



Kewaunee County
PERSONNEL, ADVISORY, AND LEGISLATIVE COMMITTEE MEETING

AMENDED AGENDA

Date: Wednesday, June 15, 2016 / Time: 1:00 p.m., **County Board Room**
Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216

1. Call to Order
2. Roll Call
3. Approve June 15, 2016 Personnel Committee Meeting Agenda
4. Approve May 11, 2016 Meeting Minutes
5. Personnel Report
 - a. **Review & Approve** - Position Vacancy – 1.0 FTE Human Services Transportation Coordinator
 - b. **Review & Approve** - Position Vacancy & Job Description – 1.0 FTE Hum. Serv. Financial Accountant
 - c. **Review & Approve** - Job Description – Human Services Director
 - d. Review & Approval – Highway Department Account Clerk II .5 to 1.0 FTE
6. Review & Discussion – County Board Committees – Roles and Duties
7. Approval of Contract Between Kewaunee County & Dynamic Concepts
– Completion of PSC Grant Requirements
8. Discuss Comprehensive Plan – Possible appointment of a subcommittee to coordinate with other municipalities.
9. Other Matters Authorized by Law
10. Public Comment
11. Next Meeting
12. Adjournment

The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to do so. Persons with disabilities needing special accommodations to attend or participate should contact the County Administrator's Office at (920) 388-7164 prior to the meeting so that accommodations may be arranged.

A majority of the members of the County Board of Supervisors or any of its committees may be present at this meeting to listen, observe, and participate. If a majority of any such committee is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Kewaunee County
PERSONNEL, ADVISORY, AND LEGISLATIVE COMMITTEE MEETING
Meeting Minutes

Date: Wednesday, May 11, 2016 / Time: 10:00 a.m., Conference Room
Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216

Call to Order: The meeting was called to order at 10:00 a.m. by Bob Weidner.

Roll Call: Members present were Scott Jahnke, Larry Kirchman, John Mastalir, Gary Paape, John Pagel, Tom Romdenne, Kaye Shillin (arrived 10:08), Linda Sinkula, Bob Weidner.

Others present: Scott Feldt, Jeff Wisnicky, Aerica Bjurstrom, Jennifer Schneider, Steve Hanson, Jack Schad, Gerald Correthers, Brandon Robinson.

Approve May 11, 2016 Personnel Committee Meeting Agenda and Approve March 9, 2016 Meeting Minutes as presented: Motion by John Pagel, second by Gary Paape to approve the May 11, 2016 agenda and to approve the March 9, 2016 meeting minutes. Motion carried unanimously.

Review Committee Duties (PAL/Executive Committee): Scott Feldt distributed a copy of the committee duties for the Personnel Committee. Bob Weidner indicated that PAL committee needs to update to an executive committee of the county that handles all policy matters that aren't the responsibility of another committee.

Personnel Report – Scott Feldt, County Administrator: Scott Feldt distributed a Personnel Report.

Scott Feldt talked about union election results. The courthouse, professional and jailor groups each did not get 51% to be in favor of a union.

Review and Possible Action to Fill

- a. UW Extension Job Description and Position
- b. Human Services Director Job Description and Position
- c. Human Services Administrative Assistant Position
- d. Land Information Office Administrative Assistant Position
- e. Circuit Court Judicial Administrative Assistant Position:

UW Extension Job Description and Position: Gerald Correthers, East-Metro Regional Director UWEX was introduced. Gerald explained he was at this meeting to support UWEX in their quest to fill the position. Aerica Bjurstrom informed the committee that they did not change jobs other than shuffling the duties. Tom Romdenne reminded the committee that filing this position has the full support of the prior and current UWEX Committee. Gerald Correthers updated the committee regarding the re-organization implementation and indicated development and design/engagement meetings with counties will be held June – August of this year. Aerica informed the committee that Chancellor Cathy Sandeen may be here sometime in June/July for a Q+A.

Motion by Tom Romdenne, second by Gary Paape to approve the job descriptions as presented and fill the position as soon as possible. Motion carried unanimously.

Human Services Director Job Description and Position: Scott Feldt requested approval to fill the Human Services Director position. The advertisement has been placed. Scott is hoping to have the new Human Services Director selected by the end of May.

Motion by Linda Sinkula, second by Kaye Shillin for approval for Scott to update the job description and fill the position. Motion carried unanimously.

Human Services Administrative Assistant Position: Scott Feldt indicated he has looked closely at the Human Services department. Scott informed the committee that Human Services needs their own CPA. Scott is putting together a job description. Scott indicated the committee cannot vote on this at this time but he is making the committee aware that he is convinced a CPA needs to be put in the human services department. Scott indicated this is not an addition to staff this is a shift in duties. Scott went on to explain the current structure of the Finance portion of Human Services. Scott asked the committee if he could start the recruitment of the position and the committee had no objections.

Land Information Office Administrative Assistant Position: Steve Hanson spoke regarding changing the job title from Administrative Assistant to Real Property Assistant. Steve indicated he would like someone to step in to transition to include all real property listing duties. The wage would be the same as it is now.

Motion by Gary Paape, second by Larry Kirchman to approve the job description and fill the position. Motion carried unanimously.

Circuit Court Judicial Administrative Assistant Position: Scott Feldt indicated he has started the recruiting process with Judge Elect Keith Mehn. Scott is hoping to fill the Judicial Administrative Assistant position the first of August.

Motion by Linda Sinkula, second by Scott Jahnke to fill the position. Motion carried unanimously.

Scott Feldt asked the committee if he could begin filling the Human Services Transportation Coordinator position and next month he will ask for the official vote to fill it. The committee had no objections.

Discuss County Comprehensive Plan – Steve Hanson, Land Information Director: Brandon Robinson from Bay Lake Regional Planning Commission introduced himself to the committee. Brandon indicated that the 1) farmland preservation and 2) comprehensive plan updates have started. Land information funds are being used and grants from the State. Bob Weidner indicated that we encourage business, tourism and expansion as much as possible. Bob indicated he is hoping we could provide guidance or the plan be written in such a way that is both encouraging and enabling. Brandon Robinson displayed a Kewaunee County map with agriculture and commercial outlined. Brandon indicated agriculture was 95%. The vision to layout is asking towns where do you want to put economic growth on the map? If farmland preservation area is on the map and it is designated a growth area, then growth trumps that. Scott Feldt discussed a county wide meeting regarding the map and areas for economic growth.

Review and Possible Action – WCA Resolutions Due June 27 – Library Funding, etc.: Scott Feldt referenced a WCA letter asking if Kewaunee County wanted to present a resolution at the annual conference. Scott will bring a draft resolution to the next meeting for committee review.

