



COUNTY BOARD OF SUPERVISORS

NOTICE OF MEETING

NOTE: UNDER THE KENOSHA COUNTY BOARD OF RULES OF PROCEDURE ANY REPORT, RESOLUTION, ORDINANCE OR MOTION APPEARING ON THIS AGENDA MAY BE AMENDED, WITHDRAWN, REMOVED FROM THE TABLE, RECONSIDERED OR RESCINDED IN WHOLE OR IN PART AT THIS OR AT FUTURE MEETINGS. NOTICE OF SUCH MOTIONS TO RECONSIDER OR RESCIND AT FUTURE MEETINGS SHALL BE GIVEN IN ACCORDANCE WITH SEC. 210(2) OF THE COUNTY BOARD RULES. FURTHERMORE, ANY MATTER DEEMED BY A MAJORITY OF THE BOARD TO BE GERMANE TO AN AGENDA ITEM MAY BE REFERRED TO THE PROPER COMMITTEE. ANY ITEM SCHEDULED FOR THE FIRST OF TWO READINGS IS SUBJECT TO A MOTION TO SUSPEND THE RULES IN ORDER TO PROCEED DIRECTLY TO DEBATE AND VOTE. ANY PERSON WHO DESIRES THE PRIVILEGE OF THE FLOOR PRIOR TO AN AGENDA ITEM BEING DISCUSSED SHOULD REQUEST A COUNTY BOARD SUPERVISOR TO CALL SUCH REQUEST TO THE ATTENTION OF THE BOARD CHAIRMAN.

NOTICE IS HEREBY GIVEN the **Regular County Board Meeting** of the Kenosha County Board of Supervisors will be held on **Thursday**, the **10th day of November** at **7:00PM.**, in the County Board Room located in the Administration Building. The following will be the agenda for said meeting:

- A. Call To Order By Chairwoman Breunig
- B. Pledge Of Allegiance
- C. Roll Call Of Supervisors
- D. Citizen Comments
- E. Announcements Of The Chairwoman
- F. Supervisor Reports
- G. OLD BUSINESS

Policy Resolution - Second Reading, Two Required

- 1. From The Finance & Administration Committee A Policy Resolution – 2017 Kenosha County Budget

Documents:

[FY2017 BUDGET RESOLUTION.PDF](#)

- H. NEW BUSINESS

Resolution - One Reading

- 61. From The Finance & Administration Committee An Initial Resolution Authorizing The Issuance Of Not To Exceed \$11,585,000 General Obligation Promissory Notes For Budgeted Capital Projects Including Road And Highway Improvements

Documents:

[CAPITAL PROJECTS INCLDG HWY RD RESOLUTION.PDF](#)

62. From The Finance & Administration Committee An Initial Resolution Authorizing The Issuance Of Not To Exceed \$12,050,000 General Obligation Bonds And/Or Notes For Law Enforcement Enhancement Projects

Documents:

[LAW ENF ENHANCEMENT RESOLUTION.PDF](#)

63. From The Finance & Administration Committee An Initial Resolution Authorizing The Issuance Of Not To Exceed \$19,630,000 General Obligation Bonds And/Or Notes For Highway Projects Including The Highway S Project (Between Highway 31 And I-94)

Documents:

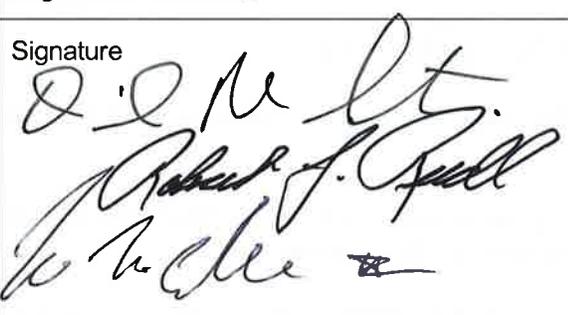
[HWY PROJECTS RESOLUTION.PDF](#)

64. From The Finance & Administration Committee An Initial Resolution Authorizing The Issuance Of Not To Exceed \$3,075,000 General Obligation Promissory Notes For Enterprise Resource Planning Projects

Documents:

[ERP RESOLUTION.PDF](#)

POLICY RESOLUTION NO. _____

Subject: <p style="text-align: center; margin: 0;">2017 KENOSHA COUNTY BUDGET</p>	
Original: X	2 nd Correction:
Date Submitted: November 10, 2016	Date Resubmitted:
Submitted By: Finance and Administration Committee	
Fiscal Note Attached: Yes	Legal Note Attached:
Prepared By: Dave Geertsen, Director of Finance and Administration Robert Riedl, Personnel Director Reviewed By: Joseph Cardamone, Corporation Counsel	Signature 

WHEREAS, Pursuant to Section 65.90 of the Wisconsin Statutes, Kenosha County is a public body having the power to levy a general property tax and has the responsibility of formulating an annual budget and holding public hearings thereon; and

WHEREAS, pursuant to Section 59.17 of the Wisconsin Statutes, the County Executive is charged with the responsibility of annually submitting a proposed budget to the County Board; and

WHEREAS, the Executive's budget has been referred to the Finance and Administration Committee, and the Finance and Administration Committee has met and added its recommendations; and

WHEREAS, public notices were issued and public hearings were held in accordance with Wisconsin Statutes, Section 65.90; and

WHEREAS, Section 59.11 (1) of the Wisconsin State Statutes states that "Every board shall hold an annual meeting on the Tuesday after the 2nd Monday of November..." however the same statute provides that: "Any board may establish by rule an earlier date during October or November for the annual meeting..." and that the County is required to publish in the newspaper a Notice of Public Hearing on the Proposed Budget each year; and

WHEREAS, Section 59.52(6)(c) of the Wisconsin Statutes permits the County Board to direct the County Clerk to sell property on such terms as the County Board approves; and

WHEREAS, the State of Wisconsin has determined that an error in the determination of equalized value (known as a palpable error) has been made and as a result of the palpable error, the State has ordered under s.74.41 the County to make payments to certain municipalities; and

WHEREAS, pursuant to the provision of Section 75.22 of the Wisconsin State Statutes, the County shall charge back to the local municipalities illegal assessments and cancel the tax certificates; and

WHEREAS, the Summary of Budgeted Personnel Changes has been incorporated as part of the 2017 budget; and

WHEREAS, the County budget includes organization charts and FTE counts in the Budget; and

WHEREAS, the County has numerous grant funded positions that are for a limited term; and

WHEREAS, changes to County employee Policies and Procedures Manual have been reviewed as part of 2017 budget; and

WHEREAS, there is increasing awareness of the dangers posed both directly and indirectly by smoking; and

WHEREAS, an increasing number of persons are turning to nicotine substitutes, whose efficacy and safety have yet to be proven; and

WHEREAS, it is the responsibility of Kenosha County to ensure a healthy environment for all those working at, doing business in, or being present upon its properties; and

WHEREAS, Kenosha County maintains self-funded health insurance for its employees and is aware of the many conditions associated with smoking that result in increased health care costs; and

WHEREAS, the County health insurance program is self-funded and exposed to a degree of volatility; and

WHEREAS, the Budget includes a county-wide vacancy adjustment; and

WHEREAS, the County is anticipating losing key personnel as a result of retirements over the next few years; and

WHEREAS, the County is concluding the process of completing a comprehensive review of its compensation plan for retention, recruitment, and equitable compensation for current employees; and

WHEREAS, the Sheriff's Department staffing of Deputies, Correctional Officers, and Direct Supervision Officers vacancies and overtime may cause recruiting, staffing, morale, and efficiency problems; and

WHEREAS, temporary salary funds have been included in the District Attorney's budget; and

WHEREAS, the Veterans Services office has had increased demand for services for Veterans; and

WHEREAS, all County Fiscal Operations shall be under the oversight of the Department of Finance and Administration; and

WHEREAS, in prior years, the County adopted policy providing fiscal support staff for the Sheriff contingent upon Sheriff fiscal staff maintaining dotted line reporting to the Department of Finance and Administration; and

WHEREAS, the Sheriff's Department budget includes considerable revenue from the housing of federal inmates; and

WHEREAS, the federal inmate population may increase from the adopted budgetary projection of 199 inmates and/or the daily rate by which the federal government reimburses the County for its holds may increase, and

WHEREAS, the Kenosha County Sheriff is a public official and per State Statute 59.27 (13) may enforce all village ordinances in a village in which the Sheriff provides law enforcement services under a contract; and

WHEREAS, the County has realized a savings in Juvenile Detention and Human Services placements; and

WHEREAS, there is an increasing need for behavioral health program services within Kenosha County; and

WHEREAS, the Kenosha Area Business Alliance, Inc, (KABA) has been a partner with the County for economic development; and

WHEREAS, KABA has been very successful in bring new jobs to Kenosha County with the County funded "HIGH IMPACT FUND"; and

WHEREAS, the Highway Division budget includes revenue from the State of Wisconsin for providing routine maintenance services on State Highways located in Kenosha County; and

WHEREAS, the State may request that the Highway Division provide additional routine maintenance services above those included in the 2017 budget; and

WHEREAS, the Department of Public Works and Development Services - Golf has limited funding included in the budget for golf course operating/capital items; and

WHEREAS, Kenosha County has budgeted operating allocations to Kemper Center and Anderson Arts Center; and

WHEREAS, it may be desirous or necessary to provide those operating allocations at irregular times and intervals; and

WHEREAS, funding may become available to rehabilitate the Anderson Arts Center; and

WHEREAS, Kenosha County has explored the possibility of leasing a portion of a park property or entering into a vendor permit agreement which would allow a third party vendor to dispense beer; and

WHEREAS, Milwaukee County currently has multiple arrangements of this type, have reported success with this type of operation and have actually reported widespread community use and fewer problems in the parks with this business operating; and

WHEREAS, the current ordinance in sections 10.07(7) allows this type of operation at the Kemper Center Park; and

WHEREAS, there have been instances of access to private or business property contiguous to parks and county property through the county property which results in damage to said property, storage of equipment or materials on said property, and staging of construction or work or other projects on county property; and

WHEREAS, it would be an appropriate remedy to require a permit and notice to the county in these situations which may involve both park property or county owned property; and

WHEREAS, the current ordinance in sections 10.04(6), 10.07(28) and 10.07(19) contain language referencing the Kemper Center Fishing Pier which no longer exists; and

WHEREAS, the funding received from CDBG Disaster Recovery Assistance Awards, CDBG Housing and Emergency Assistance Awards, FEMA grant awards, and Wisconsin Department of Natural Resources awards, for the Fox River Flood Mitigation Program administered by the County Housing Authority has greatly diminished over the past few years; and

WHEREAS, several municipalities in Kenosha County have adopted the County's General Zoning Ordinances and permitting practices; and

WHEREAS, some municipalities have shown an interest in having the County's Division of Planning and Development administer their planning, permitting functions, building inspection services, or other planning and development services as mutually agreeable between the County and the municipality; and

WHEREAS, during the procurement process for Furniture/Fixtures, Machinery/Equipment and Vehicles, etc., the County may locate a source for used items that may be cost effective and meet the needs of the County; and

WHEREAS, no other requirements exist that would preclude the purchase of used commodities without a competitive bid process; and

WHEREAS, from time to time emergency situations occur which result in immediate action by a Department or Division; and

WHEREAS, certain accounts, accounting procedures, and fees have been revised in the budget; and

WHEREAS, the County is adopting an initial resolution to fund a capital project- "Law Enforcement Enhancements"; and

WHEREAS, there may be a development project to remodel the building formerly known as the KYF building and the County may purchase the 1202 60th Street property for the use of the KARE program; and

WHEREAS, the County and City will adopt an intergovernmental agreement (IGA) specifying the details of the funding arrangement; and

WHEREAS, the Joint Services Board has eliminated Joint Services reserves; and

WHEREAS, certain appropriations in the 2016 and 2017 Budget will be encumbered (contractually obligated, but not liquidated) at year end 2016 and 2017; and

WHEREAS, it is important the County continues to improve and replace its capital infrastructure and equipment; and

WHEREAS, the funding for capital projects was included in the 2016 and 2017 Budgets; and

WHEREAS, the state law requires that proceeds from debt issuance be recorded in a separate fund; and

WHEREAS, certain Capital Projects have been combined for budget purposes; and

WHEREAS, certain capital projects and capital outlay funded with bond proceeds are budgeted within Special Revenue or General Fund, however, it is the desire of the County Board to reflect these as capital projects; and

WHEREAS, the County charges certain personnel costs to capital projects and issuance costs; and

WHEREAS, the County Board has expressed a need to have the County's Fund Balance Reserve Policy reviewed and updated; and

WHEREAS, the Kenosha County Housing Authority accounts are reflected in the County financials and audit; and

WHEREAS, the Corporation Counsel has unexpected legal costs from time to time; and

WHEREAS, the Finance and Information Technology divisions have numerous projects which span over many years; and

WHEREAS, it is projected that there will be unspent funds at year end; and

NOW, THEREFORE, BE IT RESOLVED, by the Kenosha County Board of Supervisors, the County Executive's Budget of October 4, 2016, as modified by the Finance and Administration Committee, which is attached hereto and incorporated by reference, be adopted as the County Board's Budget as herein amended and a copy of said budget document as certified by the County Clerk having been brought up for first reading on November 9th, 2016 is herewith attached; and

BE IT FURTHER RESOLVED, that the Kenosha County Board of Supervisors adopts the budget for 2017 as shown in the Kenosha County Budget Summary which is attached and incorporated as part of this resolution; and

BE IT FURTHER RESOLVED, that the Finance and Administration Committee budget adjustments as shown in the Summary of Finance and Administration Committee Budget Adjustments are incorporated in the 2017 Budget and are attached and incorporated by reference; and

