned general funds, non-lapsing fund and the lack of clarity and administration of procedures, policies and resolutions. He advised that he, Syverson and Sylla are auditing resolutions on file, as far back as the 80's to address the issue. Radtke advised that Syverson was not attending today's meeting, but explained multiple examples of transfers and accounting processes of the County Clerk's office and what changes may need to happen to comply with statutes. Radtke explained the assigned general fund as a type of long term planning. He pointed out what the Statutes authorize, how it outlines safeguards regarding moving money between budgets, with resolutions, who has the authority to do so, etc. The committee will bring this topic back next month when Syverson can be in attendance.

7. Refinancing of Health Care Center Existing Debt – Brian Reilly from Ehlers addressed the committee regarding refinancing the TCHCC existing debt. He distributed a handout summarizing proposed refunding options. Bice asked about the benefits of paying off debt when they become callable. Reilly advised that he has seen this committee do so in the past but that is something the committee needs to weigh and strategize for long term planning, weighing if it is beneficial long term. **M/2nd by Aasen/Bice to forward proposal for refinancing to the County Board. Motion Carried.**

8. Department Updates/Requests:

- a. Sheriff's Office 2012 Budget surplus – Assign to vehicle non-lapsing Fund – Radtke summarizes this request as assigning a surplus of 2012 funds from an administration account into a vehicle account, but advises that this topic ties into the earlier conversation in agenda item 6a. Radtke referenced a resolution from 2008 and confirms the need for the county to review its resolutions and processes. The committee discussed different budgeting options regarding assigned and unassigned general fund, non-lapsing funds, approval process at standing committee, E/F Committee and County board levels. The committee will put this back on the agenda for the next committee meeting.

- b. Land Management –2012 Budget surplus – Assign to vehicle non-lapsing Fund for LIDAR–Radtke advised that the standing committee alone cannot divert carryover money from one year in one account to the next year's budget in a different account. He advised that it would have to be approved at E/F committee and then the County Board. Discussion was had regarding how to proceed and establish existing accounts. The committee will put this back on the agenda for the next committee meeting.
9. Discuss Gas and Fuel Pricing/Purchasing – Bice asked the committee if he could have approval to conduct research on this topic on behalf of the county. Sheriff Anderson and Hwy Commissioner Johnson were both in attendance and explained their current gas and fuel pricing/purchasing process. Radtke advised that before we authorize anyone on behalf of the county to approach vendors, we would first have to identify the needs of the County, i.e. who uses the gas, the number of gallons used, identify any unique needs or issues to a particular department, etc. Then we can send out an RFP to vendors for competitive bidding. He further advised that we currently have a decentralized purchasing policy in place, which includes the purchasing of fuel, which we are following correctly. We would have to change the policy if this is the new route the County wishes to go. Sheriff Anderson will meet with other department heads and will update the committee at the April meeting. No further action by the committee was taken.
10. Contingency Fund Transfer for increase in WRS and Health insurance – This was brought back from the February meeting, as Syverson was not in attendance at the time of discussion. The committee reviewed a resolution regarding a budget amendment. The resolution allows for an increase in County Sales Tax revenue in the amount of \$92,089.70 and an equal expense increase for unbudgeted 2013 Health insurance and WRS increases. **M/2nd by Bice/Vold to approve the resolution and forward it to County Board for approval. Motion Carried.**
11. Whitehall City Parking Lot Agreement – Radtke distributed a copy of a proposed agreement with the City of Whitehall regarding the Whitehall City Parking Lot. This draft agreement was reviewed and approved by the Property Committee and forwarded to E/F Committee. **M/2nd by Bice/Aasen to approve the agreement and forward to County Board. Motion Carried.**
12. Long Term Planning- At the February committee meeting, the Committee asked Syverson to forward an electronic version of the complete Adams County report to Mike Nelson, John Aasen, Tom Bice, David Suchla and Dick Miller, and put this topic on the March committee meeting agenda. The committee had not yet received that report from Syverson and are still waiting for the e-mail. No further action.
13. Items for next agenda:
 - a. Non-lapsing Funds / Assigned General Fund Discussion
 - b. Sheriff's Office 2012 Budget surplus: Assign to vehicle non-lapsing Fund
 - c. Land Management 2012 Budget surplus: Assign to vehicle non-lapsing Fund for LIDAR
 - d. Discuss Gas and Fuel Pricing/Purchasing
 - e. Limits on mark-ups for county projects from vendors
14. Set next meeting date: April 1, 2013
15. Chairman Nelson adjourned the meeting @ 11:35 AM.