Review Oconto Resolution Opposing UWEX Reorganization. The committee agreed to review this next month and to look at other resolutions from other counties as well.

Other Matters Authorized by Law. Larry Kirchman asked if new county board members were going to have an orientation here. Scott Feldt indicated he would like to have a board orientation session before the board meeting next week. Kaye Shillin discussed provisions regarding per diem pay.

Public Comment: Scott Jahnke regarding protective classification

Next Meeting: Wednesday, June 15, 2016 at 1:00 p.m.

Adjournment: Motion by Larry Kirchman, second by Tom Romdenne to adjourn the meeting Motion carried unanimously. Adjourned at 11:43 a.m.

Submitted by,
Peggy Jeanquart, Recording Secretary

Peggy Jeanquart



KEWAUNEE COUNTY
DEPARTMENT OF HUMAN SERVICES
FINANCIAL ACCOUNTANT

Characteristic Work of the Position

Nature: Maintains uniform accounting system as required by federal, state, and municipal accounting practices for the Human Services Department; assists in the preparation of departmental budget, and provides reports as necessary. Supervises assigned financial support staff for certain assignments and projects. This position reports to the Human Services Director.

Example of Duties:

1. Supervises clerical, financial support personnel; instructs and trains employees in methods and procedures; plans, assigns, coordinates and reviews work; addresses concerns and problems; evaluates performance and makes recommendations concerning disciplinary action.
2. Compiles monthly actual to budget comparison reports and annual forecasts for the various Human Services programs by taking all programs information from the general ledger, accounts payable reports, and other sources in various categories that compare yearly budget amounts with actual expenditures and projected expenditures. Prepares budget and ad hoc analysis for those programs.
3. Prepares and reconciles monthly computerized spreadsheets for AMSO administrative expense allocation.
4. Coordinates preparation and submission of Community Program claims related to State of Wisconsin annual grant contracts including Department of Health Services (DHS) using the Community Aids Reporting System (CARS) payment system, Department of Children & Families (DCF) using the CORE payment system, and Department of Administration claims.
5. Maintains accounting for Wisconsin Medicaid Cost Reporting (WIMCR) system and prepares annual report.
6. Prepares monthly journal entries and summarizes time studies for allocating staff time.
7. Prepares and submits 942 expense report and Human Services Revenue Report (HSRR) to State on computer spreadsheets.

8. Determines proper balances in expenditure and revenue accounts for Human Services all programs. Reconciles accounts for consistency and accuracy. Prepares necessary documents needed by external auditors. Reconciles ledger to sub-systems for Economic Support Programs on a monthly basis.
9. Obtains, reviews, and compiles data to facilitate preparation of required reports for grant programs.
10. Participates in the review, analysis, and documentation of accounting systems/procedures and maintains a procedure for routine internal review of department accounting and billing functions.
11. Participates in the performance of the internal review of the accounting and billing departments per procedure to test compliance with the internal control guidelines and effectiveness of those guidelines; prepares reports documenting review findings, conclusions, and recommendations.
12. Conducts special projects as assigned.
13. Analyzes and interprets current and future legislation or administrative rule changes affecting the Financial Supervisor's areas of responsibility; informs management in a timely manner about strategies that will allow for efficient response to new and changed laws and rules.
14. Provides information and assistance to external auditors as requested to facilitate timely and efficient completion of audits.
15. Receives and answers inquiries as appropriate from department personnel.
16. Attends staff meetings, attends in-service and outside agency training sessions.
17. Completes and maintains necessary documentation according to applicable requirements, codes and policies.
18. Performs system security functions for service authorization system and client master file system.
19. Performs related functions as assigned.

The above duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Qualifications:

Essential Knowledge and Abilities

1. Knowledge of accepted accounting practices, principles, and techniques.
2. Knowledge of state and federal regulations as they pertain to accounting.
3. Knowledge of governmental accounting and budgeting principles and procedures.
4. Knowledge of and ability to utilize a computer and the required software.
5. Ability to prepare accurate and complete financial reports.
6. Ability to verify and analyze financial records and data.
7. Ability to supervise and instruct subordinates.
8. Ability to communicate effectively both orally and in writing.
9. Ability to follow oral and written instructions.
10. Ability to maintain the confidential nature of client and business information.

11. Ability to establish and maintain effective working relationships with staff and the public.
12. Ability to work the required hours of the position.

MINIMUM QUALIFICATIONS REQUIRED

Training and Experience: Bachelor's degree in Accounting with three to five years related experience that includes supervisory experience, or any equivalent combination of education, training and experience that provides the necessary knowledge, skills and abilities.

Licenses and Certifications: Certified Public Accountant or CPA candidate preferred.

Physical Demands

The performance of tasks mainly involves inside, protected from weather conditions. Ability to perform most work from a sedentary position. Ability to function in situations encountered in a normal office setting.



KEWAUNEE COUNTY HUMAN SERVICES DIRECTOR

Characteristic Work of the Position

Nature: Under the direction of the Department of Human Services (DHS) Board and the Kewaunee County Board of Supervisors, the director provides for the integration of administration of all DHS programs and services. The departments include Children & Family Services, Economic Support, Adult Protection, Mental Health, Alcohol and Other Drug Abuse, Aging, and related human services. The Director is subject to such delegation of authority as is consistent with Wisconsin State Statutes 46.23 and the rules and regulations promulgated by Wisconsin Department of Health Services and Department of Children and Families, and the policies and procedures of the Kewaunee County DHS Board.

Example of Duties:

Duties set forth in Wisconsin Stats. 46.23(6).

1. All administrative duties of managing, operating, and improving programs shall be vested in director subject to rules promulgated by DHS.
2. Prepares intermediate plans, budgets, and reports required by State Departments and County Board of Supervisors (Board) in consultation with and subject to the approval of County Administrator and Human Services Board.
3. Makes recommendations to Board for personnel, changes in organization and management of programs, and changes in program services.

Other Duties.

Directly or through Human Services Division Managers:

1. Develops department program/services philosophy.
2. Directs development of new programming.
3. Prepares administrative policy positions.
4. Directs/supervises Human Service programs and staff.
5. Interprets and assures implementation of federal, state, and county policies/procedures set forth in statutes, codes, regulations, ordinances, etc.
6. Assures that Human Services programming is meeting resident needs and conforming to State/County regulations.
7. Provides oversight and direction to all programs.
8. Implements policies enacted by Human Services Committee and County Board of Supervisors.
9. Establishes long term plans/goals for Department.
10. Prepares annual budgets, supervises preparation of statistical/financial reports, and directs implementation of approved expenditures relating to current services and program objectives.
11. Directs/coordinates working relationships with community organizations necessary for effective operation of Department.