BE IT FURTHER RESOLVED, that it is the policy intent, desire, and order of the County Board, that each appropriation unit of the budget's detailed pages for which money has been appropriated be carried out as if adopted by a separate resolution according to the terms and conditions as outlined in the "Establishment Of The Appropriation Unit for the 2017 Budget" which is attached and incorporated by reference; and to the extent necessary to carry out the public intent, the funds hereby appropriated are made available; and that unless provided by law, no monies appropriated for an appropriation unit are to be used for another purpose without prior approval (the Finance and Administration Committee is delegated such authority for amounts not to exceed \$1,000); and

BE IT FURTHER RESOLVED, that all expenditures herein appropriated are ordered not to exceed the funded monies as detailed in the budget document without prior approval of the County Board; and

BE IT FURTHER RESOLVED, that it is the policy of the County Board that the budget is authority for the departments or divisions to act as otherwise provided by law, and that administrative revisions of account identification, but not dollar totals or specific purposes, may take place during the budget year; and

BE IT FURTHER RESOLVED, that the sum of \$63,869,047 be apportioned to the city and the various towns and villages of Kenosha County for all purposes and expenses for 2017; and

BE IT FURTHER RESOLVED, that the sum of \$1,476,869 be apportioned to the towns and villages of Brighton, Bristol, Genoa City, Paris, Pleasant Prairie, Village and Town of Somers, and Wheatland for the purpose of library expense for 2017; and

BE IT FURTHER RESOLVED, that the sum of \$2,362,644 be apportioned to the city and the various towns and villages of Kenosha County for the State Forestry Tax expense for 2017; and

BE IT FURTHER RESOLVED, that the property tax levy be allocated by fund on the books of Kenosha County; and

BE IT FURTHER RESOLVED, that the County Board does hereby support and endorse any policy adopted in a previous budget unless rescinded by previous action of the County Board, or by action herein; and

BE IT FURTHER RESOLVED, that when language in the budget resolution or previously adopted board action conflicts with budget action reflected in numbers or accounts within the budget document, that the numbers and accounts shall take precedence; and

BE IT FURTHER RESOLVED, that if the County publishes the Notice of Public Hearing on the Proposed Budget as required, no resolution is needed in the future to move the Annual Meeting from the Tuesday after the second Monday of November; and

BE IT FURTHER RESOLVED, that the County Clerk sell property under terms and conditions established by the Finance and Administration Committee; and

BE IT FURTHER RESOLVED, that the County Board does hereby authorize an appropriation to be disbursed to the applicable municipalities in this budget year for palpable errors identified by the State after adoption of this budget; and

BE IT FURTHER RESOLVED, that palpable errors be appropriated in account 15130.559100 for the purpose of paying to the municipalities, in accordance with State law, as ordered by the State of Wisconsin Department of Revenue; and

BE IT FURTHER RESOLVED, that palpable errors in the amount of \$43,621.15 will be added to the property tax levy for collection as allowed by the State of Wisconsin. Therefore, this apportionment will not affect the general fund; and

BE IT FURTHER RESOLVED, that the various towns and villages and the city within the County be charged for the recovery of the illegal assessments on certain parcels on which tax certificates are to be cancelled in whole or in part as shown in the following schedule; and

TOWN/VILLAGE	DESCRIPTION	YR/TAX	AMOUNT
	None for 2017		

BE IT FURTHER RESOLVED, that the added, eliminated, defunded, reclassifications, and position name changes, as shown in the Summary of Budgeted Personnel Changes, shall be established with the Budget; and

BE IT FURTHER RESOLVED, that the organization charts and FTEs included in the budget are for "Informational Purposes Only"; and

BE IT FURTHER RESOLVED, that if it is determined that the level of inmate holds increase is sustainable and/or the daily rate paid for by the Federal Government increases, the Sheriff is hereby authorized to increase the budgeted Federal Housing revenue and increase various expenditures (including additional personnel if necessary) associated with the increase in inmate population and/or daily rate increase, in order to affect increased costs for operations as long as its levy neutral; and

BE IT FURTHER RESOLVED, that prior to any budget modification for an increase in revenues and expenditures, the Sheriff shall make a report to the Finance and Administration and the Judiciary and Law Committees; and

BE IT FURTHER RESOLVED, that the Finance Division continue to account for Sheriff Jail revenue in a special revenue or internal service fund and make the appropriate accounting and budget modifications; and

BE IT FURTHER RESOLVED, that the Kenosha County Sheriff's Department is authorized to retain all the fees and revenues related to law enforcement actions of the Sheriff to offset the expenditures of patrolling the Village of Somers with any shortfall of revenues compared to expenditures to be covered by County reserves in an amount not to exceed \$50,000; and

BE IT FURTHER RESOLVED, that the County Executive implement the recommendations of the classification and compensation study for the remaining employee group in the 2017 budget effective January 8, 2017 which is attached and incorporated by reference; and

BE IT FURTHER RESOLVED, that all current or previously defunded positions in department budgets be allowed to be filled and budget modified for appropriation, if revenues for said position(s) become available; and

BE IT FURTHER RESOLVED, that certain personnel and bond issuance costs can be charged to capital projects when appropriate; and

BE IT FURTHER RESOLVED, that except in the case of specific action by the County Board, all positions included in the budget which are fully or partially grant funded shall be terminated or modified if the grant is terminated and alternate, non-levy funding is not available; and

BE IT FURTHER RESOLVED, that grants may be modified to allow appropriations for spend down of the grant dollars in accord with the grant requirements, and that the Administration shall be authorized to modify grant funded appropriations for additional grant funds (for which the purpose is the same) or for purposes of capital items for which the County retains possession and grants which have not been expended by year end shall be automatically carried over where allowed; and

BE IT FURTHER RESOLVED, that the board authorizes the County Policy and Procedures Manual as proposed and which are attached and incorporated by reference; and

BE IT FURTHER RESOLVED, that the County Ordinance 9.101.123 "Clean Air" be repealed, recreated, approved, and amended by the County Board which is attached and incorporated by reference, to take effect January 1, 2017; and

BE IT FURTHER RESOLVED, the Health Insurance premium base to be used for the purpose of premium contributions (payroll deductions) shall be based upon estimates provided by the County Actuary and shall be as follows: Single Premium \$9,618, Family Premium \$23,085 (monthly premium contribution shall be rounded to the nearest dollar for payroll purposes); and

BE IT FURTHER RESOLVED, that premiums for self-paid retirees or former employees eligible for insurance shall pay the rate determined by the County Actuary; and

BE IT FURTHER RESOLVED, that at the close of books in 2016, it shall be the objective of the County to use any anticipated health insurance surplus to increase the health insurance reserve, provided that such an action by County Board is deemed to be prudent relative to the overall financial condition of the County; and

BE IT FURTHER RESOLVED, that legal expenditures associated with insurance may be charged to the Insurance Internal Service Fund; and

BE IT FURTHER RESOLVED, that the vacancy adjustment be \$700,000; and

BE IT FURTHER RESOLVED, that the savings which results from elimination of a position(s) or contract(s) reduction in a department budget that an offset be made to the vacancy adjustment personnel appropriation; and

BE IT FURTHER RESOLVED, that the County shall continue the Voluntary Reduction in Work Hour Plan which allows an employee to take unpaid days off (without pay) as long as vacation or casual days have first been used or scheduled with management approval; and

BE IT FURTHER RESOLVED, that if budget shortfalls occur during 2017, the Administration is hereby authorized to use hiring freezes, furlough days or other reduction of hours and or benefits to mitigate the impact of said shortfall on future budgets or the County General Fund; and

BE IT FURTHER RESOLVED, that Departments/Divisions be allowed to fill strategic position(s) prior to the incumbent vacating the position (up to a maximum of 90 days) so the transfer of knowledge can occur, thus reducing the learning curve of new employee(s) as to provide a smooth transition when such a position(s) is of critical importance and no additional levy is required; and

BE IT FURTHER RESOLVED, that the Sheriff's Department be allowed to hire Deputies, Correctional Officers, and Direct Supervision Officers prior to the incumbent vacating the position so that a new hire can immediately fill said position, resulting in savings in overtime dollars, increasing morale and provide efficient transition of staff, as long as the early hiring can be accomplished within the approved budget of the department; and

BE IT FURTHER RESOLVED, the County pay Assistant District Attorneys an hourly rate for drafting of criminal complaints on weekends commencing with the approval of the budget (not to exceed Temporary Salary Appropriation); and

BE IT FURTHER RESOLVED, that Kenosha County provide KABA with funding for the "HIGH IMPACT FUND" if necessary; and

BE IT FURTHER RESOLVED, that if additional opportunities arise, the County Administration shall appropriate up to an additional \$500,000 of funding for the KABA "HIGH IMPACT FUND" and bonding if deemed necessary for said additional appropriation, either in 2017 or reimburse itself in 2018, whichever is more practical at the time the County goes to market in 2017; and

BE IT FURTHER RESOLVED, that if funds are available in the Human Services budget that additional staff maybe added to help alleviate the demand for services in the Veterans Service office; and

BE IT FURTHER RESOLVED, any available surplus funds available within the Division of Aging and Disability Services be used for behavioral health program services; and

BE IT FURTHER RESOLVED, that the Administration has reduced departments/division budgets (with the exception of Human Services) to reflect the anticipated savings from the Managed Print program and that budget modifications are hereby authorized to adjust any over/under reductions in department/division budgets during the transition of this program; and

BE IT FURTHER RESOLVED, that all County Fiscal operations shall be under the oversight of the Department of Finance and Administration as per the attached "Kenosha County Fiscal Operations" which is attached and incorporated by reference; and

BE IT FURTHER RESOLVED, that the County Board supports Sheriff fiscal staff maintaining dotted line reporting to the Department of Finance and Administration; and

BE IT FURTHER RESOLVED, that the Finance Division will have oversight authority over all Sheriff's Department budget and fiscal analysis; and

BE IT FURTHER RESOLVED, that any available surplus funds within Juvenile Intake for housing juveniles in secured detention be used for Human Services alternative programs or for

youth job programs. Correspondingly, any surplus in Human Services alternative programs or youth job programs can be used to cover any Juvenile Intake secured detention shortfall; and

BE IT FURTHER RESOLVED, that if the level of maintenance work requested by the State increases above the current budgeted levels, the Highway Commissioner is hereby authorized to increase the budgeted revenue and operating/capital expenditures (including additional personnel) in order to accomplish the needed work as long as the increases are levy neutral; and

BE IT FURTHER RESOLVED, that any Golf Division unspent operating or capital outlay funds, after budgeted purchases of operating/capital items have been made, if needed, can be used for other operating/capital expenditures within the Golf Division; and

BE IT FURTHER RESOLVED, that the County Board hereby authorize any surplus funds from capital projects be available for use for the Civic Center Development Project up to the amount of \$500,000 per annum; and

BE IT FURTHER RESOLVED, that if the State approves the development project to remodel the building formerly known as the KYF building, the County may authorize up to \$250,000 of Community Development Block Grant (CDBG) funds for this project which has no levy impact as it is pass-through funding; and that Kenosha County may acquire the 1202 60th Street property in 2016 using reserves conditional of full replenishment by intergovernmental revenue, with appropriate amendments to be made to the 2016 budget if necessary for these projects; and

BE IT FURTHER RESOLVED, that the Administration be allowed to make the appropriate adjustments necessary to reflect funding for the Civic Center Development Project; and

BE IT FURTHER RESOLVED, that the County Executive and the administration have the discretion as to when to release operating allocations to Kemper Center and Anderson Arts Center; and

BE IT FURTHER RESOLVED, that if the funding to rehabilitate the Anderson Arts Center becomes available, the County Board does hereby authorize approval to modify the 2017 budget to include the Anderson Arts Center rehabilitation capital project; and

BE IT FURTHER RESOLVED, that the County Ordinance 10.07(7) "Prohibited Actions" be approved and amended by the County Board which is attached and incorporated by reference; and

BE IT FURTHER RESOLVED, that the County Ordinance 9.22 be created and approved by the County Board which is attached and incorporated by reference; and

BE IT FURTHER RESOLVED, that the County Ordinances 10.04(6), 10.07(28) and 10.07(19) be approved and amended by the County Board which is attached and incorporated by reference; and

BE IT FURTHER RESOLVED, that the Division of Planning and Development have budgetary authority to carry over unspent funds in its 521900 account (Other Professional Services) to use for acquisition and related expenditures of properties that are in the designated 100 year recurrence interval; and

year end and that the budget be modified during the year to reflect any additional revenues and expenditures paid by developers during the year; and

BE IT FURTHER RESOLVED, that if the capital project "Law Enforcement Enhancements" is approved, the County will increase its bonding to reflect such and the City will issue a note to the County for the City portion of the project cost (per the IGA); and

BE IT FURTHER RESOLVED, that the County may advance to Joint Services an amount not to exceed \$100,000 for cash flow purposes; and

BE IT FURTHER RESOLVED, that if a capital project is going to be done over a period of years and the County reimburses itself in a future year, an initial resolution shall be approved and appropriation authorized for the initial resolution amount and the capital project shall be listed in the 5 year Capital Improvement Plan section of the County Budget showing the total cost of the project; and

BE IT FURTHER RESOLVED, that the County's Fund Balance Reserve Policy be approved and amended by the County Board which is attached and incorporated by reference; and

BE IT FURTHER RESOLVED, that year end encumbrances be approved and that appropriations are hereby authorized as necessary to satisfy the contractual obligations of the County; and

BE IT FURTHER RESOLVED, that the carryovers and/or reserves as shown in the budget be used to offset the County levy; and

BE IT FURTHER RESOLVED, that reserves and/or carryovers be listed in the budget for informational purposes only, and that these information accounts may be carried on the books as revenue accounts during 2017; and

BE IT FURTHER RESOLVED, that expenditures funded with carryovers be modified to reflect actual available funds to be expended; and

BE IT FURTHER RESOLVED, that funds available to replenish salt and gravel inventory be carried over from year to year to replenish such inventory; and

