KENOSHA COUNTY BOARD OF SUPERVISORS COUNTY BOARD CHAMBERS COUNTY ADMINISTRATION BUILDING July 21, 2009

The Regular Meeting was called to order by Chairman Clark at 7:30 p.m., in the County Board Room located in the Administration Building. Roll call was taken.

Present: Supervisors Grady, Rose, Kessler, Huff, Kubicki, Hallmon, Marks, Gentz, Modory, Faraone, Ronald Johnson, Michel, O'Day, Singer Nudo, Moore, Molinaro, Morton, Jackson, Clark, Noble, West, Breunig, Haas, Elverman, Ekornaas.

Excused: Supervisors Zerban, Roger Johnson.

Present: 26. Absent: 2.

There were no citizen comments ANNOUNCEMENTS OF THE CHAIR

Chairman Clark wanted to publicly apologize to Supervisor Hallmon for not getting back to him during the last meeting when he had the floor. With various different motions on the floor, Supervisor Hallmon was not given the opportunity to finish his comments.

Chairman Clark stated in the Governor's Budget a committee was created; Southeastern Wisconsin Regional Transit Authority (SERTA). That committee is going to be comprised of nine members, two to be appointed by the Mayor of Milwaukee, two by the County Board Chair of Milwaukee, one each by the Mayor of Racine and Kenosha, 1 each by the County Board Chairs of Racine and Kenosha. If anyone has any interest, thoughts or comments please contact Chairman Clark.

Regarding the Intergovernmental Agreement, the city and county met all day Friday, and Tuesday afternoon. They are making good progress, they are down to some minor issues, so they're very hopeful it will be done in short order.

SUPERVISOR REPORTS

Supervisor Moore reported the Administration Committee is in the process of completing the Jailers negotiation process. In September they'll open contact negotiations with 990 Clerical, 168 Custodians and 1392 Brookside. He encourages anyone wishing to communicate on these to make it sooner rather than With regards to the non-rep evaluations through May; 78 employees later. reached their anniversary date, 8 of which have been sworn, 51 evaluations have been received positively, and 16 are still outstanding. There is a summery of the Accident and Sickness plan on the supervisor's desks. It is used concurrently with the Family Medical Leave Act (FMLA). We have approximately 1000 employees which used an average of 5.6 days per year. About 10% of the workforce used 1 day per month of the plan which is the standard average use of any kind of plan such as this. This is a net savings to the county relative to having accrued sickness plan and paying for sick days and budgeting those accordingly as well as short and long term disability. All of the budgets that are under the oversight of the Administration Committee are projected within parameters with two exceptions. The Health Insurance Plan is doing well again this year with a surplus of approximately a million dollars by year end. The worker's compensation budget line projects a deficit of 100K - 250K at the end of the year.

Supervisor Noble reported the Branch 8 remodeling project is completed. There is a working, design, programming workgroup that consists of members of the Kenosha Police and Sheriff Departments, Joint Services and I.S. Department, they're refining the floor plan of the Public Safety Building Project. There is also a steering committee which meets every two weeks and they serve above the The steering committee is very fortunate to have Supervisor workgroup. Molinaro on the committee. He brings a wealth of knowledge not only to the committee but also reports back to the Building and Grounds Committee. They also had an informative discussion on L.E.E.D. green design on the new building. They project the new building will meet the L.E.E.D. certification standards although at this point they're not seeking a certification only a compliance with certification. Bids are being requested for site preparation as well as foundation. The facilities budget is expected to be within budget at the end of the year.

Supervisor Elverman reported on August 1st at 10:00 a.m. the Highway and Parks Committee is going to be doing a dedication to longtime benefactor to the Parks Department, Mr. Paul Swartz. They will be dedicating a roadway at Fox River Park with a reception following. The group of youth workers from Human Services have been working out well in all of the county parks. The Highway and Parks Department sent a letter to our local representatives regarding the States guidelines for mowing and maintenance for the state roads we care for. We received responses from Representatives Barca, Steinbrink and Wirch with copies of letters they have sent expressing our concerns and their concerns.