12. Assures public input/participation on advisory committees and boards.
13. Interviews, hires, evaluates, disciplines, and terminates departmental employees as required.
14. Negotiates and recommends contracts with provider agencies for programs, and assesses performance of contracted agencies providing services.
15. Prepares materials as needed to keep Human Services Board, County Board and County Administrator informed of Department activities and needs.
16. Assures the timely completion and presentation of the Department's Annual Report.
17. Conducts Agency staff meetings and maintains other forms of intra-departmental communication necessary to keep staff informed of Department activities.
18. Performs related duties as may be required or assigned.

The above duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Qualifications:

Essential Knowledge and Abilities

1. Ability to understand and report on complicated State and Federal funding streams and budget requests.
2. Knowledge of stringent federal and state statutes, rules and administrator's directives in the Human Service field.
3. Ability to supervise and delegate to a variety of managers and supervisors information required to serve clients in various target groups.
4. Ability to work with county and state officials for the benefit of services to all citizens in need.
5. Ability to set goals and objectives for the agency in the areas of disabilities, elderly services, income maintenance, and children and family.

Training and Experience

Master's degree in a Human Services field or management or equivalent combination of experience and education normally found in a program leading to a Master's degree.

Office of
KEWAUNEE COUNTY HIGHWAY COMMISSION

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Mary O'Leary
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June 15, 2016

To: Personnel, Advisory, and Legislative
From: Todd Every, Highway Commissioner
Mary O'Leary, Office Manager
R.E.: Staffing job changes and job duties

Background

Since January 2016, staff has been learning and analyzing the job duties which were previously performed by the Stock Room Clerk position. The position previously was responsible for ordering equipment repair parts, ordering inventory and non-inventory parts and materials, inventory control, and parts pickup. Duties also included entering information into our computer system to charge the parts and materials to a job or piece of equipment after invoices and statement had been received.

Analysis

After looking at the job duties, mapping the current process, and discussing how the information is processed within the department, most of the duties of the position were more administrative in nature. Staff proposes to bring the administrative functions of the position from the shop into the office. This change would then bring the current .5 FTE Account Clerk I position to a 1.0 FTE for a probationary period, and then transitioning into an Account Clerk II. A summary of the job duties is attached.

Currently, the 2016 Highway Department budget has 4.5 FTE administrative and 23 FTE Highway Worker positions approved. This request is not for additional staff beyond what is budgeted and approved by the County Board.

Ordering of parts and materials would be done primarily with the Shop Foreman and Fuel Manager positions, but occasionally by a Lead person. If needed, operational changes could also be made to ensure the jobs are being completed timely.

Under the current pay schedules, the Stock Room Clerk position is being paid \$24.09 per hour. Depending upon the step, Accounting Clerk II (Class 5) positions are paid \$15.75 – \$18.60 per hour. Assuming a \$6 per hour difference in wages only, there would be an

annual approximate savings on wages of \$12,500. Benefits savings would be above and beyond wage savings.

Here is a list of benefits which can be realized with these changes:

1. Provide better accuracy and accountability as information flows from the shop to the office.
2. Improve the timeliness of the processing of the paperwork.
3. Provide for backup for more of the administrative functions of the department.
4. Provide easier transition of job duties in the event of personnel changes.
5. Consolidation of positions frees up another 1.0 FTE to use in the field for department operations.
6. Use of technology to better manage ordering and inventory levels.

Recommendation

The Highway and Solid Waste Committee supports this recommendation. The Highway and Solid Waste Committee recommends the Personnel, Advisory, and Legislative Committee approve making the current .5 FTE Account Clerk I position in the Highway Department into a 1.0 FTE position, with the new position transitioning to an Account Clerk II position in January 2017.

Highway Responsibilities

Julie (1 FTE)	(1 FTE)
<p>Vouchers (Accounts Payable) (Biweekly) Paid by Credit Card Paid by Check - Enter in County Accounting System as a batch for payment</p> <p>Pre-Paid for (Accounts Payable) (Weekly)</p>	<p>Reconcile Parts and Material POs, Invoices, Statements and prepare for payment.</p> <p>Enter transaction of Parts, Materials, and Lubes used for equipment on monthly work order reports, for customers and municipalities, for county highway system, or other county depts.</p> <p>Coordinate yearly inventory counts, and inventory control number.</p>
<p>Time Sheets (Daily) Coding with Job Number and Activity</p> <p>Data Entry - Material Data Entry - Equipment</p>	<p>Data Entry - Labor</p>
Payroll Highway, Landfill (Biweekly)	Assist with the coordination of fuel billing (monthly)
Computer Trainer	<p>Receipting Cash and Checks for Accounts Receivables (Twice Weekly)</p> <p>Deposits (Twice Weekly)</p> <p>Accounts Receivable (Monthly Audit Review)</p>
DNR documentation electronically submitted	Mailing invoices (Monthly)
Filing	Filing
Fuel Usage Reports (Monthly)	Minutes for Committee Meetings (Biweekly)
J/E Data Entry (Monthly)	Answering Phones and Assisting the Public
Inventory Fee Statement (Annually)	Misc. Typing -Proposals, Letter, Deer Reports, Utility Permits, Legal Notices in Papers
Cost Engineering	Hot Mix Air Emissions (Annually)
Equipment Classification	Pavement Rating Data Entry (Every other year)
Accident Reports	
Ordering Supplies	
Digger Hotline	
Worker Comp. (First Report)	
Answering Phones and Assisting the Public	
Equipment Cost Analysis	
Depreciation Schedules, Year End Schedules (Annually)	

Finance and Public Property Committee

Purpose: The Finance and Public Property Committee provides oversight of Kewaunee County's finances, budget, insurance and property holdings.

Membership: Five members appointed by the Board Chair and subject to confirmation by the Kewaunee County Board of Supervisors.

Term: The term is two years to correspond with the terms of office for Supervisors to the County Board. Membership on the committee is established at the organizational meeting held on or after the 3rd Tuesday in April of even numbered years.

Meeting Date & Time: TBD

Statutory Reference: Wis. Stat. §§59.52(6), (11), (12), (29), 65.90, Subchapter VI of Chapter 66.