BE IT FURTHER RESOLVED, that if a capital project has been budgeted over a multi-year period and the expenditure for any one year exceeds the appropriation, the Administration may appropriate the additional funds and reimburse itself with bonding in the next year; and

BE IT FURTHER RESOLVED, that all fund balances or equity that are not earmarked or otherwise legally obligated shall be lapsed to the General Fund at such a time as it is determined that cash in these funds are available for appropriation; and

BE IT FURTHER RESOLVED, that appropriations funded with borrowing shall not be authorized until such time that a related initial resolution is approved by the County Board; and

BE IT FURTHER RESOLVED, that appropriations for costs related to the issuance of bond/notes shall be authorized when and if bonds/notes are issued to fund capital projects approved in the budget; and

BE IT FURTHER RESOLVED, that the Division of Planning and Development have budgetary flexibility to cover small incidental Floodplain acquisition and related expenditures from within their Division budget; and

BE IT FURTHER RESOLVED, that the County Executive or his designees in the Division of Planning and Development or Corporation Counsel's Office be authorized and approved to acquire parcels in the designated Floodplain area and to sign any documents needed to complete such transactions; and

BE IT FURTHER RESOLVED, that any such acquisitions in the designated Floodplain areas shall be reported to the Public Works Committee at the next regularly scheduled meeting following the acquisition; and

BE IT FURTHER RESOLVED, that the County Board hereby supports the intergovernmental cooperation and authorizes the Division of Planning and Development to provide planning, permitting services, building inspection services, or other planning and development services as mutually agreeable to the County and to municipalities within the County provided that these activities are levy neutral; and

BE IT FURTHER RESOLVED, that the County allow for the purchase of used Furniture/Fixtures, Machinery/Equipment and Vehicles, etc. by the County Purchasing Director, if requested by a department and deemed by the County Purchasing Director to be cost effective and in compliance with any other requirements; and

BE IT FURTHER RESOLVED, that purchases of used Furniture/Fixtures, Machinery/Equipment and Vehicles, etc. may be sole source purchased to a particular vendor through negotiation in lieu of any competitive bid process if deemed appropriate by the County Purchasing Director; and

BE IF FURTHER RESOLVED, that the Purchasing Director report to the Finance and Administration Committee annually on used purchases over \$10,000; and

BE IT FURTHER RESOLVED, that in no case shall any expenditure exceed the legal appropriation as established herein except in the case when the expenditure is issued as the result of an emergency (as defined by Webster's Dictionary) in which case the oversight committee and Finance and Administration Committee may approve the expenditure as soon as reasonably possible after the emergency has occurred (this shall not supersede County Ordinance Chapter 5 relative to Emergencies); and

BE IT FURTHER RESOLVED, that in case of emergency, the County Board does hereby authorize the Administration to appropriate an amount not to exceed \$50,000 to cover necessary emergency expenditures, and

BE IT FURTHER RESOLVED, that certain fees and charges for services have been reviewed and modified to reflect increased costs to the County and have been included in the budget; and

BE IT FURTHER RESOLVED, that the Register of Deeds charge for a search fee of real estate records which is used exclusively for records preservation and management be automatically carried over annually; and

BE IT FURTHER RESOLVED, that any unspent funds in the Department of Planning and Development Services Revolving Pre-Development Special Revenue fund, be carried over at

BE IT FURTHER RESOLVED, that the proceeds from anticipated debt issuance be listed in the budget for informational purposes only and that the proceeds be recorded in a note/bond issuance proceeds account within the capital projects fund after the debt is approved by the County Board and deposited in the County Treasury; and

BE IT FURTHER RESOLVED, for purposes of arbitrage, it is the intent that bond proceeds can be applied to any legally allowable capital expenditures, and

BE IT FURTHER RESOLVED, that interest expense be allocated to capital projects when it is advantageous to the County to do so for reimbursement purposes; and

BE IT FURTHER RESOLVED, that appropriations within Capital Projects Funds and Capital Projects within Proprietary Funds unspent at year end be carried forward to future years to complete the designated project(s) unless prior appropriation is eliminated as part of the budget or other action of the County Board; and

BE IT FURTHER RESOLVED, that when a project is complete and no further expenditures will be made from the fund, capital project funds shall be closed out to fund 411 to be used to fund other capital projects or used to pay down debt service to comply with bonding requirements; and

BE IT FURTHER RESOLVED, that Capital Item accounts and facilities maintenance projects which are unspent shall be automatically carried over; and

BE IT FURTHER RESOLVED, that any capital project in the budget be allowed to move (budget, actual revenues and expenditures) to the department/division if, by doing so, it allows the County to recoup the cost of the project through user fee or other funding mechanism; and

BE IT FURTHER RESOLVED, that departments be allowed to transfer vehicles and equipment between departments as long as Generally Accepted Accounting Principles are followed and such transfers are properly reflected on the County books; and

BE IT FURTHER RESOLVED, that the Kenosha County Board of Supervisors does approve an appropriation for the Federally required re-disbursement of the Kenosha County Housing Rehabilitation Revolving loan program funds, and that the disbursements of these funds are to never exceed the amount collected from loan repayments; and

BE IT FURTHER RESOLVED, that all unspent funds of the Kenosha Housing Authority Rehabilitation Revolving Loan Program and Wisconsin Community Development Block Grant Housing Program remaining at the end of the year be carried over into the subsequent year to be disbursed or re-disbursed in compliance with all Federal regulations of this program and in compliance with generally accepted accounting principles; and

BE IT FURTHER RESOLVED, that the accounts and balances for the Kenosha Housing Authority Rehabilitation Revolving Loan Program and Wisconsin Community Development Block Grant Housing Program will continue to be maintained on Kenosha County's books; and

BE IT FURTHER RESOLVED, that any available surplus funds within the Corporation Counsel budget for legal services be carried forward to the next year's budget; and

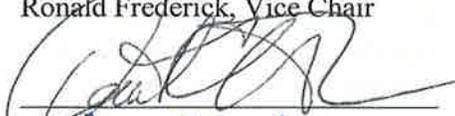
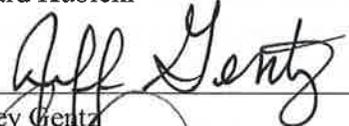
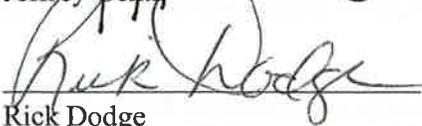
BE IT FURTHER RESOLVED, that any available funds within the Finance and Information Technology budgets in the contractual appropriation for accounting/audit, other professional services, and data processing costs be carried forward to the next year's budget; and

BE IT FURTHER RESOLVED, that the Brookside Care Center report on revenues and census quarterly to the Human Services and Finance and Administration Committees.

2017 Budget Resolution

Approved by:

FINANCE/ADMINISTRATION
COMMITTEE

	<u>Aye</u>	<u>No</u>	<u>Abstain</u>	<u>Excused</u>
 Terry Rose, Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Ronald Frederick, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Daniel Esposito	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Greg Retzlaff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Edward Kubicki	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Jeffrey Gertz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Rick Dodge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ESTABLISHMENT OF THE APPROPRIATION UNIT FOR THE 2017 BUDGET

Section 2.11 of the Municipal Code defines the appropriation unit as the "level of control at which a line item is adopted in the annual budget."

Appropriation units shall be established at the Business Unit level as shown in the budget. The level of budget control shall be defined and established as the following: Personnel and Debt Service appropriations are a grouping of object codes with the same first two digits and are considered an individual appropriation unit. The following (contractual, supplies, fixed charges, grants/contributions) shall be considered one appropriation unit. Capital Outlay appropriations shall be as defined in the chart of accounts. Exceptions to this established level of appropriation are enumerated below.

1. The Kenosha County Chart of Accounts identifies each object code. Certain object codes as identified in the chart of accounts are allocated to Departments or business units for cost accounting purposes only. For budget purposes, all amounts in each said object code are considered as if adopted in one object code.
2. Transfers are allowed between contractual, supplies, fixed charges, and grants/contributions in instances where expenditures are within the established budgetary intent as documented in the budget. Transfers may not be done to create new budgetary intent. Transfer shall be from same grouping of object codes first and other grouping second. Highway may also transfer to and from cost allocation appropriations.
3. The Finance and Administration Committee shall have the authority to reestablish the appropriation unit at the object code level for any department that has been found to be abusing the established budget.
4. The following departments/divisions are combined for purposes of establishing the level of appropriation:
 - **Executive/Department of Finance and Administration** All Divisions.
 - **Law Enforcement** – All Divisions.
 - **Department of Human Services** – All Divisions.
 - **Department of Public Works and Development Services**– All Divisions
 - **Insurances** – Liability Insurance, Health Insurance and Worker's Compensation
 - **Elected Offices/Legislative** - County Clerk, County Treasurer, Register of Deed, KCC – Elected Services and County Board.

In instances where appropriations are wholly or partially grant or revenue funded, the impact on the General Fund shall be a consideration in determining whether or not to allow a transfer between Business Units.

Allow for the transfer of funds from the Sheriff's Department to the Civil Service Commission budget to cover any shortfall in employment testing and/or fitness for duty.

Circuit Court's budget contains many line items, such as attorney fees, doctor fees, psychological services, interpreters, fees, witness fees, juror fees, transcript fees, etc., which are court ordered obligations. These particular fees are difficult to budget. Past history does not always give an accurate process for budgeting. Because of the difficulty in managing these fees, the Finance and Administration department and the Circuit Court used the Circuit Court budget as a pilot project in 2002. This pilot project approved by the County Board will continue. The pilot project allows the Circuit Court to reduce their expenditure levy dollar amount by \$50,000. In exchange for this reduction, the Circuit Court will have the ability to move money within appropriation units to cover cost overruns with approval of the Finance and Administration Director. Within the Department budget, the Circuit Court will have the authority to increase expenditures for overruns and increase budgeted revenues to cover the expenditures with the approval of the Finance and Administration Director. This pilot project will restrict the Circuit Court from adding additional personnel or outlay expenditures.

Finance and Administration department may transfer funds between and within appropriations units of Finance/Public Works/Human Services when it is necessary to deploy financial resources to another Department or Division that reports to the Finance and Administration Director.

Information Technology Division to have budgetary latitude to make operational changes as needed to improve the safety, security and retention/recruitment of the Information Technology Division as long as such changes are levy neutral.

Within Public Works and Development Services, divisions have budgetary latitude to make operational changes as needed as long as such changes are levy neutral and are not in conflict with other action taken by the County Board as part of this budget; and

Within Public Works and Development Services, the Finance and Administration Director may transfer funds between and within appropriations units when it is necessary to deploy Public Works and Development Services resources to another Department or Division that reports to the Public Works and Development Services Director – The Finance and Administration Director be authorized to make necessary levy neutral budget modifications.

Within the Public Works and Development Services- Highway Division budget, in instances where costs of maintenance on State or Municipal roads exceed the established appropriation, the Finance and Administration Director shall be authorized to increase the appropriation in the event that the costs are fully funded by revenues due from the State or a municipality.

Within the Public Works and Development Services– Golf Division budget, in instances where costs exceeds the established appropriation, the Finance and Administration Director shall be authorized to increase the appropriation in the event that the costs are fully funded by golf revenues and not doing so will result in the loss of revenue.

Within the Public Works and Development Services - Planning and Development – Tree Planting program in instances where costs exceed the established appropriation, the Finance and Administration Director shall be authorized to increase the appropriation in the event that cost is fully funded by tree planting revenues.

Human Services Building and Miscellaneous DHS – Internal Service Fund 202 budgets (Fund 202 is considered a sub fund of Fund 200); in instances where the interdivisional charges revenues exceed the established appropriation, the Finance and Administration Director shall be authorized to increase the appropriation in the event that the original intent of the services have not changed and are fully funded by the interdivisional revenues. This shall apply only to types of interdivisional charges that are currently approved in the budget, and shall not be used to create new expenditures.

Human Services Building and Miscellaneous DHS – Internal Service Fund 202 budgets may transfer funds between appropriations as long as no new levy dollars are expended.

Within Brookside Care Center budget, in instances where operating revenues exceed the established appropriation, the Finance and Administration Director shall be authorized to increase the appropriation in the event that the original intent of the services have not changed and are fully funded by the operational revenues. This shall apply only to operating revenues that are currently approved in the budget, and shall not be used to create a new program.

Brookside Care Center shall be allowed to transfer miscellaneous/emergency capital between capital and supply appropriations to accurately reflect miscellaneous/emergency expenditures with approval of the Finance and Administration Director.

Brookside Care Center shall be allowed to modify the budget and appropriations for the Culich/Schneider Endowment Fund as approved by the Brookside Board of Trustees.

Within the Human Services budget, in instances where the intergovernmental revenues exceed the established appropriation, the Finance and Administration Director shall be authorized to increase the appropriation in the event that the original intent of the services have not changed and are fully funded by intergovernmental revenues. This shall apply only to types of intergovernmental revenues that are currently approved in the budget, and shall not be used to create a new program.

Within Departments/Divisions, in instances where the intergovernmental revenues exceed the established appropriation, the Finance and Administration Director shall be authorized to increase the appropriation in the event that the original intent of the services have not changed and are fully funded by intergovernmental revenues. This shall apply only to types of intergovernmental revenues that are currently approved in the budget, and shall not be used to create a new program. The increase in expenditures may include additional staffing (county personnel grant funded positions, temporary employee, seasonal, etc.) and will only be allowed if additional positions have been previously established by the County Board. When the increase in expenditures is for new positions not previously established by the County Board, the addition of any new position titles will be subject to the approval of the Finance and Administration Committee of the County Board.

Within the UW Extension budget shall be authorized to increase revenue and expenditures to appropriate funds in the UW Extension Office account and to automatically carryover said accounts.

