

Trempealeau County Executive/Finance Meeting

Meeting called to order by Chairman Ernie Vold at 9:00 a.m. in the Wisconsin Room at the Trempealeau County Government Center, Whitehall, Wisconsin on Monday, February 7th 2011.

Committee Members Present: Ernie Vold, Doug Winters, Dave Suchla, Mark Smick,

Others Present: Paul Syverson, Jami Kabus, Becky Suchla, Brian Puent, Jeff McIntyre, Bonnie Kindschey, Michelle Weisenberger, Dan Schreiner

Notice was posted according to open meeting law requirements.

Adoption of Agenda – Motion/Second: Suchla/Winters to adopt the amended agenda; Motion carried.

Adoptions of the Minutes from Previous Meeting – Motion/Second: Winters/Smick to approve minutes from 1/10/2011 meeting. Motion Carried

5. County Sales Tax Update - handout reviewed, no action taken.

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

7. Department Updates/Requests –

a. Sheriff's Dept:

i. Meal Allowances- Brian Puent discussed the increasing the current meal allowance rate to mate the State rate. The County is currently at \$5.75 for Breakfast, \$7.00 for lunch and \$15.00 for dinner. The state rate is \$8.00, \$9.00, and \$17.00, respectively. Syverson will send out an e-mail to department heads to request information on what each department spent on meals for an idea of what the cost are. This will be discussed in a future meeting to further consider.

ii. 2011 Tower Lease/Electrical Expense – Dan Schreiner and Becky Suchla distributed a handout regarding estimated 2011 expenditures for tower leases. Rent must be paid before any equipment can be hung from the new towers. Vold asked if the County had any responsibilities to take down the old towers. Schreiner said that Hwy has repeaters on all three of the towers, and was not aware of their plans to move. Discussion was had regarding the future of Highway's repeaters on the towers, the communication system the Hwy is currently using and the cost of having them on the tower. Johnson said the Hwy Dept will have to remain on the towers and will have to pay a rental fee. Johnson said the current system was upgraded 5 years ago and is compatible to narrow band. M/2nd by Suchla/Vold to approve the 2011 estimated tower expenditures, taking the amount from what was bonded. M/2nd by Suchla/Winters to amend the motion to include details from Highway as to their future plan regarding communications, equipment and expenses. Motion Carried. Vote on amended motion, Motion Carried.

b. Human Services: Vehicle Nonlapsing Fund – McIntyre presented a chart showing comparison of his department's mileage reimbursement and cost of owning vehicles. A resolution was also presented to establish a non-lapsing fund for the three vehicles the Department has. Suchla said that the committee will be discussing the possibility of a motor pool further down the agenda, which would impact this issue. M/2nd by Suchla/Smick to table the issue until further research is done on the motor pool. Motion Carried.

c. Information Systems Department – tabled until next

d. Coroner –In January, 2011, the E/F Committee decided to reimburse Human Services for the cost of a death expense they received and charge the expense to the Coroner's budget.

Kindschey recommended creating an indigent fund for any future situations like this in the future. She reviewed the circumstances regarding the death expense the county received. Kindschey showed burial trust funds Syverson found on file. Kindschey will look up the names on the burial trust funds to return the unused money to those families. M/2nd by Winters/Suchla to take the amount of the expenses from the General Fund and reimburse the Coroner's budget. Motion Carried.

e. Clerk of Courts –

- i. Passports: Michelle Wiesenberger handed out information regarding passport services done by the Clerk of Courts office. She explained that the Clerk of Courts office has issued passports for years to residents. There is currently only one person certified to process passports. 2011 regulations require more training and requirements to process passports. The County profits \$6.70 per application, after postage. But each application takes approximately 2 hours to process. Passports can also be processed at the Osseo and Galesville Post Offices. She is requesting approval to discontinue this service at the Courthouse. M/2nd by Winters/Vold to continue offering Passport services for 2011, but require appointments. The committee will review again at the end of the year. Motion Carried, with a ney vote from Smick.
- ii. Bank Account: Weisenberger found that service charges for a checking account has been exceeding interest by approximately \$23.00 per month. By changing the type of account from a Business Now Account to a regular Business Account, this will eliminate the service charge. Suchla advised that she is the department head and that is up to her if she wants to make that type of change.

8. Motor Pool – Discussion was had regarding the development of a motor pool for county-wide use and maintenance of vehicles. The topic was forwarded to Property Committee for further discussion.
9. Postage Meter – Syverson received one quote so far and is waiting on another. Discussion was had as to why the County would need a postage meter if it would not save any money. Syverson said the postage cost will stay the same, and there would be the additional cost of the machine purchase or lease. The savings would be time in processing mail. Syverson also discussed bulk mailing pick-up service, and the possibility of pre-addressed, stamped envelopes, using Forever stamps. Syverson will bring back anymore quotes that he receives and will bring back the issue at next months meeting.
10. 2011 Budget – no discussion was held
11. Performance Evaluation Process – Suchla would like to see this discontinued. But Smick had brought with a proposal that also leads into number 12 of the agenda. Discussion was had as to a time limit on Department heads if they come and give updates to the committee. M/2nd by Suchla/Smick to discontinue conducting performance reviews on department heads that report to E/F committee, M/2nd to amend the original motion by Suchla/Winters to also require Department Heads to appear in front of E/F Committee for 2-5 minutes for an update to the committee throughout the year. Motion to amend carried with a ney vote from Vold. Voting on the amended motion failed, with yes votes from Suchla & Smick, No votes from Winters and Vold. Motion failed.
12. Schedule Appearances of Departments Overseen by Committee – Smick distributed four handouts to the committee members. Smick would like to be more knowledgeable of what happens in the department that the committee oversees. He would like to set up a schedule of appearances in front of the E/F committee. He would like to hear how the department spends their time, goals for the year, etc. He feels this would help the committee when it is time to do the performance reviews. Suchla was concerned about the amount of time this would take the committee to do this when the agendas are already full of other issues. Vold said he still would not know everything that goes on in the day to day operations.
13. Highway Department Paving/Funding –Suchla attended the Hwy committee in November, 2010 to discuss increasing the amount of hwy repair and paving. Suchla would like to add extra money into the Highway Maintenance Fund to do this. Suchla requested surplus funds not used in other

departments of the County be transferred into the Highway Maintenance Fund. Suchla would like to give Johnson \$125,000 if Johnson could come up with \$375,000. Discussion was held on how much roadway this would cover. Johnson will be closing books in March and will know at that time where the department budget sits financially and follow up with the committee.

14. Set date for next meeting on 03/7/2011 at 9:00 am.

15. Adjourn @ 11:44 AM by Chairman Vold.