Vice-chair Faraone reported the Finance Committee had members of the YMCA Board appear before them to present a plan to have the county act as a conduit for 8.3 million dollars Wisconsin Facility Revenue Bond which the YMCA would use to refinance existing debt and finance their aquatic center currently being constructed. The tax exempt bonding would save the YMCA \$130,000 - \$135,000 in debt service annually. There is no risk to the county and no impact on the county dept rating according to our finance director. The Finance Committee will review the request at its August 13th meeting.

Supervisor Jackson wanted to remind everyone this Friday evening is the Shalom Center Gala Building Fund Raiser at the Women's Club and she hopes to see everyone there.

NEW BUSINESS

Ordinances - one reading.

ORDINANCE 10

10. From the Land Use Committee Wisconsin Natural Gas (Owner), John M. Hogan (Agent) requesting rezoning from A-1 Agricultural Preservation District to A-2 General Agricultural District in the Town of Brighton.

AN ORDINANCE TO AMEND CHAPTER 12 OF THE MUNICIPAL CODE OF

KENOSHA COUNTY, WISCONSIN, WITH REFERENCE TO ZONING

That the map referred to in Section 12.02(a) of the Kenosha County General Zoning and Shoreland/Floodplain Zoning Ordinance be amended as follows:

That Tax Parcel #30-4-220-063-0300 located in the southwest guarter of Section 6, Township 2 North, Range 20 East, Town of Brighton be changed from A-1 Agricultural Preservation District to A-2 General Agricultural District. For informational purposes only, this property is located on the east side of County Trunk Highway "J" (312th Avenue) approximately 1/3 mile north of the intersection of C.T.H. "BB" (7th Street).

Description: All that part of the Northwest ¼ of the Southwest ¼ of Section 6, Township 2 North, Range 20 East, located in the Town of Brighton, Kenosha County, Wisconsin, bounded and described as follows: Commencing and beginning at the Northwest corner of said Southwest ¼ section; thence North 87°05'26" East long the north line of said Southwest ¼ section, 1215.77 feet; thence South 01°18'30" East, 358.30 feet; thence South 87°05'26" West, 1216.69 feet to the west line of said Southwest ¼ section; thence North 01°09'40" West along said west line 358.32 feet to the point of beginning.

In addition, commencing at the Northwest corner of said Southwest ¼ section; thence South 01°09'40" East along the west line of said Southwest ¼ section, 358.32 feet to the point of beginning; thence North 87°05'26" East, 1216.69 feet; thence South 01°18'30" East, 481.66 feet; thence South 87°05'26" West, 1217.93 feet to the west line of said Southwest ¼ section; thence North 01°09'40" West along said west line 481.69 feet to the point of beginning.

In addition, commencing at the Northwest corner of said Southwest ½ section; thence South 01°09'40" East along the west line of said Southwest ¼ section, 840.01 feet to the point of beginning; thence North 87°05'26" East, 1217.93 feet; thence South 01°18'30" East, 481.91 feet; thence South 87°06'11" West, 1219.16 feet to the west line of said Southwest ¼ section; thence North 01°09'40" West along said west line 481.69 feet to the point of beginning. All descriptions include the east 33 feet of $312^{\rm th}$ Street (County Trunk Highway

"J″).

This description is intended to extend to the center of all roads. SUBMITTED BY: Land Use Committee Fred Ekornaas Gabe Nudo

Kimberly Breunig

Brian Morton

It was moved by Supervisor Ekornaas to adopt Ordinance 10. Seconded by Supervisor Morton.

Motion carried.

ORDINANCE 11

11. From the Land Use Committee Renaissance Entertainment Products, Inc. (Lessor), Michels Materials (Lessee), Bob Bingen (Agent) requesting rezoning from PR-1 Park and Recreational District to A-2 General Agricultural District in the Town of Bristol.

AN ORDINANCE TO AMEND CHAPTER 12 OF THE MUNICIPAL CODE OF KENOSHA COUNTY, WISCONSIN, WITH REFERENCE TO ZONING

That the map referred to in Section 12.02(a) of the Kenosha County General Zoning and Shoreland/Floodplain Zoning Ordinance be amended as follows:

That part of Tax Parcel #35-4-121-364-0100 located in the northeast quarter of Section 36, Township 1 North, Range 21 East, Town of Bristol be changed from PR-1 Park and Recreational District to A-2 General Agricultural District. For informational purposes only, this property is located on the west side of $120^{\rm th}$ Avenue (west Frontage Road of I-94) approximately ¼ mile south of the intersection of $116^{\rm th}$ Street.

