

MINUTES
KENOSHA COUNTY
FINANCE/ADMINISTRATION COMMITTEE
Thursday, September 14, 2017

MEMBERS PRESENT: Terry Rose, Ron Frederick, Edward Kubicki, Jeffrey Gentz, Rick Dodge, Daniel Esposito, and Greg Retzlaff, YIG Member Heller-Cavener, YIG Member Jin

OTHER SUPERVISORS
PRESENT: Supervisor Kimberly Breunig

PLACE: KCAB, Committee Conference Room

DATE: September 14, 2017

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

Supervisor Retzlaff requested a budget update on the Kenosha TIF when the budget presentation is conducted next month.

Chairman Rose noted that agenda item number 20 would be moved up on the agenda after items 8, 9 and 10.

APPROVAL OF MINUTES (1:25)

Motion by Frederick approve the minutes from August 10 and 15, 2017. Second by Esposito. All aye, motion carried, including YIG Members.

CORPORATION COUNSEL - Heritage House Sale update – Joseph Cardamone, Corporation Counsel, presented this item. This item dated back about three years ago. The sale of this property will net the County \$70,000 from the City of Kenosha. The County has received payment. It was noted that this was a successful model of public/private partnership and it was recommended that the County utilize the process for future similar situations. (1:31)

INFORMATION TECHNOLOGY – Communications Manager Update – Martin Lacock, Chief Information Officer, introduced Joe Potente, Communications Manager, who presented some statistical information related to what services/projects this position has provided to the County to date. (5:02)

EMERGENCY MANAGEMENT – Resolution – HS – WEM/Public Private ICS/Preparedness Exercise Grant – Lt. Bill Beth presented this item. Motion by Gentz to approve. Second by Dodge. All aye, motion carried, including YIG Members. (21:00)

SHERIFF – Resolution – FY2017 Law Enforcement Justice Assistance Grant (JAG) award and request to sole source the vendor, Seiler, for the Trimble SX10 Total Station System (requires 2/3 vote for County Board) – Sheriff Beth presented this item. Motion by Kubicki to approve. Second by Dodge. All aye, motion carried, including YIG Members. (22:18)

SHERIFF – Request approval to purchase one Full Body Security Scanning System for the detentions admission/release area funded using proceeds earned from the Sheriff's Inmate Commissary Fund and to waive the competitive bidding process for this device (requires 2/3 vote for County Board) – Captain Miller presented this item. He noted that this is an x-ray linear system built to specific needs and will be used at the downtown pre-trial facility. Motion by Gentz to approve. Second by Dodge. All aye, motion carried, including YIG Members. (29:35)

SHERIFF – Sheriff's Department Fleet – Additional Information Requested from the August 10, 2017 meeting - Sheriff Beth presented additional information regarding the request to allow Sheriff's department personnel to take home squad cars for logistical reasons. (34:04)

PUBLIC WORKS – Resolution – WE Energies Permanent Easement Request on County Owned Property (Lot 38) in the Camp Lakes Oaks Subdivision – Jim Kupfer, CFO Public Works, presented this item. Motion by Gentz to approve. Second by Esposito. All aye, motion carried, including YIG Members. (55:07)

PUBLIC WORKS – Resolution – To apply for Wisconsin Department of Natural Resources (WDNR) Urban Forestry grant funding for the purpose of developing a savanna restoration plan for West End Park (KD Park) – Jim Kupfer, CFO Public Works, presented this item. Motion by Frederick to approve. Second by Kubicki. All aye, motion carried, including YIG Members. (56:20)

PUBLIC WORKS – Resolution – WE Energies Permanent Easement Request for Installation of an Electric Service on the Kenosha County Detention Center Campus - Jim Kupfer, CFO Public Works, presented this item. Motion by Kubicki to approve. Second by Esposito. All aye, motion carried, including YIG Members. (57:53)

HUMAN SERVICES - 2nd Quarter Report – Tammy Capito, CFO Human Services, presented this item. (58:16)

KABA – 2ND Quarter 2017 Report – Brock Portilia, KABA Director of Finance, presented this item. (1:19:14)

