

**COUNTY OF RACINE  
FINANCE & HUMAN RESOURCES COMMITTEE**

Supervisor Q. A. Shakoor, II, Chairman  
Supervisor Robert N. Miller, Vice Chairman  
Supervisor Thomas H. Pringle, Secretary  
Supervisor Janet Bernberg  
Supervisor Brett Nielsen

Supervisor Donnie E. Snow  
Supervisor John A. Wisch  
Ryan Anderson, Youth in Governance Representative  
Ruby Ward, Youth in Governance Representative

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\*\*\* THIS LOCATION IS HANDICAP ACCESSIBLE. If you have other special needs, please contact the Racine County Board Office, 730 Wisconsin Avenue, Racine, Wisconsin 53403 (262) 636-3571, fax (262) 636-3491 or the TTD/RELAY 1-800-947-3529. \*\*\*

NOTICE OF MEETING OF THE  
FINANCE AND HUMAN RESOURCES COMMITTEE

DATE: **Wednesday June 7, 2017**

TIME: **5:00 pm**

PLACE: **IVES GROVE OFFICE COMPLEX  
AUDITORIUM  
14200 WASHINGTON AVENUE  
STURTEVANT, WISCONSIN 53177**

**AGENDA** –

1. Convene Meeting
2. Chairman Comments – Youth In Governance/Comments
3. Introduction of New Youth In Governance Members to the Finance & Human Resources Committee
4. Public Comments
5. Approval of Minutes from the May 17, 2017 committee meeting.
6. County Executive – Jonathan Delagrave – Authorize a Donation of \$1,500 to Downtown Racine Corporation for the 30 years of Life on the Lake celebration – 2017 – Report.
7. Finance Department – Authorize a Three-Year Contract with Johnson Bank for banking services for Racine County – 2017 – Resolution – 1<sup>st</sup> Reading at the June 13, 2017 County Board Meeting. Representatives from Johnson Bank will be in attendance.
8. County Treasurer – Jane Nikolai – Donation of Various in Rem Properties to Several Municipalities – 2017 – Resolution – 1<sup>st</sup> & 2<sup>nd</sup> Reading at the June 13, 2017 County Board Meeting.
9. Transfers:
  - a. Public Works – Julie Anderson – Transfer the Car Pool Fleet vehicles from Fund 66 – Fleet Internal Service Fund to New Cost Center in the General Fund as of 1/1/17 – 2017 – Resolution – 1<sup>st</sup> Reading at the June 13, 2017 County Board Meeting.

- b. Public Works – Julie Anderson – Use of Public Works reserves to fund Capital Project – Simplex Fire Alarm System authorized by the Public Works, Parks and Facilities Committee meeting on April 27, 2017 and transfer of \$205,398 within the Public Works 2017 Budget – Resolution – 1<sup>st</sup> & 2<sup>nd</sup> Reading at the June 13, 2017 County Board Meeting.

10. Human Resources – Karen Galbraith – Revision to the Performance Review Policy – Action of the Committee only.

11. Communication Referrals from County Board Meeting:

a) Foreclosure items:

Attorney	Lending Company	Person/Persons	Amt. owed Racine CO
M. Abigail O’Dess	Citimortgage Inc	Charlie F. & Cheryl L. Berry;	?
Ian J. Thomson	Bank of America	Rolando & Lisa Villarreal	\$1,732.00
Ian J. Thomson	Nationstar Mortgage LLC	Scott L. & Melanie Duberstein	\$45.04
Anthony J. Procaccio	Federal National Mortgage Association	Walter J. Johnson	\$186.40
Ian J. Thomson	Freedom Mortgage Corporation	Justina M. Hamilton	\$540.02
Ian J. Thomson	Wells Fargo Financial WI Inc	Sysaba R, & Gerald K. Czewinski	\$184.95

b) Bankruptcy items:

Type of Action:	Person/Persons
Notice & Motion to Dismiss – Confirmed Plan	Brian Keith Grabher; Danielle Marie Bohat; Brian S. Lundquist; Jimmie Lee Henderson; Steven S. Labucki;
Notice of Chapter 13 Bankruptcy Case	Benjamin Jordan; Jose Alberto & JoALice Serratos;
No Proof of Claim Deadline	Edward Earl Barr; Ernell D Freeman Jr; Christian Charles & Theresa Neuwirth Stevens; Kamisha Marie Price; Jason Wayne Ellenberger; Nancy Marie Shultis;
Notice & Motion to Dismiss – Unconfirmed Plan	Tylandra Wade;
Order of Discharge	Clifford Terrance & Mary Alice Morrison; Christopher & Wendy Ryan; Jason Wells & Jessica Clara Tavolacci; Jerome William & Donna Marie Carre- Kannenberg; Steven Raymond Brown; Tresa Sue Strohkirch;
Chapter 13 Plan	Desmond J Howell;