County Departments Overseen: Finance Department, County Clerk's Office, County Treasurer's Office, Register of Deed's Office, Information Services Department

Subcommittees/Boards/Commissions/Councils: Revolving Loan Fund Committee; Kewaunee County Economic Development (KCEDC) Corporation Board; Northeast WI Workforce Development Board (NEWWDB); Land Information Council; Bay Lake Regional Planning Board; Commission of Condemnation; Utility Tax Commission

Rules and Responsibilities:

Policy and General Oversight

Provide oversight and develop department policy for the Departments including oversight of all programs, ordinances and regulations.

Determine broad outlines and principles governing the administration of the Department including operating procedures that ensure compliance with federal and state requirements.

Financial Oversight

Approve or disallow requests for transfer of funds from contingency account to budget accounts up to \$20,000.00. Have authority to authorize expenditures from the Capital Improvement Fund up to \$20,000.00. Review and recommend to the County Board, all transfers from the General Fund. Review and recommend to the County Board all transfers from Contingency and Capital Improvement Funds exceeding \$20,000.00.

Review and recommend to the County Board all requests, reports, or resolutions of all committees involving expenditures of county funds in excess of the budget and requiring an appropriation.

Audit all accounts and County Board members' per diem, and mileage claims. If a County Board meeting is not held in a given month, approval by the Committee shall be authorization to pay the monthly Supplementary Payroll.

Monitor the various accounts and balances from time to time to see that all departments stay within their budgets.

Approve transfer of funds over \$1,000 between account line items with no change in overall budget.
LARGER \$ AMOUNT \$2500/\$5000

Review annual County Budget as presented by the County Administrator and upon approval, recommend to the County Board for adoption.

Authorize the contract for the annual audit of all the departments of the county.

Approve any plans for the maintenance, repair, improving, and remodeling of all county buildings excluding the Parks, Fairgrounds, and Highway facilities.

Review and approve requests for the purchase of capital equipment and supplies for the above mentioned buildings in excess of \$2,500.00. The County Administrator shall have authority to authorize budgeted expenses up to \$2,500.00. **OMIT?? Redundant**

Review annually a complete inventory of all property owned by Kewaunee County and file a copy with the County Clerk. **IS THIS NEEDED??**

Approve claims and authorize payment for claims not previously authorized by an oversight committee. The several oversight committees are authorized to approve budgeted claims up to \$10,000 and authorize payment arising from their respective departments. The County Administrator shall have authority to approve budgeted claims up to \$10,000 and authorize payment when necessary to assure timely payment. Review and audit all just claims and accounts submitted against the County and submit the same to the County Board for final review and audit if needed.

Departmental Oversight

County Treasurer - Recommend to the County Board the working bank and the depository for all county funds.

County Treasurer - Review all matters pertaining to defective and insufficient tax title and approve all tax deeds taken and all quit claim deeds issued.

County Treasurer - Approve and recommend to the County Board the advertising and disposal of all county lands acquired by tax deed. Any sale of county right-of-way must be reviewed by the highway committee to determine how such sale would affect property that is adjacent to or part of a future highway projects. A written opinion of the advisability of such sale would be forwarded from the highway committee to the finance committee.

County Treasurer - Approve County Treasurer and Administrator's recommendations to invest funds in accordance with Section 66.0603 (1m) of the Wisconsin Statutes.

County Administrator - Review and recommend to the County Board the recommendations from the County Administrator to purchase adequate insurance to cover any and all county liability including without limitation workers compensation insurance. The committee shall from time to time consult with other standing committees of the County Board to determine special insurance needs of the various

agencies and departments supervised by the other committees. Other standing committees may request special action by the committee for special needs.

County Administrator - Recommend to the County Board, all other types of insurance coverage deemed necessary, and purchase all the insurance coverage approved by the County Board.

County Clerk - Review and approve both the bond and the sufficiency of the sureties for all county officers and report in writing to the County Board their actions on all bonds.

Information Services - Serve as the Data Processing Committee for Kewaunee County and establish priorities for Kewaunee County's information technology needs.

To have charge of the property belonging to the Edward Decker Memorial Collection and pursuant to Resolution No. 25-10-96, the Committee shall act as the "Edward Decker Memorial Commission" as specified in Board Resolution dated June 9, 1909.

Perform all other duties imposed by Law or the County Board.

Health, Veteran Service and Child Support Committee

Purpose: Provide oversight to Public Health, Veterans Services and Child Support.

Membership: Five members appointed by the Board Chair and subject to confirmation by the Kewaunee County Board of Supervisors. When the Committee meets as the Board of Health, three additional citizen members appointed by the County Administrator subject to confirmation by the Kewaunee County Board of Supervisors along with the County Physician (Ex-Officio) make up the Board of Health.

Term: The term is two years to correspond with the terms of office for Supervisors to the County Board. Membership on the committee is established at the organizational meeting held on or after the 3rd Tuesday in April of even numbered years.

Meeting Date & Time: TBD

Statutory Reference: Board of Health §251.04, Veteran Service §45.80, Child Support §59.53(5)

County Departments Overseen: Public Health, Veteran Service, Child Support

Subcommittees/Boards/Commissions/Councils: Veteran Services Commission

Rules and Responsibilities:

Policy and General Oversight

Provide oversight and develop department policy for the Public Health and Child Support Departments including oversight of all programs, ordinances and regulations.

Determine broad outlines and principles governing the administration of the Public Health and Child Support Departments including operating procedures that ensure compliance with federal and state requirements.

Financial Oversight

Audit all department bills and claims. Also, monitor department fund accounts and balances as needed.

Recommend requests, reports, or resolutions involving expenditures of county funds in excess of the budget and requiring an appropriation.

Recommend to the Finance Committee requests for transfer of funds from contingency account to budget accounts up to \$20,000. Also recommend to Finance Committee expenditures from the Capital Improvement Fund up to \$20,000.00. Recommend to Finance Committee and the County Board, all transfers from the General Fund and all transfers from Contingency and Capital Improvement Funds exceeding \$20,000.

Approve recommendations for the maintenance, repairs, and capital improvements.

Review and approve the annual budget recommendation to the County Administrator.

Departmental Oversight

Child Support: Ensure the implementation and administration of the Child and Spousal Support, and Establishment of Paternity and Medical Support Liability Programs provided for by Title IV of the federal Social Security Act.

Perform all other duties imposed by Law or the County Board.

Highway and Solid Waste Committee

Purpose: To set policy for the Kewaunee County Highway Department and the Kewaunee County Landfill.