Within Insurance Internal Service Funds (ISF) – (for information only) if any of the insurance costs exceed the appropriation, the Administration shall be authorized to transfer or amend to make ISF balance any available funds (to include revenue and expenditure) within and

between insurance internal service funds or insurance object code in an amount sufficient to cover any shortfall within the funds.

Between Departments – Departments may have budgetary latitude to make operational changes for interdepartmental expenditures for equipment and equipment maintenance as need as long as such changes are levy neutral and not in conflict with other action taken by the County Board as part of this budget.

Expenditures shall be charged to object codes as defined in the Kenosha County Chart of Accounts revised May 2013, to be modified by current Budget, unless it is the established past practice that the expenditures be charged to a different account and has been budgeted as such.

Note: Chart of Accounts change – 448310 Profit/Loss Tax Deed Sales

Expense associated with tax deed property (i.e. boarding of windows, cutting grass, demolition, environmental testing, etc.) shall be charge against tax deed revenue limited to \$50,000 per occurrence.

The Finance and Administration Director shall be authorized to reclassify financial transactions and create accounts and budget modifications when this is necessary to ensure that the County Financial Records are maintained in conformity with Generally Accepted Accounting Principles.

The Finance and Administration Services Department will provide the Finance and Administration Committee with reports summarizing all Administrative Budget Modifications. Administrative Budget Modifications are defined as all budget modifications that do not require Finance and Administration Committee approval.

The Kenosha County Capitalization policy is attached for informational purposes only.

KENOSHA COUNTY CAPITALIZATION POLICY

Capital assets are defined by the government as assets with an initial cost of more than \$5,000 for general capital assets and infrastructure assets, and an estimated useful life based on the asset type as shown below:

Buildings	50-100 Years
Land Improvements	20 Years
Machinery and Equipment	5-40 Years
Infrastructure	15-50 Years

The County uses the straight-line method of depreciation on all assets except land which is classified as an inexhaustible asset and not depreciated in accordance with general accounting principles. Computer system assets are capitalized as part of a network system so individual items may be less than \$5,000 but are considered capital assets due to the cost of the entire system.

All capital assets are valued at historical cost, or estimated historical cost, if actual amounts are unavailable, based on the amount provided by the appraisal firm retained by the County. Donated fixed assets are recorded at their estimated fair value at the date of donation. Assets obtained during the course of the year are depreciated for that year while assets that are disposed of are not depreciated in the year the disposal occurs.

Additions to and replacements of capital assets of business-type activities are recorded at original cost, which includes material, labor, overhead, and an allowance for the cost of funds used during construction when significant. For tax-exempt debt, the amount of interest capitalized equals the interest expense incurred during construction netted against any interest revenue from temporary investment of borrowed fund proceeds. The cost of renewals and betterments relating to retirement units is added to plant accounts. The cost of property replaced, retired, or otherwise disposed of, is deducted from plant accounts and, generally, together with removal costs less salvage, is charged to accumulated depreciation.

The County uses the definition provided by GASB in the determination of whether a particular asset should be reported as a capital asset. If the following three questions are answered as a "yes", the asset is a capital asset that is reported in the statement of net assets.

Does the asset have an initial useful life that extends beyond a single reporting period?

Does the historical cost of the asset equal or exceed the government's GAAP capitalization policy or threshold?

Does the expenditure extend the useful life of the asset?

A component of the County's overall capital asset inventory is the County's infrastructure assets. Various capitalization rules have been developed specific to this type of capital asset including the following:

Original valuation of highway infrastructure was determined using current value replacement cost adjusted using published rate tables with Price Trends for Federal-Aid Highway Construction deflation factors. The actual amount expended for current year constructions costs is the historical

cost for each new road segment to be capitalized. Salvage value is 25% of the historical cost. This represents the physical road base which is reused even if the road is completely rebuilt. When a road is reworked any remaining book value less the salvage value is depreciated in that year. The same salvage value is then attributed to the newly reworked road as its salvage value. If a road becomes fully depreciated without its being reworked at the end of the expected useful life of the road segment, a new adjusted estimated useful life is used and the segment is depreciated using the revised estimated useful life.

Kenosha County Fiscal Operations

Effective January 1st, 2012, all Kenosha County fiscal operations shall be under the oversight of the Department of Finance and Administration to the extent permitted by law.

Fiscal operations under this order shall include but not be limited to: payroll, time and attendance, general ledger, accounts payable, grant and grant compliance, budgeting, cash handling, cost reporting, construction fiscal management, purchasing, information systems, fiscal studies, management of fraud and fraud prevention, and all other fiscal functions and fiscal operations.

Kenosha County employees/contractors who perform fiscal tasks as their primary duty who are not currently employed/contracted within the Department of Finance and Administration may be reassigned to that Department for supervision, work assignment, etc, as determined by the Director of the Department of Finance and Administration.

Departments shall have the responsibility of conducting their operations so as to ensure that they remain within their legally approved budget. All Departments shall ensure that their operations balance as a whole when revenues are balanced against expenditures.

Fiscal tasks or fiscal functions performed by County staff/contractors shall be done in accord with procedures established by the Department of Finance and Administration. County staff performing fiscal tasks shall abide by procedures established by the Department of Finance and Administration regardless of whether they are supervised within the Department.

From time to time, The Department of Finance and Administration may conduct a review of County fiscal operations. Based upon these reviews, staff and contractors that are determined to perform fiscal tasks as their primary duty may be directed to report directly to the Department of Finance and Administration as determined by the Department Director (or designee) to fulfill the purpose and intent of this order.

Kenosha County Budget Summary

Operating Summary	EXPENSE
Legislative	251,014
Executive	6,425,955
Human Services	86,671,581
Law Enforcement	48,388,515
Finance and Administration	2,447,885
Elected Offices	1,395,431
Public Works and Development Services	19,169,459
Debt Service - Governmental Funds	15,679,296
Internal Service Funds/Non-Departmental/Board of Adjmt	27,861,074
Total Operating Budget	208,290,210
Less Revenue	142,303,698
Less Carryovers/Reserves	2,692,106
Total Operating Budget Levy	144,995,804
Capital Outlay/Projects Budget	23,251,615
Less Carryovers/Reserves	305,000
Less Borrowed Funds	18,995,000
Less Revenue	3,376,974
Total Capital Outlay/Projects Levy	574,641
Total Operating Budget Levy	63,294,406
Total Capital Outlay/Projects Levy	574,641
Total General Purpose Levy	63,869,047
Summary:	
Total Operating/Capital Outlay Expense	231,541,825
Less Total Revenue and Carryovers	148,677,778
Less Total Bonded Outlay for Capital Projects	18,995,000
Total General Purpose County Levy	63,869,047



COUNTY OF KENOSHA

Division of Personnel Services
1010 - 56th Street
Kenosha, WI 53140
(262) 653-2800

MEMO

DATE: November 3, 2016

TO: The Honorable Chairman and Members of the
Finance/Administration Committee

FROM: Robert J. Riedl
Division Director of Personnel Services

The following is an index of policy changes proposed for 2017:

Pages 8 – 9 Replace Social Media Policy with the Social Media Use Policy passed by the Kenosha County Board in 2016.

Page 12 Language change.

Page 14 Language change.

Page 20 Language clarification

Page 21 New section “Break Time for Nursing Mothers”

Page 23 Remove attendance language. Rely on department policies.

Page 25 Edit language on reimbursable items.

Page 25 Call in pay language.

Page 26 Increase from 3% to 5% they pay offered to employees who temporarily assume a supervisors position.

Page 26 Remove “Supervisor snow plow language”

Page 29 Leave 81 calendar days for all eligibility measurements

Page 35 Language clarification

Page 37 Tuition Reimbursement Language (attached)

Page 39 Unpaid Time Off limited to ½ day or full day increments.

Page 43 Remove subtitle for Interview Review for Discipline above a Written Warning

The County's Cellular Phone and Paging Device Policy for those employees who are required to carry such to conduct County business can be found at <http://www.kenoshacounty.org/index.aspx?nid=106>.

X. Social Media Use Policy

This policy outlines appropriate use of social media as it relates to Kenosha County, by employees and department for official and personal use. This policy is to be used in conjunction with other Kenosha County policies. The Social Media Policy is available at <http://www.kenoshacounty.org/DocumentCenter/View/5235>. County employees will be expected to sign a form acknowledging receipt of such policy annually.

~~Kenosha County understands that social media is designed for you to share your life and opinions with family, co-workers and friends around the world. However, use of social media also presents certain risks and carries with it certain responsibilities as it relates to your job. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.~~

~~Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Kenosha County, as well as any other form of electronic communication.~~

~~The same principles and guidelines found in Kenosha County policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of the County or County's legitimate business interests may result in disciplinary action up to and including termination.~~

~~Carefully read these guidelines, the Ethics Policy, the Electronics Communications Policy & the Harassment Prevention Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.~~

~~Always be fair and courteous to fellow employees, customers, members, suppliers or people who work on behalf of Kenosha County. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing the County Conflict Resolution Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members of the public, other employees or suppliers or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work~~

~~environment on the basis of race, sex, disability, religion or any other status protected by law or County policy.~~

~~Make certain you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the County, fellow employees, customers, suppliers, or people working on behalf of the County.~~

~~Post only appropriate and respectful content. Maintain the confidentiality of County private or confidential information. Do not create a link from your blog, website or other social networking site to a County website without identifying yourself as an employee of the County. Express only your personal opinions. Never represent yourself as a spokesperson for the County. If the County is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the County, fellow employees, members, customers, suppliers or people working on behalf of the County. If you do publish a blog or post online related to the work you do or subjects associated with the County, make it clear that you are not speaking on behalf of the County. It is best to include a disclaimer such as "the postings on this site are my own and do not necessarily reflect the views of the County".~~

~~Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your supervisor or manager and consistent with County policy. Do not use County email addresses to register on social networks, blogs, or other online tools utilized for personal use.~~

~~Kenosha County prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee will be subject to disciplinary action, up to and including termination.~~

XI. Personnel Records

Kenosha County is required to keep accurate, up-to-date employment records on all employees to ensure compliance with State and Federal regulations, to keep fringe benefits information up to date and to make certain that important mailings reach all employees. All information contained in personnel files is the property of the County and is considered confidential. Access to the personnel file is limited to the employee, the employee's supervisor and the Division of Personnel Services.

Employees must inform the Division of Personnel Services of any necessary updates to their personnel files such as a change in address, telephone number, emergency contact, marital status, number of dependents, military status or any other change in status within 30 days of the effective date of the change.

Employees also should inform their supervisor and the Division of Personnel Services of any outside training, professional certifications and education they have achieved.

- Non-Exempt employees shall be given first consideration for vacancies in the same job title; and
- Grant, temporary, and seasonal employees shall be given consideration over outside applicants.

Employees defined under this section shall not include any elected Kenosha County officials. If an elected official applies for a position subject to this hiring and promotion procedure, said elected official shall be subject to the same application process as any other person applying for a position with Kenosha County who is not currently employed by Kenosha County.

Those employees transferring under this provision shall carry with them County-wide length of service for fringe benefits of retirement, paid time off (PTO), medical insurance, life insurance and other fringe benefits as set forth in other County policies.

Application Review

The Director of Personnel Services and the Department/Division Head shall reject any application if the applicant:

- Does not meet minimum qualifications established for the position;
- Has not provided a completed application form for review;
- Deliberately falsifies the application;
- Has been convicted of a crime which renders the applicant unsuitable for the position;
- For new hires, has the following immediate family (including domestic partner relationships) as a supervisor in the same department/division: spouse, son, daughter, brother, sister, father, mother, father-in-law, mother-in-law, sister-in-law, brother-in-law, aunt, uncle, grandchild, step-child, step-parent, son-in-law and daughter-in-law. The Director of Personnel Services may waive such requirement under exceptional circumstances;
- Is not within legal age limits required for the position;
- Has established an unsatisfactory employment record which demonstrates unsuitability for the position;
- Is a former county employee who was dismissed or quit for conduct and/or performance which directly conflicts with an employment position for which he or she may be considered; and
- Attempts to use personal or political pressure to further their eligibility or appointment.

Whenever an application is rejected, notice-notification of such rejection ~~shall~~ will be sent by mail to the applicant.

The Director of Personnel Services with the assistance of the Department/Division Head wherever possible, shall screen for only the best qualified applicants. Selection and screening will be based upon the results of selection devices and evaluation of such factors as education, training, capacity, knowledge, skills, ability, character, physical and overall fitness for the position.

Examinations will be conducted by the Director of Personnel Services or by persons so designated, at such times and places deemed to be practical, convenient and in the best interests of Kenosha County.

Admission

Admission to competitive examinations shall be granted only to applicants whose qualifications satisfy the standards established by the Director of Personnel Services and the Department/Division Head.

Applicant Background Investigation

The Director of Personnel Services may make such investigation of the background of applicants, including social security trace, criminal conviction record, verifications of claimed experience and training, references, work habits, judgments, liens, general reputation, motor vehicle reports, consumer and credit reports as is determined necessary to establish the fitness, ~~character~~, character and qualifications of applicants.

Access to this information is strictly limited to employees of the Division of Personnel Services and others on a need to know basis to ensure that the privacy of the applicant is respected. All searches will be in compliance with all applicable federal and state laws regarding the collection, storage, use and disposal of information obtained as part of the credit check. This includes the consent and notice provisions of the Fair Credit Reporting Act and the Fair and Accurate Credit Transactions Act.

Oral Interview Panel

The Director of Personnel Services will arrange an oral interview for those applicants whose qualifications best meet the qualifications of the position for which they applied. The interview panel will include a representative of the department/division, the Personnel Division, and other professionals as determined appropriate by the Personnel Director.

Cancellation or Postponement

The Director of Personnel Services may cancel or postpone any selection device when there are an insufficient number of qualified candidates. Suitable notice will be given of such action. The Director of Personnel Services may discontinue offering any examination in the County when there are a sufficient number of names on the eligibility list to meet the needs of the County.

