

## Trempealeau County Executive/Finance Meeting

Committee Members: Doug Winters, Tim Zeglin, Dick Miller, John Aasen, Sally Miller. Others in attendance: Dick Frey, Rian Radtke, Elsa Kulig, Cindy Currier, Laurie Halama, Paul Syverson, Kevin Lien, Sherry Rhoda, Michelle Wiesenberger, Pat Malone.

- 1 Meeting called to order by Interim Chair Tim Zeglin at 9:02 a.m. in the Wisconsin Room of the Trempealeau County Government Center, Whitehall, Wisconsin on Monday, May 2nd, 2016.
- 2 Notice was posted according to open meeting law requirements.
- 3 Election of officers: **M/2<sup>nd</sup> by Aasen/Winters to nominate Tim Zeglin as Chair.** After three calls, no other names were nominated. **Motion Carried. M/2<sup>nd</sup> by D. Miller/S. Miller to close nominations and cast a unanimous ballot for Zeglin as Chair. Motion Carried. M/2<sup>nd</sup> by Winters/S. Miller to nominate John Aasen as Vice Chair.** After three calls, no other names were nominated. **Motion Carried. M/2<sup>nd</sup> by D. Miller/S. Miller to close nominations and cast a unanimous ballot for John Aasen as Vice Chair. Motion Carried.** Aasen nominated Sally Miller for Secretary. After three calls, no other names were nominated. **M/2<sup>nd</sup> by D. Miller/Aasen to close nominations and cast a unanimous ballot for Sally Miller as Secretary. Motion Carried.**
- 4 Adoption of the Amended Agenda – **M/2<sup>nd</sup> by D. Miller/S. Miller to adopt the amended agenda; Motion carried.**
- 5 Adoption of minutes from previous meetings – **M/2<sup>nd</sup> by S. Miller/Aasen to adopt the minutes from the 04/04/2016 meeting. Motion Carried.**
- 6 County Sales Tax Update: Handout reviewed. No action taken.
- 7 General Fund Update: Handout reviewed.
  - A. Request for Funding by Facilities Planning Committee for RFP: Dick Frey noted that the Facilities Study Committee has gone as far as it can go with its work without money being allocated. A Project Initiation Form was handed out detailing the desire of the Facilities Planning Committee to send out an RFP on a hiring a consultant to do a comprehensive facility study spending up to \$60,000. Space options were discussed. It was noted that a professional consultant may have other viable options that should be considered as they are expects in this area. Members will work with Radtke to develop a resolution for this. **M/2<sup>nd</sup> by S. Miller/Winters to develop a RFP for up to \$60,000 to be spent on a comprehensive facility study to send to potential bidders. Motion Carried.**
  - B. Request for Funding for Low-Cost Conservation Projects Resolution: **M/2<sup>nd</sup> by S. Miller/Winters to adopt A RESOLUTION AUTHORIZING TRANSFER OF FUNDS FROM THE GENERAL FUND FOR THE PURPOSE OF LOW-COST CONSERVATION PROJECTS.** The committee reviewed the resolution. Lien explained that this is a 70-30 cost share program for conservation projects; and there is a waiting list currently for projects. He explained that the Department of Land Management returned approximately \$200,000 from their 2015 budget to the General Fund. He waits until he knows what his department will return from the prior year's budget before he asks for additional funds. **M/2<sup>nd</sup> by D. Miller/Winters to reconsider the motion to approve the resolution.** D. Miller asked to consider reducing the amount. **M/2<sup>nd</sup> by D. Miller/Aasen to amend the resolution to set aside \$50,000 instead of \$80,000 for low cost conservation projects. Motion Carried. Motion Carried to approve resolution as amended.**
  - C. Request for Funding for Well-Water Testing Program Resolution: **M/2<sup>nd</sup> by S. Miller/D. Miller to adopt A RESOLUTION AUTHORIZING TRANSFER OF FUNDS FROM THE GENERAL FUND FOR THE PURPOSE OF THE WELL-WATER TESTING PROGRAM.** Malone handed out maps and a project initiation form. She explained that many water tests have been conducted and they would like to do more through the cost share program. People are using the program and there is a waiting list of more individuals who want to do the testing. They are asking for \$30,000 to use for well testing and research. This baseline data is very useful. **Motion Carried.**
  - D. Request for Funding for Pietrek Park Water: **M/2<sup>nd</sup> by D. Miller/Aasen to approve request for Funds for Pietrek Park Water expenses.** Lien handed out a bill for some repairs that have already been done at Pietrek Park and an estimate to add a water softener system to take care of issues. This repair needs to be completed as soon as possible. The total cost is \$16,938.80. Lien will draft a resolution for County Board to consider. **Motion Carried.**

