

Trempealeau County Executive/Finance Meeting

Meeting called to order by Chairman Mike Nelson at 10:55 a.m. in the Tremple Room at the Trempealeau County Government Center, Whitehall, Wisconsin on Monday, April 1st, 2013.

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

Others Present: Dick Miller, Paul Syverson, Jami Kabus, Rian Radtke, Kevin Lien, Rose Ottum, Nick Gamroth, Rich Anderson, Dan Schreiner, Jeff McIntyre, Robert Middelstad

Notice was posted according to open meeting law requirements.

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

Adoptions of the Minutes from Previous Meeting – **M/2nd by Aasen/Vold to approve minutes from the 3/4/2013 meeting. Motion Carried**

5. Robert Mittelstadt attended the committee meeting, asking for an additional extension regarding the lien against his house. Radtke summarized the issue to date for the Committee. He is requesting an extension to address and correct the issues. He hopes to meet with the state by the end of this month. **M/2nd by Bice/Suchla to approve an extension for 6 more weeks, starting April 1, 2013. Motion Carried.**
6. County Sales Tax Update - handout reviewed. No action taken.
7. General Fund Update – handout reviewed, no action taken.
 - a. Non-lapsing Funds / Lapsing/ Carryover Funds Discussion – Discussion was had regarding non-lapsing funds, budget adjustments and appropriate approval processes. Syverson and Radtke both advised the committee how such funds should be handled. Discussion was had regarding the overall budgeting process and responsibilities of committees and County Board. The Committee discussed various scenerios and budgeting examples, state statues, federal guidelines, auditor's role, budgeting philosophies, etc.

Recessed for Lunch @ 12:20 PM. Reconvened at 1:02 PM.

- b. Budget Carryover Funds to 2013
 - i. 2012 Automated High Water Warning System Carryover to 2013 Budget. Syverson distributed a draft resolution requesting the balance of the 2012 EM Budget for the Automated High Water Warning System (\$140,000) be carried over to the 2013 Budget. Discussion carried into the next agenda item.
 - ii. 2012 Pneumatic Control Project Carryover to 2013. Syverson distributed a resolution for this item as well, asking for a similar carryover into the 2013 budget. **M/2nd by Suchla/Aasen to combine these two resolutions into one, approve and forward to County Board for approval. Motion Carried.**
 - iii. Sheriff's Office 2012 Budget surplus – Syverson distributed a resolution regarding a surplus in the 2012 Sheriff's Administration Budget. The resolution calls for a portion of that money to be carried over to the 2013 Sheriff's vehicle budget. **M/2nd by Aasen/Vold to approve the resolution and forward to County Board. Motion Carried.**
 - iv. Land Management –2012 Budget surplus – Syverson distributed a resolution regarding a surplus in the Land Management 2012 budget. The resolution calls for

that money to be carried over to the 2013 LIDAR budget. **M/2nd by Aasen/Vold to approve the resolution.** Suchla was advised by Gamroth regarding the proposed continuation of redaction fees. Suchla would like to see this money used, if possible, as a loan to pay for the LIDAR project. Ottum advised her current use of the redaction fee for the redaction software maintenance. Continued discussion was had on funding the LIDAR project on a loan basis. **M/2nd by Suchla/Bice to table and ask Radtke to research taking out a loan and have fees repay the loan for LIDAR. Motion Carried with one NO vote from Vold.**

8. Centralized Gas and Fuel Purchasing – Sheriff Anderson updated the committee on contacts he made with a local fuel provider. Currently the Sheriff’s Office is receiving \$0.05 off per gallon discount. The Sheriff contacted other departments throughout the County on their usage data. Discussion was had regarding compressed gas, propane, access to fueling stations, equipment costs and potential return on investments. **M/2nd by Aasen/Suchla to authorize Bice to contact a local fuel vendor to discuss a discount and report back to the committee. Motion Carried with a NO vote from Vold.**
9. Resolution to support efforts to maintain the tax-exempt status of municipal bonds. Syverson distributed a draft resolution regarding this issue for the Committee to review. **M/2nd by Aasen/Suchla to support, approve and forward the resolution to the County Board. Motion Carried.**
10. Limits on mark-ups for County projects from Vendors – Bice would like to see contractors that do service or repair work for the County sign an agreement or the County creates a policy that limits the vendors markups to 30%. Bice advised that he was subject to such limits in his past work experience and it is a common practice. Bice cited several examples he has seen in maintenance related bills at the County that would have benefited from such a rule. Bice said this would not affect contracted or bided projects. Committee members asked who would police this. Radtke questioned if this should be referred to the Property Committee, as the examples discussed are all maintenance related. The issue will be referred to the Property Committee.
11. Long Term Planning- Syverson advised that he forwarded the complete Power Point via e-mail to the Committee members. Suchla advised that he thinks a survey sent out to County Board members would be beneficial and could be an option, since the Power Point did not provide them with any assistance. The Committee took no action and may bring this back to discuss this issue in the future.
 - a. Discuss Sheriff’s Department Budgeting process- Suchla would like to see expenses attributed to the Sheriff’s Office (SO) be billed as part of the Sheriff’s Office budget. For example, portions of other department’s utilized, utility expenses, etc. that are currently one expense would be costed out and charged to the SO. Syverson advised of the indirect cost audit that is done annually that already addresses that. Discussion was also had regarding billing the SO for the tower bond payment, which Syverson advised that is considered debt services, not an operating expense. Vold said that you cannot single out one department, but would have to do this to all departments to show all costs. Nelson advised this can be discussed at budget time. No action taken.
12. Items for next agenda:
 - a. Update Gas and Fuel Pricing/Purchasing
 - b. Land Management –2012 Budget surplus
 - c. 2014 Budgeting Process
13. Set next meeting date: May 6, 2013
14. Chairman Nelson adjourned the meeting @ 2:42 PM.