SUBMITTED BY:

Land Use Committee Fred Ekornaas

Gabe Nudo

Kimberly Breunig

Brian Morton

It was moved by Supervisor Ekornaas to adopt Ordinance 11. Seconded by Supervisor Nudo.

Motion carried.

ORDINANCE 12

12. From the Land Use Committee Schulman-Rehm Family Trust, Jerome L. Schulman and Joan L. Rehm, Trustees requesting rezoning from A-2 General Agricultural District and C-1 Lowland Resource Conservancy District to A-2 General Agricultural District, R-1 Rural Residential District and C-1 Lowland Resource Conservancy District in the Town of Randall.

It was moved by Supervisor Ekornaas to adopt Ordinance

AN ORDINANCE TO AMEND CHAPTER 12 OF THE MUNICIPAL CODE OF

KENOSHA COUNTY, WISCONSIN, WITH REFERENCE TO ZONING

That the map referred to in Section 12.02(a) of the Kenosha County General Zoning and Shoreland/Floodplain Zoning Ordinance be amended as follows:

That Tax Parcel #60-4-119-333-0120 located in the southwest quarter of Section 33, Township 1 North, Range 19 East, Town of Randall be changed from A-2 General Agricultural District and C-1 Lowland Resource Conservancy District to A-2 General Agricultural District, R-1 Rural Residential District and C-1 Lowland Resource Conservancy District. For informational purposes only, this property is located on the northeast corner of the intersection of County Trunk Highway "CK" (128th Street/State Line Road) and County Trunk Highway "HM" (374th Avenue)

SUBMITTED BY: Land Use Committee Fred Ekornaas Gabe Nudo Kimberly Breunig

Brian Morton

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It was moved by Supervisor Ekornaas to adopt Ordinance 12. Seconded by Supervisor Breunig. Motion carried.

ORDINANCE 13

13. From the Land Use Committee Dejno's, Inc., requesting rezoning from A-1 Agricultural Preservation District to M-2 Heavy Manufacturing District in the Town of Somers.

AN ORDINANCE TO AMEND CHAPTER 12 OF THE MUNICIPAL CODE OF KENOSHA COUNTY, WISCONSIN, WITH REFERENCE TO ZONING

That the map referred to in Section 12.02(a) of the Kenosha County General Zoning and Shoreland/Floodplain Zoning Ordinance be amended as follows: That part of Tax Parcel #80-4-222-272-0102 located in the northwest quarter of Section 27, Township 2 North, Range 22 East, Town of Somers be changed from A-1 Agricultural Preservation District to M-2 Heavy Manufacturing District. For informational purposes only, this property is located on the north side of County Trunk Highway "S" (38th Street) approximately ½ mile east of the intersection of County Trunk Highway "EA" (72nd Street). SUBMITTED BY: Land Use Committee

Fred Ekornaas

Gabe Nudo

Kimberly Breunig

Brian Morton

It was moved by Supervisor Ekornaas to adopt Ordinance 13. Seconded by Supervisor Morton.

Motion carried. Resolutions - one reading.

RESOLUTION 28

28. From Extension Education and Finance Committees regarding UW-Extension 2009 budget modification - Neighborhood Projects.

WHEREAS, Kenosha County has received a \$2,000 Brass Community Lighted School Activities grant from Kenosha Unified School District, AND

WHEREAS, these funds awarded are designated for implementation of a Leap Into Reading Family Night program at the Brass Community Lighted School house, and

 $W\!HEREAS\,,$ Kenosha County has received 7,000 Community Development Block Grant (CDBG) from the City of Kenosha, and

WHEREAS, these funds awarded are designated for implementation of the Neighborhood Revitalization Strategies (NRSA) for two Kenosha neighborhoods, and

WHEREAS, the external-funded position of Neighborhood & Community Specialist is solely supported by these funds and thus the position will cease when the funding ceases, and

WHEREAS, county levy remains unaffected by this budget amendment,

NOW, THEREFORE, BE IT RESOLVED that the 2009 Kenosha County UW-Extension budget be amended as reflected in the attached Expense/Revenue Budget Modification Form incorporated herein by reference, and

Fund: 100 Business Unit #: 67300 UW-CDBG Projects Revenue Object Code 442410

\$9,000.00

BE IT FURTHER RESOLVED that the Kenosha County UW-CDBG Projects budget may be modified to reflect expenditures,