TREASURER – Delinquent Tax Update – Teri Jacobson, Kenosha County Treasurer, presented information regarding number of delinquent parcels and the status of groups of properties that are in the Tax Deed processes that are available to take action on these matters. Martin Lacock, Chief Information Officer, noted that the Information Technology department is working with the Treasurer to identify what information is needed from the GCS software that would assist with more automation for steps in the process as well as report generation options. John Moyer, Senior Assistant Corporation Counsel, provided information regarding the process for taking tax deeds. Discussion regarding the in rem process was held; it was noted that it is a more expensive process due to the costs of the required newspaper advertising. Mary Kubicki, County Clerk, noted that her office is also involved in this process and provided information and concerns from her perspective. The current plan is to clean up this issue within a year with the assistance of I.T. and Finance personnel. The committee directed the Treasurer to contact additional title companies to assist with title reports to complete this project. Treasurer to report on title companies and letter reports to be on the October agenda; and monthly reports thereafter. The committee requested a follow up status report in three months where this project is in the clean-up process. (1:39:48)

RESOLUTION – Directing an Approach to Reducing Tax Delinquency - Chairman Rose noted that he had corporation counsel draft a resolution directing an approach to reducing the tax delinquencies - no action was taken on the resolution at this time.

INFORMATION TECHNOLOGY – Tax/Land Information System Update – Mr. Lacock, provided information for this item as part of the discussion regarding the Treasurer - Delinquent Tax Update item. (1:50:12)

INFORMATION TECHNOLOGY – Budget Update – Martin Lacock, Chief Information Officer, presented a status of FY2017 projects and noted budget year end appears to be on target. The newer software is processing things 3-4 times faster than with the old environment. The ERP system is on point to be completed Sep-Oct 2018. It was noted that the 2017 budget is a little different than previous years in that they will spend almost everything that was allocated for projects; in years past there was carryover for multi-year projects. (2:34:59)

The Youth In Governance were excused at this time.

FINANCIAL SERVICES – Review and Discussion – Reserve Policy 17% vs. 25% - The Committee began discussion regarding increasing the minimum for the Reserve Policy from 17% to 25% as a tool to obtain the AAA rating the County desires for bonding purposes.

Motion by Gentz to increase the Reserve minimum to 25%. Second by Esposito.

Patricia Merrill, Director, Division of Financial Services, noted that it was advised that the minimum should remain at 17%; that while the County is doing very well at this time, the 25% could be difficult to maintain in financially challenged years.

Motion failed – no vote was taken.

The Committee requested Mr. Geertsen attend the October meeting for further review and discussion of this item. (2:42:12)

AUDIT OF BILLS (2:48:23)

REPORT FROM DEPARTMENT OF ADMINISTRATION

Human Resources – None.

General Fund Balance Report – Barna Bencs, Financial Consultant, presented.

Public Works Report – None.

Human Services – None.

Treasurer's Report(s) – None.

Register of Deeds Report – August 2017 – presented.

County Clerk Report – August 2017 – presented.

Monthly Statement – September 14, 2017 – presented.

Budget Modification(s) – September 14, 2017 - presented.

HUMAN RESOURCES – Discussion of Personal Leave Request (2:54:32)

****A motion may be made to go into closed session per Section 19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the body has jurisdiction or exercises responsibility.**

A motion was made by Supervisor Frederick, seconded by Kubicki, to go into Closed Session per statutory reference listed on the agenda. Motion carried on the following roll call vote: Gentz – aye; Esposito – aye; Frederick – aye; Kubicki – aye; Retzlaff – aye; Dodge – aye; Rose – aye.

Reconvene to Open Session if Necessary - Chairman Rose called the Open Session to order.

MEMBERS PRESENT: Terry Rose, Ron Frederick, Edward Kubicki, Jeffrey Gentz, Rick Dodge, Daniel Esposito, and Greg Retzlaff

OTHERS PRESENT: Joseph Cardamone, Corporation Counsel
April Webb, Administrative Secretary

The Open Session reconvened at approximately 9:50 p.m.

Act on item(s) from Closed Session if Necessary – Chairman Rose inquired if the committee desired to take action on the information discussed in Closed Session. Motion by Gentz to approve the request for addition leave to October 31, 2017. Second by Frederick. Motion carried on the following roll call vote: Gentz – aye; Esposito – aye; Frederick – aye; Kubicki – aye; Retzlaff – aye; Dodge – aye; Rose – aye.

Motion by Frederick to adjourn. Second by Gentz. All aye, motion carried.

The Committee adjourned at 9:55 p.m.

Respectfully Submitted,

Recording of the minutes is available.

Prepared by: April Webb, Senior Administrative Assistant