Membership: Five members elected by the County Board. Highway Committee election process:

1. The Clerk shall read the names of all Supervisors who announced their intention to run for election to the Kewaunee County Highway Committee. Nominations from the floor shall also be in order.
2. Each Supervisor shall receive a ballot on which shall be listed the names of all Supervisors nominated for the Kewaunee County Highway Committee. Each Supervisor shall vote for no more than five (5) names.
3. A nominee must receive the votes of a majority of Supervisors to be elected. The five nominated Supervisors receiving the highest vote totals shall be elected to the Kewaunee County Highway Committee.
4. In the event of a tie vote for the fifth highest vote total, there shall be a single runoff ballot between the tied nominees. If there is still a tie vote after the single runoff ballot, then the tie shall be broken by some random chance means, coin toss or cut of cards.

Term: The term is two years to correspond with the terms of office for Supervisors to the County Board. Membership on the committee is established at the organizational meeting held on or after the 3rd Tuesday in April of even numbered years.

Meeting Date & Time: TBD

Statutory Reference: Wis. Stat. §83.015, Chapter 287, and Chapter 289

County Departments Overseen: Highway and Solid Waste Departments

Subcommittees/Boards/Commissions/Councils: Highway Safety Commission

Rules and Responsibilities:

Policy and General Oversight

Provide oversight and develop department policy for the Highway and Solid Waste Departments including oversight of all programs, ordinances and regulations.

Determine broad outlines and principles governing the administration of the Highway and Solid Waste Departments including operating procedures that ensure compliance with federal and state requirements.

Financial Oversight

Audit all department bills and claims. Also, monitor department fund accounts and balances as needed.

Recommend requests, reports, or resolutions involving expenditures of county funds in excess of the budget and requiring an appropriation.

Recommend to the Finance Committee requests for transfer of funds from contingency account to budget accounts up to \$20,000. Recommend to Finance Committee and the County Board, all transfers from the General Fund and all transfers from Contingency and Capital Improvement Funds exceeding \$30,000.

Approve recommendations for the maintenance, repairs, and capital improvements.

Review and approve the annual budget recommendation to the County Administrator.

Departmental Oversight

Highway - To set policy governing the county Highway Department as provided by Section 83.015 of the Wisconsin Statutes.

Highway - To approve the purchase, trade, or sale of highway equipment, vehicles, and road machinery. Provide that no one complete unit of equipment of a value exceeding THIRTY THOUSAND DOLLARS (\$30,000.00) shall be purchased without further authority of the County Board.

Highway - Any sale or quit claim of property that includes or is adjacent to a road right of way must first be presented to the Highway Committee. The Highway Committee will issue a written opinion as to the impact the sale may have on future highway projects

Solid Waste - Recommend purchase of lands for use in Solid Waste Management System.

Solid Waste - Approve and follow plan of operation as approved by Wisconsin Department of Natural Resources.

Solid Waste - Secure all necessary licenses and permits as required by DNR on behalf of Kewaunee County.

Solid Waste - Recommend fees for various types of waste disposals.

Solid Waste - Set hours of operation of solid waste disposal facility.

Perform all other duties imposed by Law or the County Board.

Human Services Committee

Purpose: Provide oversight and recommend program policies and priorities on the comprehensive range of human services in provided in Kewaunee County.

Membership: Six members appointed by the Board Chair and subject to confirmation by the Kewaunee County Board of Supervisors. Five citizen members appointed by the County Administrator subject to confirmation by the Kewaunee County Board of Supervisors. At least one member of the human services board shall be an individual who receives or has received human services or shall be a family member of such an individual.

Term: Board members appointed to the Human Services Committee by the Board Chair shall serve a two year terms, concurrent with the Board Members' term of office as Supervisor. Citizen members appointed to the Human Services Committee appointed by the County Administrator shall serve three year terms.

Meeting Date & Time: TBD

Statutory Reference: Wis. Stat. §§46.23, 51.42 & S1.437.

County Departments Overseen: Human Services

Subcommittees/Boards/Commissions/Councils: Transportation Sub-Committee; Violence Intervention Project Committee; ADRC Board; Children's Community Options Program Advisory Committee; Coordinated Service Teams Advisory Committee; Lakeshore CAP Committee

Rules and Responsibilities:

Policy and General Oversight

Provide oversight and develop department policy for the Human Services Department including oversight of all programs, ordinances and regulations.

Determine broad outlines and principles governing the administration of the Human Services Department including operating procedures that ensure compliance with federal and state requirements.

Financial Oversight

Audit all department bills and claims. Also, monitor department fund accounts and balances as needed.

Recommend requests, reports, or resolutions involving expenditures of county funds in excess of the budget and requiring an appropriation.

Recommend to the Finance Committee requests for transfer of funds from contingency account to budget accounts up to \$20,000. Also recommend to Finance Committee expenditures from the Capital Improvement Fund up to \$20,000.00. Recommend to Finance Committee and the County Board, all transfers from the General Fund and all transfers from Contingency and Capital Improvement Funds exceeding \$20,000.

Approve recommendations for the maintenance, repairs, and capital improvements.

Review and approve the annual budget recommendation to the County Administrator.

Departmental Oversight

Appoint sub-committees consisting of residents of the county to advise the county human services board as it deems necessary.

Recommend program priorities and policies, identify unmet service needs and prepare short-term and long-term plans and budgets for meeting such priorities and needs.

Foster cooperative working agreements with persons providing health, education, vocational or welfare services related to services provided by the Kewaunee County Department of Human Services.

Perform all other duties imposed by Law or the County Board.

Land and Water Conservation Committee

Purpose: The Land & Water Conservation Committee (LWCC) shall provide local land and water conservation policy direction, general oversight, and support for Land & Water Conservation Department.

Membership: (Five Total) Four members appointed by the Board Chair and subject to confirmation by the Kewaunee County Board of Supervisors. Two of the Four County Board members must also serve on the Extension Education Committee. One member designated by the chair of the farm service agency committee.

Term: The term is two years to correspond with the terms of office for Supervisors to the County Board. Membership on the committee is established at the organizational meeting held on or after the 3rd Tuesday in April of even numbered years.

Meeting Date & Time: TBD

Statutory Reference: Wis. Stat. §92.07

County Departments Overseen: Land and Water Conservation Department

Subcommittees/Boards/Commissions/Councils: Glacierland Resource Conservation and Development Council; Groundwater Task Force

Rules and Responsibilities:

Policy and General Oversight

Provide oversight and develop department policy for the Land and Water Conservation Department including oversight of all programs, ordinances and regulations.

Determine broad outlines and principles governing the administration of the Land and Water Conservation Department including operating procedures that ensure compliance with federal and state requirements.

Financial Oversight

Audit all department bills and claims. Also, monitor department fund accounts and balances as needed.

Recommend requests, reports, or resolutions involving expenditures of county funds in excess of the budget and requiring an appropriation.