Responsibilities of Applicants

All applicants are responsible for reporting to and participating in all tests or parts of an examination and furnishing all information or materials that are requested, in accordance with the

- The employee declines an appointment to any position; or
- The employee's name has remained on the re-employment list for twelve months.

An employee on the re-employment list who is appointed to a position shall return to work as soon as possible following the date of notice but no later than two weeks from that date. An employee who fails to notify the County of his or her intent to report for work within the two-week recall period shall be considered to have voluntarily terminated his or her employment with the County. Exceptions to the return to work requirement may be made at the discretion of the Director of Personnel Services.

It will be the responsibility of all persons whose names appear on re-employment lists to inform the Division of Personnel Services, in writing, of any changes in address, phone number or availability of employment. Persons who fail to do so may be considered to have forfeited their reinstatement or other placement rights.

Under certain circumstances, workweek reductions may be imposed in lieu of layoff. Employees assigned to reduced workweeks in lieu of layoff shall have their pay and benefits eligibility administered on a prorated basis effective from the date of reduction.

HOURS of WORK and ATTENDANCE POLICIES

I. Hours of Work

The standard workweek is 40 hours. The standard workday is eight hours for Non-Exempt employees. Workday lengths for Exempt employees are determined primarily by their current workloads. General office hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday. The workweek commences on Sunday morning at 12:00 a.m. and ends the following Saturday evening at 11:59 p.m.

The Department of Public Works, Brookside Care Center, Division of Health, Sheriff's Department, District Attorney and Circuit Court will establish operating hours, meal and break periods that best serve the operational needs of their departments. Employees should consult the policies of these individual departments/divisions for clarification of work hours.

At times it may be necessary for a Department/Division to modify an employee's starting and quitting time as well as the number of hours worked to accommodate Kenosha County needs. Advance notice of such modifications will be provided when possible.

Meal Periods

An unpaid meal period is provided to any employee who works a minimum of six hours per day. The normal meal period should occur approximately halfway through the workday. However, certain departments may require alternate meal periods. The length of the meal period may vary from 30 minutes to one hour according to the needs of the department.

Non-Exempt employees Employees who receive a paid break period in lieu of an unpaid ~~lunch~~ meal period are not to leave the premises during this paid break period without authorization from the employee's supervisor.

The practice of extending meal periods with break periods is not permitted.

Break Time for Nursing Mothers

The County accommodates breastfeeding mothers who wish to express breast milk during the workday when separated from their children. The provisions of this section meet the requirements of the Fair Labor Standards Act as it relates to breaks for nursing mothers.

For up to one year after the child's birth, any employee who is breast feeding her child will be provided reasonable break times to express breast milk for her child. The County has designated certain rooms in employee-occupied buildings for this purpose. A small refrigerator reserved for the specific storage of breast milk is available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any non-conforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering. Nursing mothers wishing to use this room must request/reserve the room by contacting the Division of Personnel Services. Additional rules for use of the room and refrigerator storage will be provided. Employees who work off-site or in other locations will be accommodated with a private area as necessary.

III. Overtime

When business or department conditions require, employees may be needed to work overtime. When this occurs, the employee's supervisor will make every effort to provide timely advance notice. Such a request for overtime is considered to be voluntary. Mandatory overtime is required only under the following circumstance:

- Employees of the Sheriff's Department;
- When the County Executive declares an emergency;
- For snow and ice removal for Department of Public Works employees;
- For Registered Nurses in the Division of Health when patient care concerns require an extension of the workday;
- For employees of the Circuit Court and District Attorney engaged in court room activities or processing court related orders; and
- For employees in the Department of Finance and Administrative Services during payroll processing periods and computer system maintenance/emergencies.

Employees who wish to voluntarily remain at work to complete work assignments must obtain supervisory approval prior to working overtime. All Non-Exempt employees will be paid one and one-half times their regular rate of pay for all hours worked in excess of 40 in one workweek, except for those employees covered by the law enforcement exemption in the Fair Labor Standards

off (PTO) to provide for these needs as they arise. Employees also may qualify for a leave of absence for their own major illness, the major illness of a family member, the birth or adoption of a child, worker's compensation injury, personal circumstances, or military and/or reserve duty. Having provided for these situations, it is important to remember that excessive absenteeism, tardiness, and/or leaving early causes the burden of filling in for the absent employee to fall on other employees. It is a requirement of each job that an employee report to work punctually and work all scheduled work hours as well as any necessary overtime.

Situations when employees are not on an approved leave of absence and are absent from work without sufficient PTO to cover that absence, will be addressed through the normal corrective action process. Corrective action will be taken each time this occurs at a schedule determined by Department/Division policies.

Consecutive days of absence for the same reason may be deemed to be one incident for the purpose of the Brookside Attendance Policy. A Brookside Care Center employee who is absent for more than three consecutive days, must bring in medical documentation certifying the absence in order for the consecutive days of absence to be counted as one incident.

Unexcused absences from work for two consecutive scheduled workdays without calling or notifying the employee's supervisor will be considered a voluntary resignation. The employee is deemed to have quit without notice and his or her employment will be terminated immediately. An appeal may be made in writing to the Director of Personnel Services. If it is determined that there were extenuating circumstances for the absence and failure to notify, the employee will be reinstated.

~~If at any time an employee corrects his or her excessive absence problem and has no unexcused absences during a six-month period, corrective action, if it becomes necessary again, should begin with a verbal warning. Department/Division attendance policies may differ from this standard.~~

~~If an employee who has been with the County less than 90 days has an unexcused absence, they will be issued a written warning for that absence. If the new employee has no further incidents during the first 90 days of employment, the written warning will revert to a verbal warning. If an unexcused absence occurs again within the first 90 days of employment, the employee will be discharged.~~

Periodically, special circumstances will occur that warrant an employee being excused from work without sufficient PTO to cover the absence. To ensure fairness throughout the County, these types of requests require the approval of the Director of Personnel Services.

Occasionally, an employee will exhibit a pattern of absenteeism that requires corrective action despite having sufficient PTO to cover those absences (for example, consistently missing a specific day of the week, the day before or after a holiday, or the day before or after a scheduled vacation) unless they are approved to be absent.

An employee who is going to be absent, tardy, or leave early from work is responsible for notifying his or her supervisor as soon as possible, regardless of whether the employee has sufficient PTO

All employees in a position designated as FLSA Exempt are required to accurately record benefit time on their timecards when taken. Time recording shall be in accordance with the Kenosha County payroll procedures.

II. Pay Periods

With some exceptions, County employees are paid on the bi-weekly basis. All employees are paid by direct deposit to the bank account(s) they designate. Deposits are made on the second Friday following the last day of the two-week work period. In the event a holiday falls on a payday Friday, every effort will be made to deposit wages on the last workday prior to the holiday.

III. Wages

Wages are determined through analysis of the nature of the work performed by the employee and the occupational market within which the employee works. Wage schedules are reviewed and changed, if necessary, annually as part of the budget process. Job classifications and rate schedules for the current year are attached to this handbook and made a part hereof.

Newly hired employees are placed in the pay range for their position between the starting wage and the midpoint of the pay range. Starting wages beyond the midpoint of the pay range must include budget review and be approved by the County Executive.

All County employees who are not at the top of the wage range may be eligible for an annual wage increase equal to three percent (3%) of the midpoint of the wage range from which their job is paid. This annual wage increase is generally awarded on the anniversary date of the employee's current job, provided the employee has received a rating of "above average" or higher on his or her annual performance review for the most recent rating period.

In addition to regular hourly wages, some employees earn shift differential for working second shift, third shift and weekends. Employees who carry shift differential earn the difference as part of their base wage. The base wage does not change when an employee works another shift which carries a higher or lower shift differential, except for certain employees of Brookside Care Center.

The County Executive has the authority to respond to market influences which affect hiring and retention by adjusting individual employees' wages within the limits of the job classification wage scale.

Reimbursable items such as uniforms, tools, safety shoes, child work permits, CDL renewals, boiler license and renewals, call-in-pay, week-end cell phone coverage, clothing allowance, etc. may be included in the wage package.

Non-Exempt employees who are unexpectedly called in to work outside their normal work hours will receive a minimum of two hours pay.

Supervisors of employees temporarily performing a higher-rated job may request a temporary increase in that employee's wages of three percent (3%) of the employee's current pay within the applicable wage range. Requests are made through the Division Director of Personnel Services. The temporary assignment must have an anticipated duration of at least four weeks. This does not apply to Highway employees who operate under a divisional policy.

Brookside Care Center Registered Nurses will receive a \$1.50 more per hour when temporarily assigned to FIN Shift Supervisor duties.

Brookside Care Center newly hired RNs and LPNs may be hired at any step on the wage scale commensurate with their years of nursing experience with the approval of the Director of Personnel Services.

~~Supervisors in the Department of Public Works who volunteer to plow snow outside of their regular work day shall be compensated at a rate of \$30 per hour.~~

Wage Determination for Job Promotion, Demotion and Lateral Transfers

- An employee transferring to a higher rated job through a job promotion shall earn a wage not less than five percent (5%) wage increase or the minimum of the new pay range, whichever is greater.
- An employee who transfers to a new job in the same pay range, shall retain his or her rate of pay if at the maximum. If the employee is not at the maximum, they will advance on the previous schedule.
- An employee going to a lower rated job through a job posting shall receive the maximum of the new range if lower, or the wage the employee was earning at the time of his or her job change.

If an employee is promoted to a Department Head position, placement in the new pay range will be in accordance with the appointment confirmation by the County Board of Supervisors.

Wages for temporary, seasonal and grant employees, etc., are reviewed and adjusted annually, if necessary, based on current market availability of type and class of position required to fill the current need.

Wage Adjustments

The Kenosha County Budget authorizes expenditures of up to \$100,000 for wage adjustments and stipends deemed necessary for purposes including but not limited to employee retention, special assignments, in-range market adjustments, etc. Proposals for adjustments must be made to the Director of Personnel Services by the Department Director. The proposal includes operational justification for the recommended increase. Fiscal analysis and sign-off is required by the

BENEFIT POLICIES

In general, regular full-time Non-Exempt employees are eligible to receive benefits on their 31st day of employment with the County.

Part-time Brookside employees, Registered Nurses, School Nurses and clerical employees who work 16 hours or more per week may be eligible for fringe benefits, including the employee health benefit, based on the number of hours worked in a twelve (12) month period from approximately mid-October to mid-October.

For the purpose of the employee health benefit, the following schedule will apply:

- Employees who average less than 16 hours receive no health benefit
- Employees who average 16 hours but less than 24 hours receive 50% benefit
- Employees who average 24 hours but less than 30 hours receive 75% benefit
- Employees who work 30 hours or more per week earn 100% benefit

All other full time employee benefits are based on a 32 or more hour work week.

New hires will be eligible for benefits after working ~~60 scheduled days or 81~~ calendar days, whichever is sooner. Benefit eligibility will be based on the numbers of hours worked in 81 calendar days.

Long term seasonal employees, short term seasonal employees and Deputy Medical Examiners average less than 30 hours/week and are not eligible for benefits, except as mandated by the Wisconsin Retirement System (WRS).

Exempt employees are eligible for benefits on the 31st calendar day of employment.

I. Paid Time Off

Employees will be granted a "bank" of time to use for vacation, sick, and personal reasons based on eligible years of service with Kenosha County. This bank is referred to as paid time off (PTO). PTO does not include designated paid holidays.

Employees increase the number of PTO days as their years of service increase, indicated in the chart below:

<u>Calendar Years of Service</u>	<u>PTO Days per Year</u>
Date of Hire through 12/31 (first year)	Prorated *
2 nd through 6 th years	15 days
7 th through 14 th years	20 days
15 th year and beyond	25 days

VI. Employee Health Benefit

Kenosha County makes available to its employees a comprehensive employee health benefit. Single or family coverage is available to full-time County employees. Part-time employees may be eligible on a pro-rated basis.

Consistent with the Affordable Care Act (ACA), employees who average 30 hours of work per week are eligible for a full time health benefit. ~~New Employees~~ employees who are classified as variable hour employees under the ACA will be placed under a twelve (12) month Initial Measurement Period to determine whether the employee is full time or part time. If the employee works more than 30 hours per week, or 130 hours per month on average for the entire twelve (12) month period, the employee is eligible for full-time benefits. Employees who average fewer than 30 hours per week may still be eligible for pro-rated benefits. However, after six (6) pay periods new hires will be offered full time benefits if they average 30 hours per week in those six weeks. Employees who average 16 to 29 hours will be offered benefits on a pro-rated basis. These benefits will be in effect until the Initial Measurement Period ends. At the conclusion of the initial measurement period and one year stability period, employees will participate in the Standard Measurement Period with other benefit-eligible employees. Temporary employees as defined under IV. Certification and Appointments and who average over 30 hours per week over 52 weeks are eligible for the employee health benefit at the full budgeted rate.

Employees who enroll in the health, dental and/or vision benefit are committed to a minimum of one year participation in the plan, unless they encounter a qualifying event as defined by the federal government.

All employees who are enrolled in the employee health benefit are also enrolled in the Vitality Wellness Program. Participation points earned during the calendar year can be applied for discounts in the health benefit premium contribution. The financial benefits of participation in the wellness program are forfeited by any employee caught cheating to earn points.

Employees who choose not to enroll in the employee health benefit do not receive additional wages in lieu of the benefit. Employees may enroll at a later date with a qualifying event or during open enrollment.

Current employees may amend their coverage during open enrollment which typically occurs in the autumn of each year.

Plan benefits, claim procedures, limitations and other details are available in the summary plan description at <http://www.kenoshacounty.org/index.aspx?nid=106>.