Fund: 100 Bus	iness Unit #:	67300	Salaries			
Expense Object	Code 511100			\$6,	,775.00	
Fund: 100 Bus	iness Unit #:	67300	FICA			
Expense Object	Code 515100			\$	720.00	
Fund: 100 Bus	iness Unit #:	67300	Retirement			
Expense Object	Code 515200			\$	705.00	
Fund 100 Busi	ness Unit #673	300	Mileage			
Expense Object	Code 533900			\$	300.00	
Fund 100 Busi	ness Unit #673	300	Other Operating	Su	pplies	
Expense Object	Code 534900			\$	500.00	
תקוותתווק שד קת	$\mathbf{D} = \mathbf{D} = \mathbf{C} \mathbf{O} \mathbf{T} \mathbf{V} = \mathbf{D} + \mathbf{b}$	hat the Kon	ocho County IW	East	ongion	1

BE IT FURTHER RESOLVED that the Kenosha County UW-Extension UW-CDBG Project budget line items may be modified and any expended dollars as of December 31, 2009, should be rolled over into the 2010 and subsequent years' budgets.

SUBMITTED BY:

Dayvin Hallmon

Extension Education Committee Kimberly Breunig, Chairman Richard Kessler, Vice-Chairman Ronald Johnson, Secretary Jennifer Jackson. Finance Committee Anita Faraone, Chairman John O'Day, Vice-Chairman Terry Rose, Secretary Mark Molinaro David Singer It was moved by Supervisor Breunig to adopt Resolution 28. Seconded by Vice-chair Faraone.

Roll call vote passed unanimously.

RESOLUTION 29

29. From Highway and Parks and Finance Committees a Resolution to Request a Wisconsin Department Natural Resources Easement for Silver Lake Trail.

WHEREAS, Kenosha County Parks Division requests approval to enter into an Cooperative State Trail Easement with the Wisconsin Department of Natural Resources, and

WHEREAS, the WDNR has property adjoining Silver Lake County Park that has 0.66 miles of abandoned Chicago Northwestern and Consumers Ice railroad beds that can be converted into a hiking and bicycling trail; and

WHEREAS, clearing and developing a trail can be accomplished largely with Grant funded seasonal youth staff as directed by the County Parks Division; and

WHEREAS, this trail would link the Village of Silver Lake and surrounding communities with the trail system in Silver Lake County Park while simultaneously providing safe access for bicyclers, hikers and open up more shoreline to fishermen.

NOW THEREFORE, BE IT RESOLVED that Kenosha County hereby authorizes the General Manager of Parks Operation to act on its behalf to submit a Cooperative State Trail Easement to the Wisconsin Department of Natural Resources; and

BE IT FURTHER RESOLVED that Kenosha County Board of Supervisors authorizes the General Manager of Park Operations to accept this easement if granted by the WDNR and develop the trail as outlined.

SUBMITTED BY: Highway & Parks Committee Dennis Elverman Gordon West Douglas Noble

Finance Committee Anita Faraone John O'Day Terry Rose Mark Molinaro, Jr. David Singer

It was moved by Supervisor Elverman to adopt Resolution 29. Seconded by Vicechair Faraone. Motion carried.

RESOLUTION 30

30. From Human Services and Finance Committees a Resolution to modify the Department of Human services 2009 Budget for the Comprehensive Community Services Quality Improvement Grant Carryover from State of Wisconsin.

WHEREAS, the Kenosha County Department of Human Services was certified in 2005 to administer the Medicaid funded Comprehensive Community Services Program (CCS) and was awarded a 2008 State grant for the Comprehensive Community Services Quality Improvement Program and had carryover funds available for 2009, and

WHEREAS, the Kenosha County Department of Human Services is receiving \$7,620 of carryover from the Department of Health and Human Services to involve consumers in the process of making a more consumer focused, recovery based and outcome oriented operation of the Kenosha County's CCS program, and

WHEREAS, the Kenosha County Department of Human Services is purchasing two laptop computers to expand the collection of quality data on Mental Health clients served by the Department, and

WHEREAS, the funds received from the grant will benefit individuals served by Kenosha County Department of Human Services and will benefit County programs designed to help children and adults with mental disorders or substance abuse disorders, and