Recommend to the Finance Committee requests for transfer of funds from contingency account to budget accounts up to \$20,000. Also recommend to Finance Committee expenditures from the Capital Improvement Fund up to \$20,000.00. Recommend to Finance Committee and the County Board, all transfers from the General Fund and all transfers from Contingency and Capital Improvement Funds exceeding \$20,000.

Approve recommendations for the maintenance, repairs, and capital improvements.

Review and approve the annual budget recommendation to the County Administrator.

Departmental Oversight

Recommend program priorities, standards and specifications for management practices to control erosion, sedimentation, and nonpoint source water pollution.

Recommend program priorities, standards and specifications for agricultural facilities and practices.

Encourage research and educational, informational, and public service programs, advise the University of Wisconsin System on educational needs and assist the University of Wisconsin System and DATCP in implementing educational programs.

Perform all other duties imposed by Law or the County Board.

Law Enforcement and Emergency Management Committee

Purpose: The Law Enforcement and Emergency Management Committee provides oversight to the Kewaunee County Sheriff's Department and the Emergency Management Department.

Membership: Four members appointed by the Board Chair and subject to confirmation by the Kewaunee County Board of Supervisors.

Term: The term is two years to correspond with the terms of office for Supervisors to the County Board. Membership on the committee is established at the organizational meeting held on or after the 3rd Tuesday in April of even numbered years.

Meeting Date & Time: TBD

Statutory Reference: Wis. Stat. §§59.26 & 59.27 (describes duties of the Sheriff); Chapter 323 (Emergency Management)

County Departments Overseen: Kewaunee County Sheriff's Department and Kewaunee County Emergency Management Department

Subcommittees/Boards/Commissions/Councils: Kewaunee EMS Council; Local Emergency Planning Committee

Rules and Responsibilities:

Policy and General Oversight

Provide oversight and develop department policy for the Sheriff's and Emergency Management Departments including oversight of all programs, ordinances and regulations.

Determine broad outlines and principles governing the administration of the Sheriff's and Emergency Management Departments including operating procedures that ensure compliance with federal and state requirements.

Financial Oversight

Audit all department bills and claims. Also, monitor department fund accounts and balances as needed.

Recommend requests, reports, or resolutions involving expenditures of county funds in excess of the budget and requiring an appropriation.

Recommend to the Finance Committee requests for transfer of funds from contingency account to budget accounts up to \$20,000. Also recommend to Finance Committee expenditures from the Capital Improvement Fund up to \$20,000.00. Recommend to Finance Committee and the County Board, all transfers from the General Fund and all transfers from Contingency and Capital Improvement Funds exceeding \$20,000.

Approve recommendations for the maintenance, repairs, and capital improvements.

Review and approve the annual budget recommendation to the County Administrator.

Departmental Oversight

Sheriff - Approve recommendations for non-routine maintenance and repair for the Kewaunee County Sheriff's Department automobiles, and authorize the receiving of bids or proposals when purchasing automobiles for the Kewaunee County Sheriff's Department.

Sheriff - To approve recommendations for the purchase and maintenance of the special Law Enforcement equipment required by the Kewaunee County Sheriff's Department. (This does not include regular office equipment and supplies.)

Sheriff - Review and approve recommendations to purchase and lease, provide maintenance service, and operational procedures for Kewaunee County Law Enforcement radio system.

Emergency Management - Develop and promulgate Emergency Management plans for Kewaunee County consistent with the State of Wisconsin Emergency Management plan.

Emergency Management - Review county-wide Emergency Management training programs and exercises.

Emergency Management - Review of municipal Emergency Management plans within the Kewaunee County and integrate such plans with Kewaunee County.

Perform all other duties imposed by Law or the County Board.

Personnel, Advisory and Legislative Committee

Purpose: The Personnel, Advisory and Legislative Committee provides oversight of Kewaunee County's human resources and serves as Kewaunee County's chief policy advisory committee on all matters not specifically or directly connected to another standing committee of the County Board.

Membership: This Committee shall consist of the Chairman of the Kewaunee County Board of Supervisors and a member from each of the standing oversight committees of the County Board. The appointed member is typically the Chair of the Committee. (i.e. Chair of the Finance & Public Property Committee, Chair of the Health, Veterans, & Child Support Committee, Chair of the Extension Education & Zoning Committee, Chair of the Land & Water Committee, Chair of the Law Enforcement/Emergency Management Committee, Chair of the Highway/Solid Waste Committee, Chair of the Promotion & Recreation Committee, and the Chair of the Human Services Committee.)

Term: The term is two years to correspond with the terms of office for Supervisors to the County Board. Membership on the committee is established at the organizational meeting held on or after the 3rd Tuesday in April of even numbered years.

Meeting Date & Time: TBD

Statutory Reference: Pursuant to Wis. Stat. §59.51, the Board of each County shall have the authority to exercise any organizational or administrative power subject to the constitution and any enactment of the legislature which grants the organizational or administrative power to a county administrator or any enactment which is of statewide concern and which uniformly affects every county.

County Departments Overseen: All departments or programs that are not specifically or directly connected to a standing committee of the County Board.

Subcommittees/Boards/Commissions/Councils: Negotiating sub-committee (as needed); Grievance Committee; Harassment Investigation Committee; Civil Rights Compliance Committee

Rules and Responsibilities:

Policy and General Oversight

Provide oversight and develop department policy for the Departments including oversight of all programs, ordinances and regulations.

Determine broad outlines and principles governing the administration of the Departments including operating procedures that ensure compliance with federal and state requirements.

Financial Oversight

It shall annually review and recommend salary and wage requirements for each county job classification for inclusion in the annual budget.

Review and approve the annual budget recommendation to the County Administrator with regards to staffing levels.

Departmental Oversight

The Personnel, Legislative and Advisory Committee is designated as the County's Human Resources Committee and shall, with aid of the County Administrator, develop Personnel Policies and Procedures. Said policies and procedures shall be published as the Kewaunee County Personnel Policy

and shall be reviewed and amended as deemed necessary. The County Personnel Policy and Amendments shall be approved by the Kewaunee County Board.

Consistent with the Kewaunee County Personnel Policy set policies regarding the hiring of all County employees. Receive advice from other standing committees of the County Board with regard to hiring of personnel and filling vacancies in existing or newly created positions; to act as advisory committee to the County Board on all matters pertaining to salaries, wages, personnel, working conditions, and disciplinary actions affecting all county employees, whether appointive, elected or hired.

Consistent with the Kewaunee County Personnel Policy it shall approve job descriptions for all types of work within the county. Such job descriptions shall be reviewed and revised from time to time.