12. Staff Report – No Action Items.

13. Adjournment

# FINANCE & HUMAN RESOURCES COMMITTEE ACTION ONLY

**Requestor/Originator** Finance Department

**Committee/Individual Sponsoring:** Finance & Human Resources Committee

**Date of Committee Meeting:** 6/7/2017

**Signature of Committee Chairperson  
/Designee:** \_\_\_\_\_

**Description:** Minutes from the May 17, 2017 Finance & Human Resources Committee meeting

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Motion:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Action:** **County Board Supervisors**  
 Approve  
 Deny

**Youth In Governance**  
 Approve  
 Deny



**FINANCE AND HUMAN RESOURCES COMMITTEE MEETING**  
**May 17, 2017**

IVES GROVE OFFICE COMPLEX  
AUDITORIUM  
14200 WASHINGTON AVENUE  
STURTEVANT, WISCONSIN 53177

Meeting attended by: Chairman Shakoor, Supervisors Bernberg, Miller, Nielsen, Pringle, Snow and Wisch, Youth Representative Krishnan, Chief of Staff MT Boyle, Human Resources Director Karen Galbraith, Finance & Budget Manager Kris Tapp, Fiscal Supervisor Brian Nelson

Excused: Youth Representative Scholzen.

**Agenda Item #1 - Convene Meeting**

Meeting Called to Order at 5:00 pm by Chairman Shakoor.

**Agenda Item #2 – Chairman Shakoor – Youth In Governance/Comments**

Chairman Shakoor read the Youth in Governance statement. Chairman Shakoor recognized the new Youth In Governance in the audience.

**Agenda Item #3 – Public Comments**

None.

**Agenda Item #4 – Approval of Minutes from the April 26, 2017 Meeting.**

**Action:** Approve the minutes from the April 26, 2017 meeting. **Motion Passed.** Moved: Supervisor Miller. Seconded: Supervisor Pringle. Vote: All Ayes No Nays.

Supervisor Snow arrived at 5:03 pm.

**Agenda Item #7 – Human Resources – Karen Galbraith – Revision to the Performance Review Policy – Action of the Committee only.**

**Discussion:** Human Resources Director Galbraith and Chief of Staff Boyle discussed the revision with the Committee.

**Finance & Human Resources Committee requested a revised copy of the Performance Evolution policy and more information on Neogov and Living as a Leader training.**

**Agenda Item #5 – Finance Department – Alexandra Tillmann – Awarding the sale of \$5,710,000 General Obligation Corporate Purpose Bond, Series 2017A – 2017 – Resolution – 1<sup>st</sup> & 2<sup>nd</sup> Reading at the May 23, 2017 County Board Meeting.**

**Action:** Approve the awarding the sale of \$5,710,000 General Obligation Corporate Purpose Bond, Series 2017A – 2017 – Resolution – 1<sup>st</sup> & 2<sup>nd</sup> Reading at the May 23, 2017 County Board Meeting. **Motion Passed.** Moved: Supervisor Miller. Seconded: Supervisor Wisch. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

**Agenda Item #6 – Finance Department – Alexandra Tillmann – Awarding the sale of \$7,105,000 Taxable General Obligation Project Bond, Series 2017B – 2017 – Resolution – 1<sup>st</sup> & 2<sup>nd</sup> Reading at the May 23, 2017 County Board Meeting.**

**Action:** Approve the awarding the sale of \$7,105,000 Taxable General Obligation Project Bond, Series 2017B – 2017 – Resolution – 1<sup>st</sup> & 2<sup>nd</sup> Reading at the May 23, 2017 County Board Meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Miller. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

**Agenda Item #8 - Requests for Transfer**

**8a – Human Services Department – Hope Otto – Transfer of \$4,695 within the Human Services 2017 budget and authorizing the capital equipment – Mobile Heated Cabinet for the Senior Nutrition Program – Emergency Procurement due to the cabinet utilized is failing – 2017 – Report.**

**Action:** Authorize the transfer of \$4,695 within the Human Services 2017 budget and authorizing the capital equipment – Mobile Heated Cabinet for the Senior Nutrition Program – Emergency Procurement due to the cabinet utilized is failing – 2017 – Report. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Wisch. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

**8b – Human Services Department – Hope Otto – Transfer of \$2,308,940 within the Behavioral Health Services 2016 Budget , Transfer of \$6,085,529 within the Human Services Department 2016 budget and Transfer of \$765,590 from the Human Services Department 2016 budget to the Behavioral Health Services 2016 Budget to clean up account finalizing the year 2016 – 2016 – Resolution – 1<sup>st</sup> Reading at the May 23, 2017 County Board Meeting.**

**Action:** Authorize the transfer of \$2,308,940 within the Behavioral Health Services 2016 Budget, Transfer of \$6,085,529 within the Human Services Department 2016 budget and Transfer of \$765,590 from the Human Services Department 2016 budget to the Behavioral Health Services 2016 Budget to clean up account finalizing the year 2016 – 2016 – Resolution – 1<sup>st</sup> Reading at the May 23, 2017 County Board Meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Bernberg. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

**8c – Finance Department – Alexandra Tillmann – Transfers within various departments in the General Fund, Debt Service and Capital Projects to close the 2016 year – 2016 – Resolution – 1<sup>st</sup> Reading at the May 23, 2017 County Board Meeting.**

**Action:** Authorize the transfers within various departments in the General Fund, Debt Service and Capital Projects to close the year 2016 – 2016 – Resolution – 1<sup>st</sup> Reading at the May 23, 2017 County Board Meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Bernberg. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

**8d – Finance Department – Alexandra Tillmann – Transfers within Ridgewood Care Center 2016 Budget to close the 2016 year – 2016 – Resolution – 1<sup>st</sup> Reading at the May 23, 2017 County Board Meeting.**

This will be carried forward to the June 7, 2017 Finance & Human Resources Committee.

