

Trempealeau County Executive/Finance Meeting

Committee Members: Dick Miller, John Aasen, Tim Zeglin, Sally Miller. Others in attendance: Paul Syverson, Jami Kabus, Rian Radtke, Ann Hempel, Laurie Halama, Pat Malone, John Schultz, Kathy Zeglin, Gary Bixby, Jeanne Nutter, Amanda Mboga, Kim Schult, Scott Lee, Emily Herness

- 1 Meeting called to order by Vice Chair Tim Zeglin at 9:05 a.m. in the Wisconsin Room at the Trempealeau County Government Center, Whitehall, Wisconsin on Monday, September 8th, 2014.
- 2 Notice was posted according to open meeting law requirements.
- 3 Adoption of the Agenda – **M/2nd by Aasen/D. Miller to adopt the amended agenda; Motion carried.**
- 4 Adoption of minutes from previous meeting – **M/2nd by S. Miller/Aasen to adopt the minutes from the August 4th, 2014 meeting; Motion carried.**
- 5 County Sales Tax Update: Handout was reviewed. No action taken.
- 6 General Fund Update: Handout reviewed. Discussion was had to establish a minimum balance in the Unassigned General Fund and a Capital Improvement Fund. Questions were had regarding a date to tie the balance levels to. The Committee members would like to first see the 2015 proposed budgets and work through that process first, but like the idea, suggesting the October or November meeting. Topic will be forwarded to next month's agenda.
- 7 Exit Interview regarding 2013 Audit – Amanda Mboga and Kim Schult from Baker Tilly met with the Committee to go over the 2013 Financial Statements and Communications booklets. The full county board will also be reviewing these documents and the auditors will be presenting their presentation at the next County Board meeting.
- 8 Department requests:
 - a. Quarterly Department Updates:
 - i. Laurie Halama distributed a handout which reviewed activities that occur in the Treasurer's office. It included a summary of annual financial information. Discussion was had regarding duties and responsibilities of the department.
 - ii. Ann Hempel presented a PowerPoint giving an overview of the activities performed in the Land Records office. Discussion was had on the variety of requests and work done with the public and courthouse staff.
 - b. Annexation Issues
 - i. Radke and Hempel reviewed and edited the current ordinance regarding the uniform numbering system and rural road naming ordinance. Recent city annexation of county property into municipalities created new issues that were not defined in the current ordinance. A revised, proposed document was distributed to the committee for their review. **M/2nd D. Miller/Aasen to approve the revised document and forward to the County Board. Motion Carried.**
 - ii. Syverson advised that he has only received feedback from 2/5 municipalities regarding annexation and their intent regarding city/municipal wards assignments. At the last meeting, Syverson was directed to follow up with the remaining municipalities to resolve the delay, research and look up their ordinances the County has on file, which may already state boundary details. At this point, of the two that have made contact, Syverson advised that they will be added to existing wards, not creating new wards. With the absence of follow up to the remaining three municipalities, Syverson was unable to report on their intent. To resolve the delay, Radke will draft a clarification to the ordinance in order to move this process forward, referencing political boundaries as the primary boundary definition. **M/2nd Aasen/S. Miller to forward a resolution clarifying the ordinance to reference political boundaries. Motion Carried.**

- 9 The resolution that Syverson drafted was sent back to committee due to not identifying the funding source. There was also a change in the amount that would be needed. The new resolution will reference \$7,500 and the funding source to be from the County Board fund. M/2nd Aasen/D. Miller to approve the corrected resolution and forward to the County Board.
- 10 A resolution was presented to the Committee outlining a uniform copying fee for the County. **M/2nd D. Miller/S/ Miller to approve the resolution and forward to the County Board. Motion Carried.**
- 11 Codification of Ordinances: Radtke advised that the subcommittee met to audit ordinances on file. The sub-committee will be presenting approximately 10-12 ordinances at a time to the County Board, as not to overwhelm them with the number of ordinances that the Clerk's office needs to update, organize and maintain. The sub-committee will meet again later this week to finish up and prepare a resolution.
- 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 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. Syverson advised that he gave Radtke an updated version and spoke to the Sheriff several months ago. Radtke noted that the draft still references the County Clerk and Human Resources, not the Sheriff's office. Radtke advised that the Auditors suggested having an anonymous hotline to report fraud, but this is more of an investigation/fact finding policy. No action taken and will be added to next month's agenda.
- 15 CAPX2020 Funds Distribution Committee – Emily Herness and Pat Malone presented the results of the committee's results as to the distribution of the CAPX2020 money. Handouts to the committee included a cover letter, proposal guidelines, proposal Rubric and a chart outlining the proposed distribution. Ms. Herness advised the committee of their process and a detailed description of each awarded proposal. **M/2nd D. Miller/S. Miller to support the recommendation of the CAPX2020 Funds Distribution AdHoc Committee and forward to the full County Board/ Motion Carried.**
- 16 2015 Budget: Scheduled budget hearing dates are:

9/19/2014	8:30 am – 2:00 pm
9/23/2014	8:30 am – 4:00 pm
9/24/2014	8:30 am – 11:30 pm
9/25/2014	10:00 am – 4:00 pm
9/26/2014	8:30 am – 2:00 pm
- 17 Items for next agenda: Establish General Fund minimum balance, capital improvement fund, Fraud hotline, Housing Authority Appointments by the Chair, TCHCC Auditing vendors, County Liability Insurance coverage summary
- 18 Date for next regular meeting: October 13, 2014 at 9:00 AM
- 19 Vice Chair Tim Zeglin adjourned the meeting at 1:12 pm.