WHEREAS, this budget modification poses no additional levy-funded costs to the County, and

NOW, THEREFORE, BE IT RESOLVED that the Kenosha County Department of Human Services budget be modified as follows:

Authorize increase of expenditures of \$7,620 and to increase revenues by \$7,620, per the attached budget modification incorporated herein by reference. SUBMITTED BY:

Human Services Committee Edward Kubicki Finance Committee Anita Faraone Terry Rose Richard Kessler Jennifer Jackson John O'Day Terry Rose David Singer

Jeffrey Gentz

It was moved by Supervisor Kubicki to adopt Resolution 30. Seconded by Vicechair Faraone.

Roll call vote passed unanimously.

RESOLUTION 31

31. From Human Services and Finance Committees Resolution to Modify the Department of Human Services, Division of Workforce Development 2009 Budget for the American Recovery and Reinvestment Act Funding for Child Support Program.

WHEREAS, the Kenosha County Department of Human Services, Division of Workforce Development was awarded American Recovery and Reinvestment Act (ARRA) funding for the Child Support Program, and

WHEREAS, the Kenosha County Department of Human Services, Division of Workforce Development is receiving \$307,938 annually for CY09 and CY10 from the State of Wisconsin Department of Children and Family with the requirement to supplement, not supplant existing Child Support levy at a minimum of \$881,270 annually, and

WHEREAS, these funds have been allocated through September 30, 2010 to Kenosha County for enhancing and increasing Child Support services, and

WHEREAS, the Kenosha County Department of Human Services, Division of Workforce Development plans to use this funding to hire additional County Child Support staff and increase contracted providers for service enhancement, and

 $\ensuremath{\texttt{WHEREAS}}$, this budget modification poses no additional levy-funded costs to the County in 2009 and 2010, and

WHEREAS, when the funding for these staff and services ends on or after September 30, 2010 the positions and services will be discontinued, and

NOW, THEREFORE, BE IT RESOLVED that the Kenosha County Department of Human Services budget be modified as follows:

Authorize increase of expenditures of \$450,000 and increase revenues by \$450,000, per the attached budget modification incorporated herein by reference. Any unexpended dollars as of December 31, 2009 will be carried over into the 2010 budget.

SUBMITTED BY:

Human Services Committee	Finance Committee			
Edward Kubicki	Anita Faraone			
Terry Rose	John O'Day			
Richard Kessler	Terry Rose			
Jennifer Jackson	David Singer			
Jeffrey Gentz				

It was moved by Supervisor Kubicki to adopt Resolution 31. Seconded by Vicechair Faraone.

Roll call vote.

Ayes: Supervisors Grady, Rose, Kessler, Huff, Kubicki, Hallmon, Marks, Gentz, Modory, Faraone, Ronald Johnson, Michel, O'Day, Singer Nudo, Moore, Molinaro, Morton, Jackson, Clark, Noble, West, Breunig, Haas, Ekornaas. Nays: Supervisor Elverman.

RESOLUTION 32

32. From Judiciary & Law and Finance Committees regarding FY09 Round 2 Law Enforcement Justice Assistance Grant (JAG).

WHEREAS, the Kenosha County Sheriff's Department has been awarded \$25,334.00 for a Law Enforcement Justice Assistance Grant (JAG), for the period July 1st, 2009 through June 30th, 2012, and

WHEREAS, these funds have been made available to the Kenosha County Sheriff's Department after an agreed upon split of a total award of \$61,639.00 with the City of Kenosha, and

WHEREAS, these funds will be used to purchase law enforcement equipment for the Department that has been so designated by the Sheriff for law enforcement purposes, and WHEREAS, this grant will not require any local match, and

WHEREAS, this budget modification will not require any additional tax levy dollars.

NOW, THEREFORE BE IT RESOLVED, that the Kenosha County Board of Supervisors accept the grant and that the revenue and expenditure line items be modified, as per the attached budget modification forms, which are incorporated herein by reference.

BE IT FURTHER RESOLVED, that any unobligated grant funds remaining available at year end be hereby authorized for carryover to subsequent years until such time as the grant funds are expended in accord with the JAG grant requirements, and that the administration shall be authorized to modify the grant fund appropriation among various budget and expenditure appropriation units within the Sheriff's Department budget in accordance with all Federal and State regulations of the program and in compliance with generally accepted accounting principles.