Employees may be eligible to continue the Kenosha County health benefit by paying the monthly premium in accordance with State and Federal law (COBRA) concerning a qualifying event. This may occur as the result of resignation, layoff, reduction in hours, injury or illness and other leaves of absence.

Neither the County nor the insurance carrier will be liable for the payment of worker's compensation benefits for injuries that occur during an employees' voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the employer.

When applicable, Family Medical Leave benefits will be charged concurrently with lost time under this section.

XI. Tuition Reimbursement

An employee may be eligible for reimbursement of education expenses. The policy which sets forth the guidelines for tuition reimbursement is available at:
<http://www.kenoshacounty.org/index.aspx?nid=106>

XII. Leaves of Absence

Family Medical Leave (including Family Military Leave)

Kenosha County provides job protected, unpaid leave to eligible employees as required by the Wisconsin and Federal Family and Medical Leave Acts. The policy which sets forth the guidelines for eligibility and use of such leaves is available at
<http://www.kenoshacounty.org/index.aspx?nid=106>.

Leave of Absence following one year of A&S paid leave

Employees who continue on a medical disability beyond one year (365 calendar days) will be placed on an unpaid leave of absence. The length of an unpaid leave of absence is determined on a case-by-case basis in accordance with the American's with Disabilities Act. Employees on a leave of absence under this section are considered to have vacated their position and do not retain an automatic right to return to the same job or shift. For business efficiency purposes the employing department may recruit for and fill the position.

The County will work with employees to assist them in returning to available work within the County for which they qualify. Requests for reasonable accommodations will be considered by the Department Head and the Director of the Division of Personnel Services. The County will engage in these efforts for a reasonable period of time.

The County Employee Health Benefit may be extended for up to six months following the expiration of the A&S benefit. Requests to extend the health benefit must be made to the Division Director of Personnel Services.

Funeral Leave

In the event of a death of an employee's father, mother, husband, wife, brother, sister, son, daughter, father-in-law, mother-in-law, step-parent or step-child (a step-child is one living with or who was raised by the step-parent) and grandchild, such employee will be paid for straight time

KENOSHA COUNTY TUITION REIMBURSEMENT PROGRAM
(Revised 5/28/08)

Kenosha County supports employees who wish to continue their education to secure increased responsibility and growth within their careers. In keeping with this philosophy, the County has established a reimbursement program for expenses incurred through approved institutions of learning. If you are a regular full or part time employee and have completed your evaluation period, you are eligible for participation in this program as long as courses are job related or toward a degree.

The County will reimburse up to a maximum of ~~\$1,500~~ \$3,000 per year for an advanced degree depending on, or up to a maximum of \$1,500 for an associate degree or individual courses or degree per year, incurred by an employee for continuing education through an accredited program that either offers growth in an area related to his or her current position or could lead to promotional opportunities. This education may include college credit courses, continuing education unit courses, seminars and certification tests. You must secure a passing grade of "C" or its equivalent or obtain a certification, to receive any reimbursement.

P-13.11-1 GENERAL GUIDELINES

- (1) Eligible Kenosha County employees may make request for tuition reimbursement under these guidelines. Any employee who has received reimbursement will be required to remain in active service for at least one year after completion of the course or degree; otherwise, he/she will be required to reimburse the County for the cost of any courses taken in the 12 months immediately preceding the last day of employment.
- (2) Requests for tuition reimbursement in excess of ~~\$1200 per the~~ calendar year maximums per employee, will not be approved under this program. If requests for tuition reimbursement exceed the budgeted monies for the tuition program, no further requests for tuition reimbursement will be accepted for that year. Initial approval of a course of study does not obligate the County to future/continued approval of courses in that course of study. Approvals are only valid for the identified course and semester given. Similarly, the payment of courses at a higher private institution rate does not obligate the County's continuance of payment at that higher rate.
- (3) Requests for reimbursement are considered on a first come, first served basis until tuition program annual funding is depleted. Employees applying for an Associate Degree, Bachelor's Degree or Master's Degree will be given first consideration for tuition reimbursement over those making course by course requests. Approval of tuition reimbursement will be considered only for institutions accredited by one of the Regional Accrediting Organizations (MSCHE, NEASC, NCA-HLC, NWCCU, SACS, or WASC) or a National Career Rated Accrediting Organization (currently only DETC) recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).

P-13-11-2 COURSE BY COURSE AND ASSOCIATE DEGREE PROGRAM

~~Regular Permanent full-time and permanent-regular part-time~~ employees who have completed their probationary period and wish to take courses directly related to the employer's position in a division may request reimbursement for those courses.

The employee must make a request in advance of enrolling in any course on the APPLICATION FOR TUITION REIMBURSEMENT form if he/she wishes the County to reimburse him/her for the cost of the course. The application form needs approval from the employee's direct supervisor, the division or department head, the Personnel Director and the County Executive.

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~~supervisor, the division or department head, the Personnel Director and the County Executive.~~

Approval will be based on the employee's job performance, County and departmental needs and the amount of budgeted monies available. With approval and upon successful completion of the course, the County will reimburse ~~70%, 75% or 80%~~ 100% of the cost for tuition and required books, ~~except in those cases where union contracts provide for full tuition reimbursement, But butbut~~ not to exceed ~~\$1200~~ \$1,500 per calendar year per employee. A grade of "C" or "P" (in pass/fail courses) must be achieved.

~~The level of reimbursement will be based upon the passing grade received for the course. A grade of "C" or "P" (in pass/fail courses) will be reimbursed at 70%; a grade of "B" will be reimbursed at 75%; a grade of "A" will be reimbursed at 80%. Employees must provide copies of grades and receipts for tuition and book expenses before the reimbursement amount can be determined.~~

P-13-11-3 DEGREE PROGRAM

~~Permanent full~~Regular full-time and ~~permanent-regular~~ part-time employees who have completed their probationary evaluation period and wish to pursue an Associate, Bachelor's or Master's Degree program may request reimbursement for the degree program.

For employees who begin a program culminating in a degree or job-related skill training (exclusive of seminars), an APPLICATION FOR TUITION REIMBURSEMENT must be submitted at least 30 days in advance of original registration. Included with the application should be a brief written statement from the employee explaining their intent, interest, and/or the job-relatedness in pursuing the specific degree. Approval will be based on the job-relatedness of the degree program, budgeted monies available, and the needs of the County and/or the department. The application form needs approval from the employee's direct supervisor, the division or department head, the Personnel Director and the County Executive.

Attached to the form must be a copy of the degree requirements, including course names, and number of credit hours needed to complete the degree. Also attached must be a listing of all courses by name, description, and cost that the employer intends to take over the next 12-month period and dates of attendance for each course. Should any studies require time off during normal working hours, prior approval of this request must be made at the same time as the request for reimbursement. Arrangements for such time off during working hours must be made in advance with the employee's supervisor and department head.

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~~must be made in advance with the employee's supervisor and department head.~~
With approval of the degree program, the County will pay ~~70%, 75% or 80%~~ 100%, but not to exceed ~~\$1200~~ \$23,500 per calendar year per employee as its share of the cost for the course (tuition and required books) upon successful completion of the course. A grade of "C" or "P" (for pass/fail courses) must be achieved. Reimbursement will be based upon the passing grade received for the course. A grade of "C" or "P" (for pass/fail courses) will receive reimbursement at 70%, a grade of "B" will receive reimbursement at 75%, and a grade of "A" will receive reimbursement at 80%. Employees ~~must~~ provide copies of grades and receipts for tuition and book expenses before the reimbursement amount can be determined.

For those employees taking graduate level courses, they must be, and remain, in good standing, maintaining a grade point average of 3.0 (or "BC" equivalent) to receive any tuition reimbursement.

Page

Applications for unpaid leaves of absence for personal reasons shall be made in writing to the Departmental Head with a copy to the Director of Personnel Services. A leave may not be granted for the purpose of taking other employment; however, the term "other employment" shall not include elective federal, state, county or municipal offices or union duties.

The granting of such leave and the length of the leave shall be contingent upon the reason for the request. The Department Head may grant a personal leave of absence without pay for 30 calendar days or less. Leaves of absence without pay for more than 30 calendar days but not exceeding six months may be granted by the Department Head with the approval of the County Board Committee responsible for the department. Personal leaves of absence requested for a period in excess of six months may be granted by the Department Head with the approval of the County Board of Supervisors.

Education Leave

A leave of absence not to exceed two years in length may be granted to those employees who desire to improve their ability and job knowledge through further education. The procedure for obtaining such leave shall be the same as that of personal leave.

Unpaid Time Off

Employees may be eligible to receive five unpaid voluntary leave days in any calendar year. Unpaid days must be scheduled in advance to accommodate department operational needs. Days may be taken in 4 or 8 hour blocks only. Such days must be approved by management in the same manner as PTO. Employees will forfeit their ability to carry over unused PTO in an amount equal to any unpaid voluntary leave days taken.

XIII. Post-Retirement Health Benefit

Most employees hired on or before January 1, 2003 are eligible for a post-retirement health benefit. In general, employees who have reached their 60th birthday and have had 15 years of continuous county employment are eligible to retain the employee health benefit at the same premium contribution, wellness program, co-payments and deductible as active employees. The County's premium obligation shall terminate when the employee becomes eligible for Medicare. Employees who decide to purchase Medicare supplemental benefits do so at their own expense.

Special provisions apply to protective employees, elected officials and spouses of county employees. The County's complete Post-Retirement Health Benefit Policy is available at <http://www.kenoshacounty.org/index.aspx?nid=106>.

RULES and REGULATIONS

I. Uniform Work Rules

It is the basic responsibility of every County employee to live and work in the spirit of self-discipline. However, the enforcement of rules is necessary when violations of the principles of

any employee normally would know that such behavior is completely unacceptable). In these cases, the employee should be placed on administrative leave pending a complete investigation of the situation prior to discharge. Administrative leave is paid or unpaid off duty status (to be determined on a case by case basis) and is necessary in order to secure the workplace and/or the safety of employees, protect the integrity of the investigation, or for other appropriate reason during an investigation of any alleged misconduct. Examples of extremely serious infractions include, but are not limited to:

- Having any measurable level of alcohol or drugs in employee system while on the job;
- Possession of an unauthorized weapon or firearm while on the premises;
- Insubordination;
- Physical or sexual assault;
- Theft of County property or funds;
- Sleeping while on duty;
- Off duty misconduct;
- Sexual harassment or discrimination;
- Acts of fraud or dishonesty;
- Consistently failing to meet performance expectations;
- Excessive absenteeism;
- Resistant abuse; and
- Isolated mistake with major consequences or potential liability which would include an act which exhibits lack of due care and/or neglect of duty.

Internal Review for Discipline above a Written Warning

Before a disciplinary action is implemented, the following system of internal administrative review will be followed to ensure that the discipline policy is followed in a uniform and equitable manner:

Employee infraction of rules, including continued failure to meet performance standards:

- Department/Division Head or supervisor conducts investigation (if applicable); and
- Employee is provided with notice of investigation and right to have representation of employee's choosing present during investigatory interview.

Due cause meeting:

- Department/Division Head and supervisor review results of investigation and recommend level of discipline to Director of Personnel Services; and
- A maximum level of discipline is authorized by Director of Personnel Services based on equitable and uniform discipline County-wide.

Written notice to employee:

KENOSHA COUNTY FINANCIAL MANAGEMENT POLICY STATEMENT

Fund Balance Reserve Policy

Purpose: To maintain the fund balance of the General Fund at levels sufficient to protect the County's creditworthiness as well as its financial positions from unforeseeable emergencies. To ensure sufficient liquidity to provide for County obligations as they become due. To maintain the proper balance between maintaining a prudent level of reserves that are neither too low nor too high. Reserves shall be considered to be too low if the level of reserve would negatively impact upon County creditworthiness and liquidity, or impair the County's ability to fund emergencies or contingencies. Reserves are too high if the level of reserve exceeds funds needed to maintain its creditworthiness and liquidity, or if reserves exceed the amount needed to properly fund emergencies and contingencies. For purposes of this policy, General Fund Unassigned Fund Balance in the General Fund is referred to as "reserves".

General Fund Unassigned Fund Balance

It shall be the County policy to maintain reserves at a minimum of seventeen percent of audited General Fund operating expenditures. With the objective of obtaining a AAA bond rating, the County shall have a target unassigned fund balance of 25% (not mandatory).

Planned Use of Reserves as part of the Adopted Budget

As part of the annual adoption of the budget, reserves in excess of seventeen percent of general fund operating expenditures per the audit may be used only for the following purposes: annually reoccurring costs provided that the aggregate total of such costs used to balance an annual budget does not exceed \$300,000, expenditures that will not reoccur annually, temporary increases in personnel expenditures incurred for the purpose of succession planning, not to exceed \$250,000 cumulatively (this provision to sunset at year-end 2018 to be permissible for the 2018 budget), High Impact Fund (KABA) expenditures not to exceed \$250,000 per annum, a cushion for increases in tax delinquencies that would occur as a result of an economic downturn, or capital purchases. Any such use of reserves shall be as approved by the County Board. As a general practice, after confirmation of available funds per the audit, reserves exceeding seventeen percent of general fund operating expenditures may be applied in the budget year two years following the audit year, as determined by the County Board. For example, audited reserves per the 2014 audit may be used as part of the 2016 budget. Any known events that are anticipated to materially reduce reserves shall be considered prior to such use of reserves.

Extenuating Circumstances: In the event of extenuating circumstances, reserves may be used to balance a budget if so approved by the County Board. Extenuating circumstances shall be defined as an unplanned event that requires a significantly higher amount of tax levy than what was known during budget development or at the time the County Board is considering the budget.

Examples of extenuating circumstances are: The health insurance budget issue from 2001, major reductions in State aid that directly offset levy such as shared revenue, and significant reduction of federal inmates by the Federal Government. In the event that reserves are used because of extenuating circumstances, a plan shall be developed to eliminate the use of reserves as soon as practicable.