- E. Request for Funding for 2015 Budget Overruns Resolution: **M/2<sup>nd</sup> by D. Miller/Winters to adopt RESOLUTION 2015 DEPARTMENTAL OVERRUNS.** Michelle Wiesenberger explained the overrun in the Circuitry Court department was due to the payouts of a long-time employee who retired and increased costs of court ordered services. Kulig explained that the EAP Program was new in 2015, and the decision was to budget the base cost of the program because they did not know what the usage would be. Currier explained the Data Processing overrun was due to a tape drive that broke down at the end of 2015 and needed to be replaced. The Register of Deeds office overrun was due to an insurance payment being received in 2014 but the expense was paid in 2015. **Motion Carried.**

8 Department Reports/Requests

- A. CAPX2020 Funding Update: Nothing to update, this can be taken off the agenda until the fall.
- B. Quarterly Department Updates
1. County Treasurer – Laurie Halama: provided an update on the Treasurer's Department. She also reviewed the quarterly investment report.
  2. County Clerk/Admin Coordinator – Paul Syverson: Noted that the recent elections have gone well, and they are busy getting ready for the auditors.
- C. County Board Notepads/WIFI/Costs: Currier did a demonstration of where draft resolutions could be added on the County website for viewing by the County Board Members and the public. Currier also demonstrated a SharePoint site for County Board Members and where they can access their county email through Outlook Web Access (OWA). D. Miller commented that this is a good step to take, and he thinks the County Board Members should give this a chance. This item can be taken off the agenda.

9 County Board Rules

- A. Resolution Submission/County Board Packet Mail out (Rule 31): Syverson noted that it is in the County Board Rules that all Resolutions need to be to the Clerk's office by the Monday before County Board. D. Miller and Syverson will send out a letter to all department heads reminding them of this rule.
- B. Discuss Proper/Online Notification of Meeting Agendas-Possible Ordinance: The committee noted that they want to add the requirement that all agendas be posted timely on the website before meetings. **M/2<sup>nd</sup> by D. Miller/S. Miller to have Corporation Counsel create an ordinance which designates the County's website to be an official posting of agendas. Motion Carried.**

10 HIPAA Policy Review and Approval

- A. HIPAA Privacy and Security Administration of the Flex Spending Account Self-Funded Health Plan Policy and Procedure (P&P)
- B. Privacy-Related Complaints Received Internal or External (P&P)
- C. HIPAA Governance and Communication P&P: **M/2<sup>nd</sup> by D. Miller/Aasen to approve the 3 HIPAA Policies.** Radtke explained the changes and new policy. **Motion Carried.**

- 11 Discuss Self-Organized County/Supervisor Staggered Terms: No discussion, move this item to next month's agenda.

- 12 Trempealeau Pump Update: Radtke noted that the pump house is approximately one month from completion.

- 13 Continuation of Discussion on County Administrator Feasibility Study: Zeglin noted this was discussed by the Executive/Finance Committee and the County Board. The committee decided to move this item to next month's agenda and Zeglin encouraged everyone to read the study that was conducted in 2004.

- 14 Items for next agenda: County Sales Tax Update, General Fund Update, Discuss Self-Organized County/Supervisor Staggered Terms, Continuation of Discussion on County Administrator Feasibility Study.

- 15 Date for next regular meeting: Monday, June 6th, 9:00 am in the Wisconsin Room.

- 16 Chair Tim Zeglin adjourned the meeting at 12:09 pm.