Note: This resolution requires No funds from the general fund. It increases revenues by \$25,334.00 and increases expenditures by \$25,334.00.

SUBMITTED BY:Judiciary & Law CommitteeFinance CommitteeWilliam Michel, IIAnita FaraoneJames HuffJohn O'DayRoger JohnsonTerry RoseRonald JohnsonMark Molinaro, Jr.It was moved by Supervisor Michel to adopt Resolution 32. Seconded by Vice-

chair Faraone. Roll call vote passed unanimously.

RESOLUTION 33

33. From Judiciary & Law Committee regarding Regular Cabaret License for "Sit N Bull" Tavern.

WHEREAS, the application of Mary Griggs for a probationary cabaret license for the "Sit 'N' Bull" Tavern, 39600 Bloomfield Road, Powers Lake, Wisconsin, in the Town of Wheatland, was made during the month of October, was turned over to this office on October $20^{\rm th}$, 2008, and

WHEREAS, the establishment known as the "Sit 'N' Bull" Tavern was granted a Probationary Cabaret License per County Board Resolution on January 20^{th} , 2009, and

WHEREAS, the establishment known as the "Sit 'N' Bull" Tavern was found to be in conformity with County Ordinance # 8.02 governing it's conduct for a probationary period of the last 6 months.

NOW, THEREFORE BE IT RESOLVED, that a regular cabaret license, in lieu of a probationary cabaret license, be granted to Mary Griggs, for the "Sit 'N' Bull" Tavern. SUBMITTED BY:

Judiciary & Law Committee William Michel, II James Huff Roger Johnson Ronald Johnson It was moved by Supervisor Michel to adopt Resolution 33. Seconded by Supervisor Ron Johnson. Motion carried.

RESOLUTION 34

34. From Judiciary & Law Committee regarding Probationary Cabaret License for Grizzly Saloon.

WHEREAS, the application of Cynthia Winburn for a probationary cabaret license for the Grizzly Saloon, 12711 Bristol Road, Kenosha, Wisconsin, in the

Town of Bristol, was made during the month of May, was turned over to this office on May $1^{\rm st},\ 2009\,,$ and WHEREAS, the Kenosha Sheriff's Department has conducted an inspection of the premises, and WHEREAS, the premises were found to be in conformity with the Cabaret Ordinance Number 8.02 NOW, THEREFORE BE IT RESOLVED, that because this is the initial application by the license holder, a probationary license be granted to Cynthia Winburn for the Grizzly Saloon. SUBMITTED BY: Judiciary & Law Committee William Michel, II James Huff Roger Johnson Ronald Johnson It was moved by Supervisor Michel to adopt Resolution 34. Seconded by Supervisor Huff. Motion carried. 35. From Judiciary & Law Committee regarding Probationary Cabaret License for El Fracazo Tavern. It was moved by Supervisor Michel to adopt Resolution Michel. Seconded by Supervisor Ron Johnson. It was moved by Supervisor Molinaro to amend Resolution 35; change the last paragraph to read "for a probationary period of three months". Seconded by Supervisor Moore. It was moved by Supervisor Rose to refer Resolution 35 back to the Judiciary and Law Committee. Seconded by Supervisor Molinaro. Roll call vote passed unanimously. COMMUNICATION 6. From George E. Melcher, Director of Planning and Development regarding future rezonings. Chairman Clark referred Communication 6 to Land Use. CLAIMS 8. David Kozenski - cell phone damaged by water on county golf course. Chairman Clark referred Claim 8 to Corporation Counsel. It was moved by Supervisor Marks to approve the June $7^{\rm th},$ & $14^{\rm th}$ 2009 minutes. Seconded by Supervisor Kubicki. It was moved by Supervisor Singer to amend the July 14th minutes to remove the words "without debate" in the motion to call the question on Resolution 27. Seconded by Supervisor Breuniq. Supervisor Nudo made a friendly amendment to add a new sentence; "No debate took place before the question was called on Resolution 27". Motion carried. It was moved by Supervisor Rose to adjourn. Seconded by Supervisor Elverman. Motion carried. Meeting adjourned at 9:20 P.M. Edie LaMothe Prepared by: Deputy Clerk Submitted by: Mary Schuch-Krebs County Clerk