

## Trempealeau County Executive/Finance Meeting

Committee Members: Doug Winters, Dick Miller, John Aasen, Tim Zeglin, Sally Miller. Others in attendance: Paul Syverson, Jami Kabus, Rian Radtke, Debra Suchla, Ann Hempel, Kathy Zeglin, Gary Bixby,

- 1 Meeting called to order by Doug Winters at 9:00 a.m. in the Wisconsin Room at the Trempealeau County Government Center, Whitehall, Wisconsin on Monday, August 4<sup>th</sup>, 2014.
- 2 Notice was posted according to open meeting law requirements.
- 3 Adoption of the Agenda – **M/2<sup>nd</sup> by Aasen/D. Miller to adopt the amended agenda; Motion carried.**
- 4 Adoption of minutes from previous meeting – **M/2<sup>nd</sup> by D. Miller/S. Miller to adopt the minutes from the July 7<sup>th</sup>, 2014 meeting; Motion carried.**
- 5 County Sales Tax Update: Handout was reviewed. No action taken.
- 6 General Fund Update: Handout reviewed. D. Miller suggested the committee establish a minimum balance in the Unassigned General Fund. He suggested that when the Audit is done and the County receives the annual report, a minimum level should be maintain in the working capital fund and the unassigned general fund, with excess put into a separate capital improvement fund for large projects. Both discussion items will be brought back for more discussion at the September E/F meeting.
- 7 Department requests:
  - a. Department Updates: Paul Syverson distributed a handout marking the duties his office staff provides. He also referenced his title of Administrative Coordinator, stating that he reached out to other County Clerks for a list of their duties or an ordinance outlining duties as Administrative Coordinator to help him clarify. Radtke referred Syverson to the County ordinance already on file regarding the Administrative Coordinator.
  - b. Hempel distributed a draft ordinance addressing the uniform numbering issue that she discussed with the committee last month. She also advised that she plans on including an additional \$1,000 in her proposed 2015 budget to maintain signs. She advised that it costs \$30 per sign to replace. Radtke advised that the County already has an ordinance, through the department of Land Management, which states that maintenance of the sign is the property owner's responsibility. He recommended sending a letter of enforcement. Hempel will work with Radtke on drafting the letters.
  - c. Syverson advised that with annexation, there is confusion regarding city/municipal wards assignments. At the last meeting, Syverson was assigned to generate a letter to the five cities/municipalities asking them of what their plan is on ward assignment. Syverson advised that he had only heard back from one of the five municipalities as of July 18<sup>th</sup>. The committee directed Syverson to promptly follow up with these municipalities to resolve the delay, research and look up their ordinances the County has on file, which may already state boundary details.
- 8 Syverson advised the committee of securities laws and the County's non-compliance with continuing disclosure agreements. Brian Reilly from Ehlers & Associates addressed the committee via telephone explaining the issue they found regarding a 2010 bond. The Committee considered a proposal from Quarles & Brady, which consists of assisting the County on reviewing statements and options. **M/2<sup>nd</sup> by Aasen/Winters to forward a resolution to County Board in August to hire Quarles & Brady, w/ the possibility of postponing.**
- 9 Miller advised that the Department Head meeting is held quarterly. The County Board Chair will normally be in attendance and chairing the meeting. In the event the County Board Chair is not able to attend, and the County Board Vice Chair attends in their place, or choses to attend, that per diem should be considered. **M/2<sup>nd</sup> by D. Miller/S. Miller approve per diem and mileage be paid to the County Board Vice Chair when attending the Department Head meeting. Motion Carried.**

- 10 D. Miller suggested the committee consider establishing a county-wide fee for copies requested by the public. Discussion was had regarding a standard \$0.25 for a black and white, standard size copy for County-related documents, unless otherwise required by statute. Additional input also included discouraging departments from charging other departments for copies and copying non-county related documents for the general public. Radtke will come back to the September meeting with a draft resolution.
- 11 Codification of Ordinances: A subcommittee was appointed to review ordinances on file and was to meet to audit. Syverson was to contact Mike Nelson to establish a meeting date for the subcommittee to audit current ordinances on file, which has not been done. Miller directed Syverson to call today to resolve the delay.
- 12 Establish Book of Resolutions: Radtke has made contact with several area colleges that have paralegal programs for internships for this project. He is anticipating interest in the internship soon.
- 13 Pump house issue update: Radtke advised that an engineer has been to the site and are waiting for the report. Final information from the Surveyor will clear the way for applying for the permit.
- 14 Fraud Hotline – Syverson distributed an updated draft of a Fraud policy with the committee, but has not yet discussed with the Sheriff or Radtke for their input. Syverson advised that in 2012, the Auditors recommended a reporting mechanism be established for suspected fraud. Syverson advised that he went online and found three samples and pieced the draft together, initially appointing himself and the Human Resources Director as the contacts to report information to and conducting investigations. He advised that he changed the document to say the Sheriff's office would do the investigations. Radtke advised that the Auditors suggested having an anonymous hotline to report fraud, but this is more of an investigation/fact finding policy. Radtke also pointed out that the draft still references the County Clerk and Human Resources. Not the Sheriff's office. Syverson was instructed to discuss with the Sheriff and Radtke and correct the draft.
- 15 2015 Budget: D. Miller advised that in the past, E/F Committee asked for a 0% increase to budgets. Syverson sent out the budget information but did not announce any specific requests from the committee. D. Miller offered that the door should be open to the departments to be realistic, and to include projects and needs in the submitted budget for consideration. Also, if funds were sent back at the end of 2013, be able to explain why that occurred.
- 16 Items for next agenda: Establish General Fund minimum balance, capital improvement fund, Uniform Numbering System, County Board Supervisory Districts, Uniform County-wide Copy Charge Policy, Codification of County Ordinances, Book of Resolutions, pump house update, Fraud hotline, 2015 Budget
- 17 Date for next meeting: September 8, 2014 at 9:00 AM
- 18 Chairman Winters adjourned the meeting at 11:37 am.