

Trempealeau County Executive/Finance Meeting
MINUTES 10.3.2016

Committee Members: Tim Zeglin, Dick Miller, John Aasen, Sally Miller, Doug Winters. Others in attendance: Rian Radtke, Elsa Kulig, Paul Syverson, Deb Suchla, Richard Frey, Kevin Lien, Olin Fimreite, Jon Schultz, Kathy Gauger Dan Schreiner.

- 1 Meeting called to order by Chair Tim Zeglin at 9:01 am in the Wisconsin Room of the Trempealeau County Government Center, Whitehall, Wisconsin on Monday, October 3, 2016.
- 2 Notice was posted according to open meeting law requirements, certified by the County Clerk.
- 3 Adoption of the Agenda – **M/2nd by Aasen/Winters to adopt the agenda; Motion carried.**
- 4 Adoption of minutes from previous meeting – **M/2nd by D. Miller/S. Miller to adopt the minutes from the 9/7/2016 meeting. Motion Carried.**
- 5 Public Comment Period (15 Minutes) *Members of the public will have a 15 minute block of time to comment on today's agenda items. Members of the public must be present at the beginning of the meeting or comment period will be waived. Public comment period may be extended or curtailed at discretion of the chair and after advisement by the Exec/Finance Committee.:* Olin Fimreite's comments were related to item 9.F. He summarized the problems that the Motor Coach Tours group has gone through in the last year. He asked that the money that is in the Motor Coach Tours budget be carried over into 2017. That would give the group time to regroup and update and print the Where to go, what to do in Trempealeau County Brochure.
- 6 County Sales Tax Update: Handout reviewed. No action taken. The county is approximately \$9000 behind where it was last year.
- 7 General Fund Update: Handout reviewed.
- 8 Discussion for County Administrator Feasibility Study-Pat Malone: Malone previous to the meeting has distributed a feasibility study last month which included the pros, cons and background of hiring a County Administrator. At the WCA Conference, D. Miller had a conversation with Iowa County's County Administrator. The Iowa County Administrator mentioned that it is common have one year contracts and a buy out if either party is unhappy and that many counties hire an executive search company to recruit for the position. He also told D. Miller that the work on the budget is done all year round by an administrator which allows for better/more accurate preparation, a more real time financial situation trouble shooting, better timeliness with more thought and scrutiny. **M/2nd by Aasen/S. Miller to ask two County Administrators from Wisconsin Counties to come to a County Board meeting and discuss their roles. Motion Carried.** S. Miller suggested that this take place at the special County Board Meeting (retreat) in January. The committee agreed that would be a good time to discuss.
- 9 Department Reports/Requests
 - A. Quarterly Department Update – Information Systems-Cindy Currier: Currier was unable to attend.
 - B. Quarterly Department Update – County Clerk/AC-Paul Syverson: Syverson said his office has been focused on getting the budget finished and the election that is coming up.
 - C. Budget Amendment-Transfer from General Fund for Sand Bags- Schreiner noted that there have been some flooding issues in the county. Many of the sandbags that they had in stock for flooding incidences were used. The resolution ask for funds to replenish the stock of sandbags. **M/2nd by S. Miller/Winters to approve the resolution.** The committee agreed that it is important to replenish the stock and have them on hand in case of emergency. Schreiner confirmed that the sandbags have been ordered and will be available in case of need. D. Miller noted that he feels it would be more appropriate to have the sandbags paid for out of the current budget and wait and see if the budget can cover it. If the department runs short due to the cost of the sandbags they would come back and ask for the money at that time. **5 No Votes, Motion Fails.**
 - D. Consideration Whether to Commence Tax Foreclosure Proceedings Against Parcel #020-00381-000-Rian Radtke: Radtke explained that there is a property in the Town of Lincoln that has been tax delinquent for a number of years and he was asking the committee for guidance on if the committee would like him to commence tax foreclosure proceedings. Taxes on the property for

2015 were \$16.78. The property may have some hidden costs. The committee decided not to commence tax foreclosure proceedings at this time.

- E. Extension of Deadline for Pietrek Park CAP X 2020 Funds-Kevin Lien: Lien indicated that the PTED committee has approved a plan for a remodel of the Kloss Shelter using the CAP X Funds. He summarized the plan. October 24th is the bid deadline; he is concerned that they will not have all the funds spent by December 31st. **M/2nd by S. Miller/D. Miller to grant the requested extension to Pietrek Park to use their assigned amount of CAP X 2020 money by 12/31/2017. Motion Carried.**
- F. Extension of Budget Item for Motor Coach Tours-Kevin Lien: Lien handed out the Motor Coach budget; nothing was spent out of the 2016 budget. Lien and Fimreite asked that the money be carried over into 2017, so they don't have to rush to complete/update the brochure. **M/2nd by D. Miller/Aasen to send a resolution to County Board asking that \$5516.67 in the Motor Coach budget be carried over into the 2017 Budget year for the purposes of Motor Coach activities.** S. Miller was not in favor of the resolution as the committee has set a precedence that if the money is not spent by the end of the year that it goes back to the general fund and she is not sure why there are making an exception without a clear plan in place for the funds and also mentioned this could be a conflict of interest. **D. Miller and Aasen withdraw their motion** as there is not an agency set up to receive the money. Aasen noted it will be hard for an organization to get off the ground if they have no money to work with and that he would hate to see 20 years of work in the program go down the drain. **M/2nd by Aasen/Winters to approve the carryover of funds to 2017. 2 Yes, 3 No Votes, Motion Fails.**

- 10 HIPAA Policy Review and Approval-Fundraising Communication Using Protected Health Information Policy & Procedure: Radtke explained the policy. **M/2nd by Aasen/S. Miller to approve the HIPAA Policy. Motion Carried. D. Miller abstained.**
- 11 Review of Lease Agreement for Former Mattka Law Office-Richard Frey: Frey discussed a potential option of the ADRC moving across the street from the Courthouse into the former Mattka Law Office building. They have received a lease agreement from the owner. He detailed the costs with the committee. The State does not approve of the ADRC being in the Courthouse where individuals have to go through security. The State may have funds available to help with a relocation of the ADRC, if it is done in 2016 or early 2017. D. Miller noted that they should put this decision on hold until the committee has a better idea on what the budget is looking like at the end of the week. Gauger will reach out to the State again to get more definitive information from them on what costs they will cover.
- 12 2017 Budget: Syverson gave a brief overview and handed out a summary of budgets that were handed in.
- 13 Items for next agenda: Public Comment Period, County Sales Tax Update, General Fund Update.
- 14 Date for next regular meeting: Monday, November 7th, 9:00 am in the Wisconsin Room.
- 15 Chair Tim Zeglin adjourned the meeting at 11:46 am.