Emergencies

Use of the General Fund in the case of emergencies shall be allowed. In the event of a declared emergency, there shall be no restriction placed upon the use of the General Fund. Emergency shall be defined in accord with GP-1.05-1 (10) of the Kenosha County Policy and Rules manual.

Use of Fund Balance to Modify the Adopted Budget In Lieu of a Contingency Fund

This policy does hereby define a contingency to be a budgetary event (such as an emergency) that is of possible but uncertain occurrence. It is a common practice for Governments to establish contingencies in the adopted budget to fund modifications of the adopted budget. However, it has been the practice of Kenosha County to not fund a contingency as an expenditure in the budget. It has been the practice of the County to use reserves when necessary to fund modifications of the current year budget in lieu of establishing a contingency. This policy does hereby authorize the use of reserves for modifications of the adopted budget if so approved by the County Board. In accord with State Law, such a budget modification shall require a two-thirds majority approval of the County Board. The Financial Services Division shall review budget modifications done under the authority granted herein to verify that transfers done are necessary as a result of events that were beyond the control of the County.

General Fund Unassigned Fund Balance Replenishment

In the event that unassigned fund balance declines below 17% as defined herein, the County shall implement steps to be within policy 3 years following the first positive quarter of United States Gross Domestic Product (GDP) the year following the audited year in which the County was not within policy.

9.101.123

CLEAN AIR

The provisions of Wisconsin Statutes Section 101.123 and any subsequent amendments except Wisconsin Statutes Section 101.123(8) are adopted and further no person may smoke in any place in which smoking has been prohibited by the person in lawful possession of the premises. Additionally, no person may smoke, use tobacco in any form, or utilize any nicotine or nicotine substitute delivery device such as an "e-cigarette" in any county owned, leased, maintained, or occupied building or property, including county owned vehicles and all outside parking areas (including lots, ramps and garages), property, and grounds associated with such locations. County owned parks and golf courses are exempt from this section, except that the prohibition shall be in effect for any enclosed structures on those properties and for any locations less than 25 feet from those enclosed structures. A complete list of county owned, leased, and occupied buildings and properties can be obtained from the office of the County Clerk. For purposes of this ordinance, "smoke" refers to the carrying or possession of a lighted cigarette, cigar, pipe, other lighted smoking equipment, or e-cigarette. "E-cigarette" refers to any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of this simulates smoking; the term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor. "County owned vehicle" includes all self-propelled vehicles owned or leased by the County. Nothing in this ordinance shall be construed to prohibit the use of a regulated cessation product being utilized in the furtherance of an effort to cease smoking. Any person who, after having been duly warned of the prohibitions, violates this section shall forfeit not less than \$20 nor more than \$500.

10.07(7) PARKS – PROHIBITED ACTIONS

Except as permitted in subsection 10.04(10) of this ordinance, it shall be unlawful for any person to sell, bring, drink, possess, or give away any beer, or other intoxicating beverages within a county park except that designated employees of the Department of Public Works may sell beer or wine to persons of legal drinking age for consumption only in areas specifically designated by the Committee. However, it shall be lawful to obtain a beer permit with a pavilion reservation for possession and consumption of beer, but not sale of beer, and the beer must be consumed in the reserved pavilion). However, it shall be lawful for Kemper Center, Inc., or its director, to allow consumption of and/or sell beer, wine or intoxicating beverages at Kemper Center Park, and such sale or consumption of alcohol shall be in strict compliance with all State of Wisconsin and City of Kenosha laws, including the requirement of obtaining appropriate licenses, and shall comply with all terms of an annual permit issued to Kemper Center, Inc., by the park manager/director. However, it shall be lawful, at the sole discretion of the County Executive or designee, for Kenosha County Parks to enter into a vendor permit agreement, lease arrangement, or other agreement with a business entity or non-profit organization to allow the selling of beer or wine at a designated area of a park per agreement with the vendor/operator/organization. Notwithstanding the general prohibition, the possession and consumption of beer or wine shall be permitted in such a designated area so long as such sale or consumption of alcohol shall be in strict compliance with all applicable State and local laws and requirements, including the requirement of obtaining appropriate licenses which shall be the sole responsibility of the contracted entity. The agreement between said vendor/operator/organization and the County may be by permit either on an individual event basis or by contractual agreement and shall be subject to revocation by the County at any time for cause by agreement.

9.22 No person, contractor, or other entity shall enter or use county property for the purpose of construction improvement, storage, or to stage or facilitate a project unrelated to county business without first obtaining a Right of Entry permit. Fee for said permit shall be as determined by the Public Works Committee.

10.04(6) No person is permitted to remain in the parks or beaches between 10:00 p.m. and sunrise without a written permit ~~and no person is permitted to be on the Kemper Center Fishing Pier before sunrise and after sunset~~; further, the Committee, pursuant to the provisions of section 10.02 of this ordinance, reserves the right to further restrict or expand the hours of operation of specially designated parks

~~10.07(28) It shall be unlawful for anyone to enter on the Kemper Fishing Pier when signs are posted indicating that the pier is closed. Furthermore, it shall be unlawful for children under 12 to enter on the Kemper Pier unless accompanied by a parent, adult or guardian.~~

10.07(19) To fish in any pond in any golf course area at anytime during the golfing season or to fish in violation of any posted rules in any park, or to fish in any designated beach area, ~~or to fish by any method except by rod and reel, or hand line, on the pier at Kemper Center.~~

Kenosha County 2017 Wages

Position, Grade	Minimum	Midpoint	Maximum
NEA	\$12.28	\$13.93	\$15.59
Dietary Assistant - Brookside			
Environmental Services Worker - Brookside			
NEB	\$13.01	\$14.77	\$16.53
NEC	\$13.79	\$15.66	\$17.52
Nurses Aide - Brookside			
Nurses Aide Pool - Brookside			\$19.11
Life Enrichment Assistant - Brookside			
Cook - Brookside			
NED	\$14.62	\$16.60	\$18.57
Cook - Sheriff's Department			
NE1	\$15.50	\$17.59	\$19.69
Administrative Assistant			
Unit Secretary - Brookside			
Lead Cook - Brookside			
Custodian			
<i>Second shift differential is \$.25/hour. Third shift differential is \$.35/hour.</i>			
NE2	\$16.43	\$18.65	\$20.87
Deputy Court Clerk			
Life Enrichment Coordinator			
NE3	\$17.42	\$19.77	\$22.12
Billing/Reimbursement Specialist - Brookside			
Admission/Release Specialist			
NE4	\$18.46	\$20.95	\$23.45
Accounting Associate			
Administrative Assistant, Senior			
Buyer			
Child Support Enforcement Associate			
Economic Support Specialist			
Environmental Health Technician			
Public Health Technician			
Veterans Benefit Specialist			
NE5	\$19.57	\$22.21	\$24.85
Communication & Educational Support Specialist			
Deputy Court Clerk, Senior			
Economic Support Specialist, Senior			
Elected Officials Clerk			
Payroll Specialist			
Real Property Lister			
Restitution Coordinator			
Relief Custodian			
Corrections Professionals			
<i>Second shift differential is \$.25/hour. Third shift differential is \$.35/hour.</i>			
NE6	\$20.74	\$23.54	\$26.34
Patrol Worker/Laborer - Highways			
<i>\$1.50 premium on base wage for working as a Group Leader, Equipment Operator (Excavator, Bull Dozer, Grader, Backhoe, Paver Screed, Roller, Asphalt Planer, Street Sweeper/Vacuum Truck, Bucket Truck, Mainline I-94, Concrete Finisher. Second Shift Premium = \$1.00/hr.</i>			
Child Support Enforcement Specialist			
Deputy County Clerk			
Deputy Register of Deeds			
Elected Officials Deputy			
Executive Secretary			
Lead Economic Support Specialist			
Legal Secretary			
Judicial Assistant			
Network Technician			
Mechanic - Parks			
NE7	\$21.99	\$24.96	\$27.92
Administrative Secretary			
Chief Deputy County Clerk			
Chief Deputy Register of Deeds			

Deputy Treasurer				
Executive Assistant				
GIS Analyst				
Paralegal				
Service Desk Technician				
Social Worker I				
Licensed Practical Nurse - Brookside				
Chief of Building Maintenance				
Shop Operator - Highways				
Assistant Sign Maker				
NE8	\$23.75	\$26.95	\$30.16	
Accountant				
Chief Cook - Sheriff				
Chief Deputy Treasurer				
Desktop Technician				
Human Resources Assistant				
Land Use Specialist				
Social Worker II				
Mechanic - Highways				
Sign Maker				
NE9	\$25.65	\$29.11	\$32.57	
Senior Desktop Technician				
Deputy Medical Examiner				
Network Technician - Public Safety				
Social Worker IV				
NE10	\$27.70	\$31.44	\$35.18	
Social Worker V				
HVAC Maintenance Specialist				
Electrician Maintenance Specialist				
NE11	\$29.91	\$33.95	\$37.99	
Public Health Nurse				
School Health Nurse				
Registered Nurse				
Registered Nurse - Brookside				
<i>Second shift differential is \$2.00/hour</i>				
<i>Third shift differential is \$2.50/hour</i>				
<i>\$1.50 premium on base wage for working as a Charge Nurse</i>				
Registered Nurse Pool - Brookside			\$37.99	
Kenosha County 2017 Salaries - Exempt Employees				
Position, Grade	Minimum	Midpoint	Maximum	
E16	\$103,398	\$123,561	\$143,723	
Chief Financial Officer				
E15	\$97,545	\$116,567	\$135,588	
Chief Information Officer				
Corporation Counsel				
Department Director, Public Works and Planning				
Department Director, Human Services				
E14	\$92,024	\$109,969	\$127,913	
Director, Human Resources				
Director of Finance				
E13	\$86,815	\$103,744	\$120,673	
Nursing Home Administrator				
Assistant Director, Information Technology				
First Assistant Corporation Counsel				
E12	\$81,901	\$97,872	\$113,842	
Senior Assistant Corporation Counsel				
Manager, IT Application Services				
CFO, Human Services				
Director, Health Services				
Circuit Court Commissioner				
Special Projects Coordinator				
E11	\$77,265	\$92,332	\$107,398	
Director, Purchasing Services				
Director, Highways				
Director, Planning Operations				

E10	\$72,892	\$87,105	\$101,319			
Director of Nursing, Brookside						
Director, Land Information						
Director, Workforce Development						
Director, Aging and Disability Services						
Director, Children and Family Services						
Chief of Staff						
Director, Parks						
Lead Child Support Enforcement Attorney						
Transportation Engineer, Highways						
E9	\$68,766	\$82,175	\$95,584			
Child Support Enforcement Attorney						
Director of Clinical Services, Health						
Assistant Director, Human Resources						
IT Project Manager						
IT Senior Network/Web Application						
Unified Communication Engineer						
Budget/Finance Analyst						
Golf Operations Director						
Assistant Nursing Home Administrator						
Assistant Director, Land Information						
Assistant Director, Purchasing						
E8	\$64,873	\$77,523	\$90,174			
Manager, Facilities Maintenance						
Manager, Environmental Health						
IT Senior Network Engineer						
Manager, Children and Family Services						
Workforce Development Manager						
Assistant Director of Nursing, Brookside						
Nurse Practitioner, Health						
E7	\$61,201	\$73,135	\$85,070			
Medical Examiner						
Director, Juvenile Intake						
IT Endpoint Technology Specialist						
IT Software Engineer						
IT Business Analyst, Senior						
IT Project Coordinator						
IT Customer Service Team Leader						
Project Engineer, Facilities						
Manager, Aging and Disability Services						
Nursing Supervisor, Brookside						
Supervisor, Children and Family Services						
Manager, Child Support						
Administrative Patrol Superintendent						
Human Resources Analyst						
Nursing Supervisor, Health						
Lead Program Supervisor						
Home Visiting Program Supervisor						
School Nurse Team Leader						
MCH Team Leader						
E6	\$57,737	\$68,996	\$80,254			
Manager, Court Services						
Manager Fiscal Services, Brookside						
Manager Fiscal Services, Circuit Court						
Manager Fiscal Services, DADS						
Manager Fiscal Services, Payroll						
Manager Fiscal Services, Public Works						
Manager Fiscal Services, Sheriff						
Income Maintenance Program Manager						
Chief Deputy Medical Examiner						
County Conservationist						
Corrections Sergeant						
Manager, Shop Operations						
Patrol Superintendent						
Contract Specialist, Human Services						
Director, Veterans Services						
MDS Coordinator, Brookside						
Transportation Engineer						
E5	\$54,469	\$65,090	\$75,712			
Victim/Witness Coordinator						
Dietary Manager, Brookside						
Economic Support Supervisor						

Child Support Supervisor					
Lead Environmental Sanitarian					
Highway Foreman					
Park Superintendent					
E4	\$51,386	\$61,406	\$71,426		
Detention Systems Manager					
IT Coordinator, GIS Systems					
IT Services Support Analyst					
Senior Land Use Planner					
Administrative Programs Coordinator, Sheriff					
Food Service Manager, Sheriff					
Analytic and Forensic Chemist					
Sanitarian					
Grounds Supervisor, Petrifying Springs					
Grounds Supervisor, Brighton Dale					
Admissions/Marketing Manager, Brookside					
E3	\$48,477	\$57,930	\$67,383		
Purchasing Specialist					
Register in Probate/Probate Registrar					
Investigator, District Attorney					
Office Manager, County Executive					
Office Manager, District Attorney					
Office Manager, KCDC					
Office Manager, Sheriff					
Life Enrichment Director, Brookside					
Nursing Office Manager, Brookside					
Environmental Services Support Manager, Brookside					
Medical Records Coordinator					
Human Resources Specialist					
Admissions/Release Supervisor					
Corrections Corporal					
Epidemiologist					
Dietician, Brookside					
E2	\$45,733	\$54,651	\$63,569		
Head Golf Professional					
Assistant Grounds Supervisor					
Park Foreman					
Mental Health Coordinator					
Health Services Coordinator					
KLJHF Program Coordinator					
Healthy Homes Project Coordinator					
E1	\$43,144	\$51,558	\$59,971		
Assistant Officer, Veterans Services					
Laundry Manager, Sheriff					
Lead Program Risk Assessor					
Grounds Team Leader					

Red = Placement recommended by Classification and Compensation Study or Department/Division.