Consistent with the Kewaunee County Personnel Policy the committee shall approve complete employment and discharge rules and procedures for all personnel in county employment.

Consistent with the Kewaunee County Personnel Policy it shall also act as a Review Board for all disputes between county personnel, and/or county personnel and outsiders. Review and approve procedures for such hearings and records required thereof.

Hear appeals on the filling of vacant positions denied by the County Administrator.

The Personnel Committee or subcommittee thereof shall be the county committee to negotiate with the County employee unions. The Committee Chair may designate a negotiating sub-committee to handle negotiation responsibilities for union contracts. Unless otherwise delegated to the County Administrator.

To act as advisory committee to the County Board on all matters pertaining to Federal, State, or Regional Programs that are not specifically or directly connected to one of the standing committees of the County Board.

To review all legislative matters in which Kewaunee County has an interest and advise the County Board Members as to pending legislative matters in which the county may have an interest and to otherwise promote the passage of legislation which the County Board feels is the best interest of Kewaunee County.

Acts as County Civil Rights Compliance Committee.

Perform all other duties imposed by Law or the County Board.

Promotion and Recreation Committee

Purpose: The Promotion and Recreation Committee serves as the oversight committee for all recreational facilities, areas, programs and activities.

Membership: Five members appointed by the Board Chair and subject to confirmation by the Kewaunee County Board of Supervisors.

Term: The term is two years to correspond with the terms of office for Supervisors to the County Board. Membership on the committee is established at the organizational meeting held on or after the 3rd Tuesday in April of even numbered years.

Meeting Date & Time: TBD

Statutory Reference: Generally Wis. Stat. §59.56: Cultural Affairs; education; recreation.

County Departments Overseen: Promotions and Recreation Department

Subcommittees/Boards/Commissions/Councils: ITBEC Council

Rules and Responsibilities:

Policy and General Oversight

Provide oversight and develop department policy for the Promotion and Recreation Department including oversight of all programs, ordinances and regulations.

Determine broad outlines and principles governing the administration of the Promotion and Recreation Department including operating procedures that ensure compliance with federal and state requirements.

Financial Oversight

Audit all department bills and claims. Also, monitor department fund accounts and balances as needed.

Recommend requests, reports, or resolutions involving expenditures of county funds in excess of the budget and requiring an appropriation.

Recommend to the Finance Committee requests for transfer of funds from contingency account to budget accounts up to \$20,000. Also recommend to Finance Committee expenditures from the Capital Improvement Fund up to \$20,000.00. Recommend to Finance Committee and the County Board, all transfers from the General Fund and all transfers from Contingency and Capital Improvement Funds exceeding \$20,000.

Approve recommendations for the maintenance, repairs, and capital improvements.

Review and approve the annual budget recommendation to the County Administrator.

Departmental Oversight

Recommend policies and programs for recreational activities in Kewaunee County conducive to general health and welfare.

Oversee all Kewaunee County recreational facilities, areas, programs and activities.

Oversee the Kewaunee County Fairgrounds and recommend programs and policies to encourage agricultural, industrial and other similar exhibitions or purposes that tend to promote the public welfare.

Perform all other duties imposed by Law or the County Board.

Extension Education and Zoning Committee

Purpose: To provide oversight and develop policy on University Extension work that is authorized by local, state and federal legislation. To provide oversight and develop policy related to zoning, land use and sanitary codes.

Membership: Four members appointed by the Board Chair and subject to confirmation by the Kewaunee County Board of Supervisors.

Term: The term is two years to correspond with the terms of office for Supervisors to the County Board. Membership on the committee is established at the organizational meeting held on or after the 3rd Tuesday in April of even numbered years.

Meeting Date & Time: TBD

Statutory Reference: Extension Wis. Stat. §§59.56(3). Zoning 59.69, 59.692, 87.30, 145.20

County Departments Overseen: UW – Extension and Zoning

Subcommittees/Boards/Commissions/Councils: Board of Adjustment

Rules and Responsibilities:

Policy and General Oversight

Provide oversight and develop department policy for the UW – Extension and Zoning Departments including oversight of all programs, ordinances and regulations.

Determine broad outlines and principles governing the administration of the UW – Extension and Zoning Departments including operating procedures that ensure compliance with federal and state requirements.

Financial Oversight

Audit all department bills and claims. Also, monitor department fund accounts and balances as needed

Recommend requests, reports, or resolutions involving expenditures of county funds in excess of the budget and requiring an appropriation.

Recommend to the Finance Committee requests for transfer of funds from contingency account to budget accounts up to \$20,000. Also recommend to Finance Committee expenditures from the Capital Improvement Fund up to \$20,000.00. Recommend to Finance Committee and the County Board, all transfers from the General Fund and all transfers from Contingency and Capital Improvement Funds exceeding \$20,000.

Approve recommendations for the maintenance, repairs, and capital improvements.

Review and approve the annual budget recommendation to the County Administrator.

Departmental Oversight

Zoning - Provide oversight and develop policy for the Zoning Department including oversight of the Shoreland Zoning Ordinance, Floodplain Ordinance, and the Kewaunee County Sanitary Ordinance.

Perform all other duties imposed by Law or the County Board.

Feasibility Study Agreement

This **AGREEMENT** is entered into between:

Kewaunee County
810 Lincoln Street
Kewaunee, WI 54216,

County,

and

Dynamic Concepts LLC
PO Box 436
Waukesha, WI 53187,

Contractor.

RECITALS

WHEREAS, County desires a comprehensive feasibility study regarding the development of a community-based approach to manure management and methane recovery in Kewaunee County, Wisconsin; and

WHEREAS, Contractor desires to perform the comprehensive feasibility study under the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

1. This Agreement shall become effective immediately and shall continue until the comprehensive feasibility study is delivered to County.
2. Contractor will provide a comprehensive feasibility study on or before June 30, 2016 regarding the development of a community-based approach to manure management and methane recovery in Kewaunee County. The feasibility study must include:
 - a) Possible solutions to the waste problem associated 650,000,000 gallons of manure generated by 98,000 cattle.
 - b) The feasibility of establishing cooperative, and fully integrated, manure processing facilities at existing privately owned CAFO facilities (hubs) that would also support processing manure generated at a small number of smaller farms (satellites).
 - Methods and technologies to treat the waste at each processing facility.
 - Methods and technologies to harvest biogas energy at each processing facility.
 - Methods and technologies to separate, concentrate, and capture nutrients at each processing facility.
 - Methods and technologies to destroy dangerous pathogens at each processing facility.
 - c) Possible biogas uses and markets and examines:

