

## Trempealeau County Executive/Finance Meeting

Committee Members: Doug Winters, Tim Zeglin, Sally Miller, Dick Miller. Others in attendance: Paul Syverson, Rian Radtke, Elsa Kulig, Ann Hempel, Cindy Carrier, Laurie Halama, Rose Ottum, Curt Johnson, Lori Glauert, Kevin Lien, George Brandt, Nick Gamroth.

- 1 Meeting called to order by Chair Doug Winters at 9:00 a.m. in the WI Room at the Trempealeau County Government Center, Whitehall, Wisconsin on Wednesday, September 2nd, 2015.
- 2 Notice was posted according to open meeting law requirements.
- 3 Adoption of the Amended Agenda – **M/2<sup>nd</sup> by Winters/Zeglin to adopt the agenda; Motion carried.**
- 4 Adoption of minutes from previous meeting – **M/2<sup>nd</sup> by Zeglin/D. Miller to adopt the minutes from the 8/3/2015 meeting. Motion Carried.**
- 5 County Sales Tax Update: Handout reviewed. No action taken.
- 6 General Fund Update
  - A. Capital Improvement Designation: Handout reviewed. The Comprehensive Client Database (for Human Services Department) has been on hold since April 2014. - **M/2<sup>nd</sup> by D. Miller/S. Miller to remove the Comprehensive Client Database from the Request Section of the General Fund Unassigned Balance Account. Motion Carried.**
  - B. Workers' Compensation Non-Lapsing Fund Designation (Committed): **M/2<sup>nd</sup> by D. Miller/Winters to place the Workers' Compensation Funds of up to 1.2 million into a Committed Fund. Motion Carried.**
- 7 Funding Requests: None
- 8 Department Reports/Requests
  - A. Quarterly Department Updates
    1. Register of Deeds - Rose Ottum: Ottum reviewed some of the things her department has been doing. They no longer accept personal checks and have gone live with credit card payments, and it has been working well.
  - B. Land Records and IT Departments - Ann Hempel & Cindy Carrier
    1. ARC GIS Server: In February 2015, Hempel was given approval to upgrade the County's website with the new mapping data, IT hit a bump when working on this. Carrier explained that the County needs a new server to be able to update the Lidar data on the County's website. The project cannot move forward without the new server. **M/2<sup>nd</sup> Winters/S. Miller to purchase the new server. Motion Carried.**
  - C. TV Studio – John Kelly
    1. Purchase of System Upgrade for Digital Video Transmission & Integration: Kelly handed out a Project Initiation Form, Specs and quote for potential vendor of a Digital and HD Integration System. This system will allow TCCTV to use video trans-coding that is standard with current broadcast specifications. This upgrade will also encourage media sharing between TCC, TCCTV and the local school districts. This is a non-levy expense being paid for by donations, with an \$18,000 donation of from Tri-County Cooperative. **M/2<sup>nd</sup> by D. Miller/S. Millers to move ahead with the purchase of the Digital and HD Integration System. Motion Carried.**
  - D. Treasurer and Corp Counsel – Laurie Halama & Rian Radtke
    1. Tax Foreclosed Properties-Establish Appraised Values of Acquired Properties. Radtke and Halama distributed a handout listing all properties to be addressed.  
Parcels:  
121-00189-0005 and 016-00155-0005 Radtke advised that these were put out for bid during the last tax foreclosure cycle and no one put in at least the minimum bid so these can be advertised with no minimum bid requirement.  
022-00017-0001 Committee members decided not to sell this parcel, it will remain county property.  
026-00521-0005 and 026-00524-0005 minimum bid at \$750 for both parcels together.

231-00729-0018 minimum bid set at \$2,500.

297-00381-0000 minimum bid set at \$47,500.

018-00281-0005 minimum bid set at \$125.

014-01382-0000 Committee Members decided not to sell this property, it will remain County Property.

006-00262-0005 M/2nd D. Miller/Winters to set minimum bid at \$50. MC

122-00042-0000 minimum bid set at \$500.

018-00236-0006 M/2nd D. Miller/Winters to set minimum bid at \$150. MC

016-00072-0000 M/2nd D. Miller/S. Miller to set minimum bid at \$300. MC

181-00419-0000 M/2nd D. Miller/Zeglin to set minimum bid at \$100. MC

004-01315-0000 Committee Members decided not to sell this property, it will remain County Property.

231-00035-0000 M/2nd S. Miller/D. Miller to set minimum bid at \$500. MC

**M/2<sup>nd</sup> Zeglin/Winters to approve the above minimum bids. Motion Carried.**

E. Health Care Center – Curt Johnson & Lori Glaunert

1. Health Care Centers Activities Update: Information only. Curt Johnson noted that Lori Glaunert is expected to take over his position when he retires sometime in 2016. The Health Care Center is looking to expand the Medicare Savings Account to allow other payers other than Medicare to electronically deposit into that account. This will make the payments more timely and the process more efficient.

F. Land Records & DLM – Ann Hempel & Kevin Lien

1. Possible Restructure of Departments: Hempel introduced the idea of combining the Land Records Department into the Department of Land Management, resulting in the Environment and Land Use Committee being the standing committee over Land Records. The Property Tax Lister would then be supervised by the Land Records Modernization Coordinator. The Property Tax Lister would have some GIS responsibilities added to the position. This would offer some benefits to the County. D. Miller suggested putting the information that Lien, Gamroth, and Hempel presented into a condensed form and for them to show the advantages of combining the departments but also noting what will be lost. The idea of combining the department has been presented to ELU Committee, and they support it. **M/2<sup>nd</sup> D. Miller/Zeglin to endorse the idea of combining Land Records into the Department of Land Management with the Real Property Lister supervising the Property Tax Lister. Motion Carried.**

9 HIPAA Policy for Review and Approval

- A. Verification of Requestor's Identity for Telephone & In-Person Inquiries-Policy and Procedure: Radtke advised that HIPAA Consultant and HIPAA Compliance Team have reviewed the above policy, and he is requesting approval of the above policy. **M/2<sup>nd</sup> Zeglin/S. Miller to approve the above HIPAA policy. Motion Carried.**

10 Trempealeau Pump Hose Removal Update: Radtke advised that he was told the contractor would get to it soon.

11 CAPX2020 Funding Update

- A. Request for Extensions: There have been some extensions given until Spring 2016. Executive and Finance at their next meeting needs to define Spring of 2016.

12 Strategic Planning Update: Handout was given. Malone will give an update at the next month's meeting.

13 2016 County Budget: Syverson has received all county departments' budget. The budget hearing days were scheduled: October 5, 6, 7, 8 and 9. Syverson will set the schedule and distribute it.

14 Items for next agenda: Strategic Planning Update, CAPX2020 define the Spring 2016 extensions.

15 Date for next regular meeting: Monday, October 5, 9:00 am in the County Board Room.

16 Chair Doug Winters adjourned the meeting at 12:32 pm.