Kenosha



County

BOARD OF SUPERVISORS

RESOLUTION NO. 2016-_____

Subject: An Initial Resolution Authorizing the Issuance of Not to Exceed \$11,585,000 General Obligation Promissory Notes for Budgeted Capital Projects Including Road and Highway Improvements			
Original <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>	2nd Correction <input type="checkbox"/>	Resubmitted <input type="checkbox"/>
Date Submitted: October 27, 2016	Dates Resubmitted:		
Submitted By: Finance/Administration Committee			
County Board Meeting Date: November 10, 2016			
Fiscal Note Attached <input type="checkbox"/>	Legal Note Attached <input type="checkbox"/>		
Prepared By: Foley & Lardner LLP	Signature:		

**COUNTY BOARD OF SUPERVISORS
OF
KENOSHA COUNTY, WISCONSIN**

November 10, 2016

Resolution No. 2016-_____

**An Initial Resolution
Authorizing the Issuance of Not to Exceed
\$11,585,000 General Obligation Promissory Notes
for Budgeted Capital Projects
Including Road and Highway Improvements**

BE IT RESOLVED, by the County Board of Supervisors of Kenosha County, Wisconsin (the “**County**”), that under and by virtue of the provisions of Section 67.12(12) of the Wisconsin Statutes, the County shall issue its negotiable, general obligation promissory notes, on one or more dates and in one or more series, in an aggregate principal amount of not to exceed \$11,585,000 for budgeted capital projects, including road and highway improvements, and grants as described in the County’s capital improvement budget, including but not limited to, technology upgrades, the purchase of trucks and equipment in multiple County departments, improvements to parks and County buildings, and construction of and improvements to County roads, highways, bridges, paths, and related transportation infrastructure, and acquisition of land, property, and right-of-way; *provided, however*, that said notes shall be sold and issued in whole or in part from time to time in such amount or amounts as shall be within the limits provided by law.

Adopted: November 10, 2016

County Board Chairperson

County Clerk

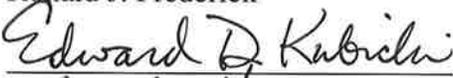
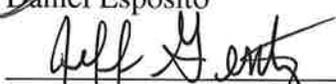
County Executive

Subject:

An Initial Resolution
Authorizing the Issuance of Not to Exceed
\$11,585,000 General Obligation Promissory Notes
for Budgeted Capital Projects
Including Road and Highway Improvements

Approved by:

FINANCE/ADMINISTRATION COMMITTEE:

<u>Committee Member</u>	<u>Aye</u>	<u>No</u>	<u>Abstain</u>	<u>Excused</u>
 Terry Rose, Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Ronald J. Frederick	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Edward Kubicki	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Greg Retzlaff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Daniel Esposito	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Jeffrey Gentz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Rick Dodge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Kenosha



County

BOARD OF SUPERVISORS

RESOLUTION NO. 2016-_____

Subject: An Initial Resolution Authorizing the Issuance of Not to Exceed \$12,050,000 General Obligation Bonds and/or Notes for Law Enforcement Enhancement Projects			
Original <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>	2nd Correction <input type="checkbox"/>	Resubmitted <input type="checkbox"/>
Date Submitted: October 27, 2016	Dates Resubmitted:		
Submitted By: Finance/Administration Committee			
County Board Meeting Date: November 10, 2016			
Fiscal Note Attached <input type="checkbox"/>	Legal Note Attached <input type="checkbox"/>		
Prepared By: Foley & Lardner LLP	Signature:		

**COUNTY BOARD OF SUPERVISORS
OF
KENOSHA COUNTY, WISCONSIN**

November 10, 2016

Resolution No. 2016-_____

**An Initial Resolution
Authorizing the Issuance of Not to Exceed
\$12,050,000 General Obligation Bonds and/or Notes
for Law Enforcement Enhancement Projects**

BE IT RESOLVED, by the County Board of Supervisors of Kenosha County, Wisconsin (the “**County**”), that under and by virtue of the provisions of Chapter 67 of the Wisconsin Statutes, the County shall issue its negotiable, general obligation bonds and/or promissory notes, on one or more dates and in one or more series, in an aggregate principal amount of not to exceed \$12,050,000 for law enforcement enhancement projects, including, but not limited to, renovations relating to the relocation of the medical examiner’s office to the Public Safety Building, renovation of the shooting range and evidence processing areas within the Public Safety Building, construction of a new equipment storage building for the Sherriff’s Department, and renovations to the Badger Millwork building; *provided, however*, that said bonds and/or notes shall be sold and issued in whole or in part from time to time in such amount or amounts as shall be within the limits provided by law.

Adopted: November 10, 2016

County Board Chairperson

County Clerk

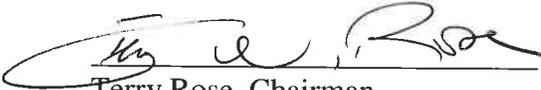
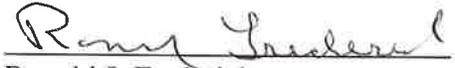
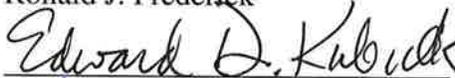
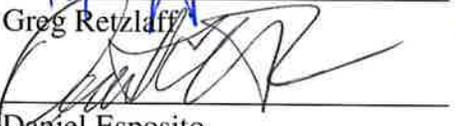
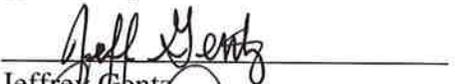
County Executive

Subject:

An Initial Resolution
Authorizing the Issuance of Not to Exceed
\$12,050,000 General Obligation Bonds and/or Notes
for Law Enforcement Enhancement Projects

Approved by:

FINANCE/ADMINISTRATION COMMITTEE:

<u>Committee Member</u>	<u>Aye</u>	<u>No</u>	<u>Abstain</u>	<u>Excused</u>
 Terry Rose, Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Ronald J. Frederick	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Edward Kubicki	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Greg Retzlaff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Daniel Esposito	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Jeffrey Gentz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Rick Dodge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Kenosha



County

BOARD OF SUPERVISORS

RESOLUTION NO. 2016-_____

Subject: <p style="text-align: center;">An Initial Resolution Authorizing the Issuance of Not to Exceed \$19,630,000 General Obligation Bonds and/or Notes for Highway Projects including the Highway S Project (between Highway 31 and I-94)</p>			
Original <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>	2nd Correction <input type="checkbox"/>	Resubmitted <input type="checkbox"/>
Date Submitted: October 27, 2016	Dates Resubmitted:		
Submitted By: Finance/Administration Committee			
County Board Meeting Date: November 10, 2016			
Fiscal Note Attached <input type="checkbox"/>	Legal Note Attached <input type="checkbox"/>		
Prepared By: Foley & Lardner LLP	Signature:		

**COUNTY BOARD OF SUPERVISORS
OF
KENOSHA COUNTY, WISCONSIN**

November 10, 2016

Resolution No. 2016-_____

**An Initial Resolution
Authorizing the Issuance of Not to Exceed
\$19,630,000 General Obligation Bonds and/or Notes
for Highway Projects
including the Highway S Project (between Highway 31 and I-94)**

BE IT RESOLVED, by the County Board of Supervisors of Kenosha County, Wisconsin (the "**County**"), that under and by virtue of the provisions of Chapter 67 of the Wisconsin Statutes, the County shall issue its negotiable, general obligation bonds and/or promissory notes, on one or more dates and in one or more series, in an aggregate principal amount of not to exceed \$19,630,000 for Highway Projects, including, but not limited to, the acquisition of rights-of-way and construction of, and improvements to, Highway S in the area between Highway 31 and Interstate 94; *provided, however*, that said bonds and/or notes shall be sold and issued in whole or in part from time to time in such amount or amounts as shall be within the limits provided by law.

BE IT FURTHER RESOLVED that notice of the adoption of this resolution, in the form attached hereto as Exhibit A, shall be published within 15 days of the adoption of this resolution in the official newspaper of the County as a class 1 notice under Chapter 985 of the Wisconsin Statutes. The County Clerk shall obtain proof, in affidavit form, of such publication and shall compare the notice as published with the form attached hereto to ascertain that no mistake was made in publication.

Adopted: November 10, 2016

County Board Chairperson

County Clerk

County Executive

EXHIBIT A

NOTICE TO THE ELECTORS OF
KENOSHA COUNTY, WISCONSIN
RELATING TO THE ISSUANCE OF
GENERAL OBLIGATION BONDS

Notice is hereby given that on November 10, 2016, the County Board of Supervisors of Kenosha County, Wisconsin (the “**County**”) adopted an initial resolution under and pursuant to the provisions of Chapter 67 of the Wisconsin Statutes authorizing the issuance of negotiable, general obligation bonds and/or promissory notes of the County, on one or more dates and in one or more series, in the aggregate principal amount of not to exceed \$19,630,000 to finance highway projects, including, but not limited to, the acquisition of rights-of-way and construction of, and improvements to, Highway S in the area between Highway 31 and Interstate 94.

This notice is given pursuant to Section 67.05(4) of the Wisconsin Statutes, which provides that an initial resolution of the County Board of the County authorizing the issuance of general obligation bonds to finance the foregoing purpose need not be submitted to the electors of the County for approval unless, within 30 days after adoption of the initial resolution, a petition conforming to the requirements of Section 8.40 of the Wisconsin Statutes is filed with the County Clerk requesting a referendum at a special election to be called for that purpose, which has been signed by electors of the County numbering at least 10% of the votes cast in the County for governor at the last general election. If no such petition is filed with respect to the resolution, then the resolution shall be effective without a referendum.

/s/ Mary T. Schuch-Krebs

County Clerk

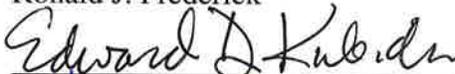
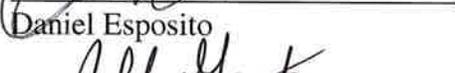
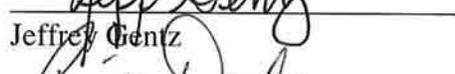
Publication Date: November ____, 2016

Subject:

An Initial Resolution
Authorizing the Issuance of Not to Exceed
\$19,630,000 General Obligation Bonds and/or Notes
for Highway Projects
including the Highway S Project (between Highway 31 and I-94)

Approved by:

FINANCE/ADMINISTRATION COMMITTEE:

<u>Committee Member</u>	<u>Aye</u>	<u>No</u>	<u>Abstain</u>	<u>Excused</u>
 Terry Rose, Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Ronald J. Frederick	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Edward Kubicki	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Greg Retzlaff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Daniel Esposito	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Jeffrey Gentz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Rick Dodge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Kenosha



County

BOARD OF SUPERVISORS

RESOLUTION NO. 2016-_____

Subject: An Initial Resolution Authorizing the Issuance of Not to Exceed \$3,075,000 General Obligation Promissory Notes for Enterprise Resource Planning Projects			
Original <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>	2nd Correction <input type="checkbox"/>	Resubmitted <input type="checkbox"/>
Date Submitted: October 27, 2016	Dates Resubmitted:		
Submitted By: Finance/Administration Committee			
County Board Meeting Date: November 10, 2016			
Fiscal Note Attached <input type="checkbox"/>	Legal Note Attached <input type="checkbox"/>		
Prepared By: Foley & Lardner LLP	Signature:		

**COUNTY BOARD OF SUPERVISORS
OF
KENOSHA COUNTY, WISCONSIN**

November 10, 2016

Resolution No. 2016-_____

**An Initial Resolution
Authorizing the Issuance of Not to Exceed
\$3,075,000 General Obligation Promissory Notes
for Enterprise Resource Planning Projects**

BE IT RESOLVED, by the County Board of Supervisors of Kenosha County, Wisconsin (the “**County**”), that under and by virtue of the provisions of Section 67.12(12) of the Wisconsin Statutes, the County shall issue its negotiable, general obligation promissory notes, on one or more dates and in one or more series, in an aggregate principal amount of not to exceed \$3,075,000 for enterprise resource planning projects, including, but not limited to, financial software and hardware technology upgrades; *provided, however*, that said notes shall be sold and issued in whole or in part from time to time in such amount or amounts as shall be within the limits provided by law.

Adopted: November 10, 2016

County Board Chairperson

County Clerk

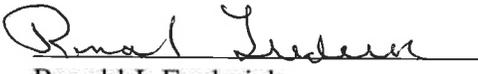
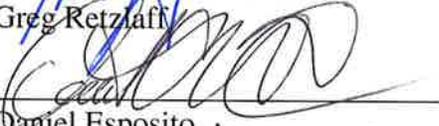
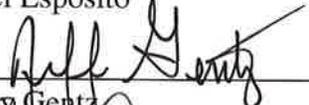
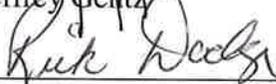
County Executive

Subject:

An Initial Resolution
Authorizing the Issuance of Not to Exceed
\$3,075,000 General Obligation Promissory Notes
for Enterprise Resource Planning Projects

Approved by:

FINANCE/ADMINISTRATION COMMITTEE:

<u>Committee Member</u>	<u>Aye</u>	<u>No</u>	<u>Abstain</u>	<u>Excused</u>
 Terry Rose, Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Ronald J. Frederick	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Edward Kubicki	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Greg Retzlaff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Daniel Esposito	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Jeffrey Genta	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Rick Dodge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>