

**MINUTES**  
**KENOSHA COUNTY**  
**FINANCE/ADMINISTRATION COMMITTEE**  
**Thursday, February 11, 2016**

**MEMBERS PRESENT:** Terry Rose, Ron Frederick, John O'Day, Aaron Kohlmeier, Jeffrey Gentz, Kimberly Breunig, and Rick Dodge

**YOUTH IN GOVERNANCE**

**MEMBERS ABSENT:** YIG Member Aehlich, YIG Member Korando

**PLACE:** KCAB, Committee Conference Room

**DATE:** February 11, 2016

Chairman Rose called the meeting to order at 6:30 p.m.

**CITIZENS COMMENTS**

There were none.

**REPORTS FROM THE CHAIRMAN**

There were none.

**REPORTS FROM COMMITTEE (0:35)**

Supervisor Breunig presented a handout regarding employee discipline relative to a recent issue the committee recently reviewed.

**APPROVAL OF MINUTES (0:50)**

Motion by Supervisor Frederick approve the minutes from January 14, 2016. Second by Supervisor Kohlmeier. All aye, motion carried, including YIG Members.

**KABA - Review and Discuss - 2015 4<sup>th</sup> Quarter Report (1:02)**

Todd Battle, KABA presented this item. Mr. Battle introduced Brock Portilia, Director of Finance and Administration, to the committee.

**FINANCE DEPARTMENT - Resolution Approve the Amendment of the Consolidated Kenosha County Revolving Loan Fund Program-Economic Development Revolving Loan Fund Manual (7:00)**

Todd Battle, KABA, presented this item. Supervisor Gentz requested a report on the high impact fees fund regarding how we have done since the beginning of the program. KABA to notify the committee of the date when the legislators will meet regarding block grant funds. Supervisor O'Day requested KABA to provide the labor market analysis be brought back to the

committee. Motion by Gentz to approve. Second by Breunig. All aye, motion carried, including YIG Members.

**PERSONNEL SERVICES – Resolution to Approve the Social Media Use Policy (19:51)**

Robert Riedl, Director, Personnel Services, presented this item. Motion by Gentz to approve. Second by Frederick. All aye, motion carried, including YIG Members.

**SHERIFF DEPARTMENT - Resolution – 2015 HMEP/WEM Grant – Kenosha County Commodity Flow Study/Training Needs Assessment (24:52)**

Lt. Gil Benn presented this item. Motion by Frederick to approve. Second by O'Day. All aye, motion carried, including YIG Members.

**SHERIFF DEPARTMENT - Resolution – 2015 HMEP/WEM Grant – Kenosha County Rail Plan Creation (31:02)**

Lt. Gil Benn presented this item. Motion by Gentz to approve. Second by Breunig. All aye, motion carried, including YIG Members.

**SHERIFF DEPARTMENT – Resolution – 2015 Traffic Control for Amazon Fulfillment Center, recognize Revenue earned and modify expenditure budgets (35:15)**

Nancy Otis, Manager Fiscal Services - Sheriff, presented this item. Motion by Breunig to approve. Second by Frederick. All aye, motion carried, including YIG Members.

**SHERIFF DEPARTMENT - Resolution – WI D.O.T. Bureau of Transportation Safety (BOTS) – Alcohol Enforcement Grants 2015-2016 (38:40)**

Nancy Otis, Manager Fiscal Services - Sheriff, presented this item. Motion by Gentz to approve. Second by Breunig. All aye, motion carried, including YIG Members.

**PUBLIC WORKS DEPARTMENT – Letter to Finance Committee: Repurpose Funds from Pre-Trial Security Project to Pre-Trial Water Heater Project (40:48)**

Jim Kupfer, CFO Public Works, presented this item. Motion by Gentz to approve. Second by Breunig. All aye, motion carried, including YIG Members.

**PUBLIC WORKS DEPARTMENT – Resolution to Approve the Jurisdictional Transfer Agreement of a Segment of Springbrook Court from Kenosha County to the Village of Pleasant Prairie (44:10)**

Jim Kupfer, CFO Public Works, presented this item. Motion by Gentz to approve. Second by Breunig. All aye, motion carried, including YIG Members.

**AUDIT OF BILLS (46:02)**

**REPORT FROM FINANCE DIRECTOR/BUDGET MANAGER/PERSONNEL DIRECTOR (46:25)**

**Financial Services – City TID Update** – information was provided in the agenda packets to the committee members regarding this item.

**Personnel** – None.

**Sheriff – Overtime Report** – None.

**General Fund Balance Report** – Laura Klemm, Senior Financial Analyst, presented.

**Public Works Report** - None

**Human Services** – None.

**Treasurer’s Reports** – November/December 2015 - presented

**Register of Deeds Report** – None.

**County Clerk Report** – January 2016 – presented.

**Monthly Statement** – February 11, 2016 – presented.

**Budget Modification(s)** – presented.

Motion by Gentz to adjourn. Second by O’Day. All aye, motion carried, including YIG Members.

The Committee adjourned at 7:20 p.m.

Respectfully Submitted,

Recording of the minutes is available.

Prepared by: April Webb, Administrative Secretary

Submitted by:

  
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Laura Klemm, Senior Financial Analyst