DW

- The potential sale of biogas energy whether as electricity, heat, or compressed natural gas.
 - The capture of concentrated nutrients and distribution of nutrients to hubs and satellites to meet their respective nutrient requirements.
 - The feasibility of delivering excess nutrients to a centralized processing facility where nutrients could be further dried, pelletized, and exported for sale.
- d) Identifies and examines other critical issues including:
- Potential business structures.
 - Accounting, testing and record keeping considerations.
 - Potential financing sources.
 - The legal and regulatory hurdles to implement a community based approach to manure management and methane recovery in Kewaunee County.
 - Economic impacts and job creation.
3. Contractor acknowledges County is in receipt of a grant from the Public Service Commission of Wisconsin, State Energy Office to complete the feasibility study of manure management and methane recovery. Contractor agrees that it will undertake the performance of this contract in full compliance with Agreement between Kewaunee County and the Public Service Commission of Wisconsin, State Energy Office. The Contract between the Public Service Commission of Wisconsin and Kewaunee County is attached hereto as Exhibit A.
4. Contractor agrees to fulfill each requirement, term, and condition of the RFP attached hereto as Exhibit B.
5. Contractor agrees that it will fulfill Contractor's promises and representations in Contractor's response to the RFP. Contractor's response to RFP is attached hereto as Exhibit C.
6. To the extent any term of this contract conflicts with any of the attachments, the terms of the Agreement between the Public Service Commission of Wisconsin, State Energy Office and Kewaunee County shall control. Thereafter, the order of preference for conflicting terms shall be this Agreement, Kewaunee County's RFP, and finally Contractor's response to the RFP.
7. Contractor may publish materials produced pursuant to this Agreement subject to the following conditions:
- a) All materials produced under this Agreement are the property of the Public Service Commission of Wisconsin, State Energy Office and Kewaunee County and may be copyrighted in their respective names. Contractor reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, otherwise use, and to authorize others to use such materials for governmental purposes.
 - b) The following notation shall be carried on all articles, reports, publications or other documents resulting from this Agreement.

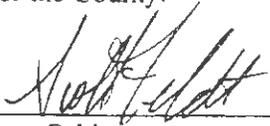
"This (article, report, publication or document) is funded (in whole or in part) by the Public Service Commission of Wisconsin, State Energy Office, under the terms and conditions of this Agreement."

8. Nothing contained in, or done pursuant to, this Agreement shall be construed to create the relationship of employer and employee, principal and agent, partners, or a joint venture between County and Contractor.
9. Contractor: is a separate and independent enterprise from the County; has a full opportunity to find other business; has made its own investment in its business, trade or profession; possesses the equipment, instrumentalities, materials, and employees necessary to perform the work; controls the means of performing the work; and risks profit and loss as a result of the work.
10. This Agreement does not create an employee/employer relationship between the parties. It is the parties' intention that the Contractor will be an independent contractor and not the County's employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the state revenue and taxation law, the state workers' compensation law and the state unemployment insurance law. This Agreement shall not be construed as creating any joint employment relationship between the Contractor and the County, and the County will not be liable for any obligation incurred by the Contractor, including but not limited to unpaid minimum wages, overtime premiums, unemployment insurance benefits, worker's compensation benefits, health insurance, health benefits, disability benefits, or retirement benefits. Contractor is not entitled to receive any benefits from County or to participate in any County benefit plan.
11. County agrees to pay Contractor as compensation for its services the all-inclusive sum of \$50,000.00.
12. Contractor shall furnish the County with reports, at intervals and in such form as the County may require, of its activities pertaining to any matter covered by this Agreement.
13. Contractor shall provide, perform and complete all duties and functions contemplated by this Agreement in a workmanlike manner, consistent with the highest standards among contractors who perform similar services.
14. Contractor warrants and represents that it is sufficiently experienced and competent to provide, perform and complete the duties and functions in full compliance with and as required by or pursuant to this Agreement.
15. Contractor represents and warrants that it is financially solvent, and has the financial resources necessary to provide, perform and complete the duties and functions in full compliance with and as required by or pursuant to this Agreement.

16. Except for the active negligence or willful misconduct of County, or any of its Boards, Officers, Agents, Employees, Assigns and Successors in Interest, Contractor undertakes and agrees to defend, indemnify and hold harmless County and any of its Boards, Officers, Agents, Employees, Assigns, and Successors in Interest from and against all suits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees and cost of litigation, damage or liability of any nature whatsoever, for death or injury to any person, including Contractor's employees and agents, or damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of the negligent acts, errors, omissions or willful misconduct incident to the performance of this Agreement by the Contractor. The provisions of this paragraph survive termination of this Agreement.
17. Either party's performance of any part of this Agreement shall be excused to the extent that it is hindered, delayed or otherwise made impractical by reason of flood, riot, fire, explosion, war, acts or omissions of the other party or any other cause, whether similar or dissimilar to those listed, beyond the reasonable control of that party.
18. Contractor shall not assign this Agreement in whole or in part without the prior written consent of the County. Contractor shall not assign any of its rights or obligations under this Agreement prior written consent of the County. Contractor shall not assign any payment due or to become due under this Agreement. Any such assignment without the County's prior written consent is void.
19. This Agreement and the rights and obligation of County and Contractor under this Agreement shall be interpreted according to the laws of the State of Wisconsin.
20. Venue, as to any dispute that may arise under this Agreement, shall be in the Circuit Court, County of Kewaunee, State of Wisconsin.
21. County and Contractor represent and warrant that they have carefully reviewed and fully understand this Agreement, including any attachment. This Agreement shall be binding upon and shall inure to the benefit of County and Contractor and upon their respective heirs, executors, administrators, personal representatives, and permitted successors and assigns.
22. The provisions of this Agreement shall be interpreted, when possible, to sustain their legality and enforceability as a whole. In the event any provision of this Agreement shall be held invalid, illegal, or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provision of this Agreement shall be in any way affected thereby.
23. No modification, addition, deletion, revision, alteration or other change to this Agreement shall be effective unless, and until such is reduced to writing and executed by County and Contractor.
24. This Agreement constitutes the entire agreement between the parties.

Accepted and Agreed as follows:

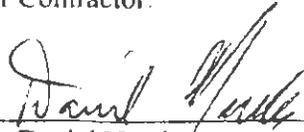
For the County:



Scott Feldt
Kewaunee County Administrator

Date: 6-1-16

For Contractor:



By: Daniel Nemke
Its: Chief Operating Officer
Dynamic Concepts LLC

Date: 5/31/16