**Agenda Item #9- Communication Referrals from County Board Meeting:**

**Action:** Receive and file items a –c. **Motion Passed.** Moved: Supervisor Miller. Seconded: Supervisor Pringle. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

**Agenda Item #10 – Miscellaneous**

The next meeting will be June 7, 2017 – Supervisor Bernberg requested to be excused from the meeting.

**Agenda Item #11- Adjournment**

**Action:** Adjourn the meeting at 5:50 pm. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Miller. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nay

REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2017</u>		Resolution Request
			Ordinance Request
		X	Report Request

Requestor/Originator: County Executive - Jonathan Delagrave

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date Considered by Committee: 6/7/2017 Date of County Board Meeting to be Introduced: \_\_\_\_\_

1st Reading:  1st & 2nd Reading:  \*

\* Include a paragraph in the memo regarding why 1st & 2nd reading is required.

Signature of Committee Chairperson/Designee: \_\_\_\_\_

**TITLE OF RESOLUTION/ORDINANCE/REPORT:**

Authorizate a Donation of \$1,500 to Downtown Racine Corporation for the 30 years of Life on the Lake celebration  
\_\_\_\_\_  
\_\_\_\_\_

**SUBJECT MATTER:**

The attached memo describes in detail the nature of resolution /ordinance /report and any specific facts which you want included in resolution/ordinance/report must be attached.

Any request which requires the expenditure or transfer of funds must be accompanied by the specific amount being transferred and the account number from which these funds will be taken and to which they will be transferred.

THIS FORM MUST BE FILLED OUT COMPLETELY PRIOR TO YOUR APPEARANCE BEFORE A COMMITTEE.

**The Committee believes that this action furthers the following goals:**

- Make Racine County the most accessible county in Wisconsin for business to grow, develop and create family supporting jobs.
- Develop a system that encourages employees, elected officials and citizens to suggest ideas for service enhancement and productivity improvements including a measurement of customer satisfaction.
- Foster an environment where intergovernmental cooperation is encouraged to produce better services and efficiencies.
- Reduce or limit the growth of the tax levy as set forth in Resolution No. 2002-59S.
- To make Racine County a healthy, safe, clean, crime-free community and environment.





May 12, 2017

Racine County  
Mr. Jonathan Delagrave, Racine County Executive  
730 Washington Avenue  
Racine, WI 53403

Dear Jonathan:

While it is hard to believe, 2017 marks the 30th Anniversary of the opening of Reefpoint Marina and Festival Park. And, as we all know, the single most important attribute that this community has in terms of attracting visitors is our lakefront. The Downtown Racine Corporation is excited to announce that this year's community art event will feature large fiberglass boats; sailboats and "Chris Craft" style classic speedboats! We are ready to show off our "Life on the Lake" and couldn't think of any better way.

We are also celebrating our sixteenth year of community art in Downtown Racine. Each year, community art provides an excellent opportunity to showcase our shops, galleries, museums, restaurants and our beautiful lakefront by attracting thousands of visitors to the area throughout the summer months. We are confident that this year's art piece will continue the tradition.

Using the theme "Don't Miss the Boat, Discover Downtown," artists were invited to submit design proposals. Judges reviewed over 45 submissions and selected 25 outstanding designs from artists around the region. The 25 completed works are going to be exhibited throughout downtown this summer.

On Saturday, June 10<sup>th</sup>, DRC is partnering with Festival Park and Reefpoint Marina to celebrate 30 years of Racine's "Life on the Lake" and to give our friends and sponsors a sneak preview of all of the spectacular boats. This special event will be held at Festival Park and will include live entertainment, a showcase of downtown's fabulous restaurants by having a "Taste of Downtown," and a short program honoring the collaboration between the City of Racine, Racine County and the business community that made this massive lakefront development possible 30 years ago.

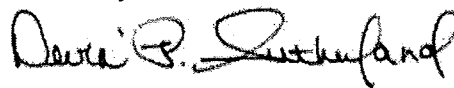
We are actively seeking sponsorships for the event and the City of Racine has agreed to waive approximately \$5,000 in rental charges and fees to support this special evening. We were hoping that Racine County might be able to help ensure the success of the event as well by contributing \$3,000.

For your generous contribution, Racine County would be acknowledged in the following ways:

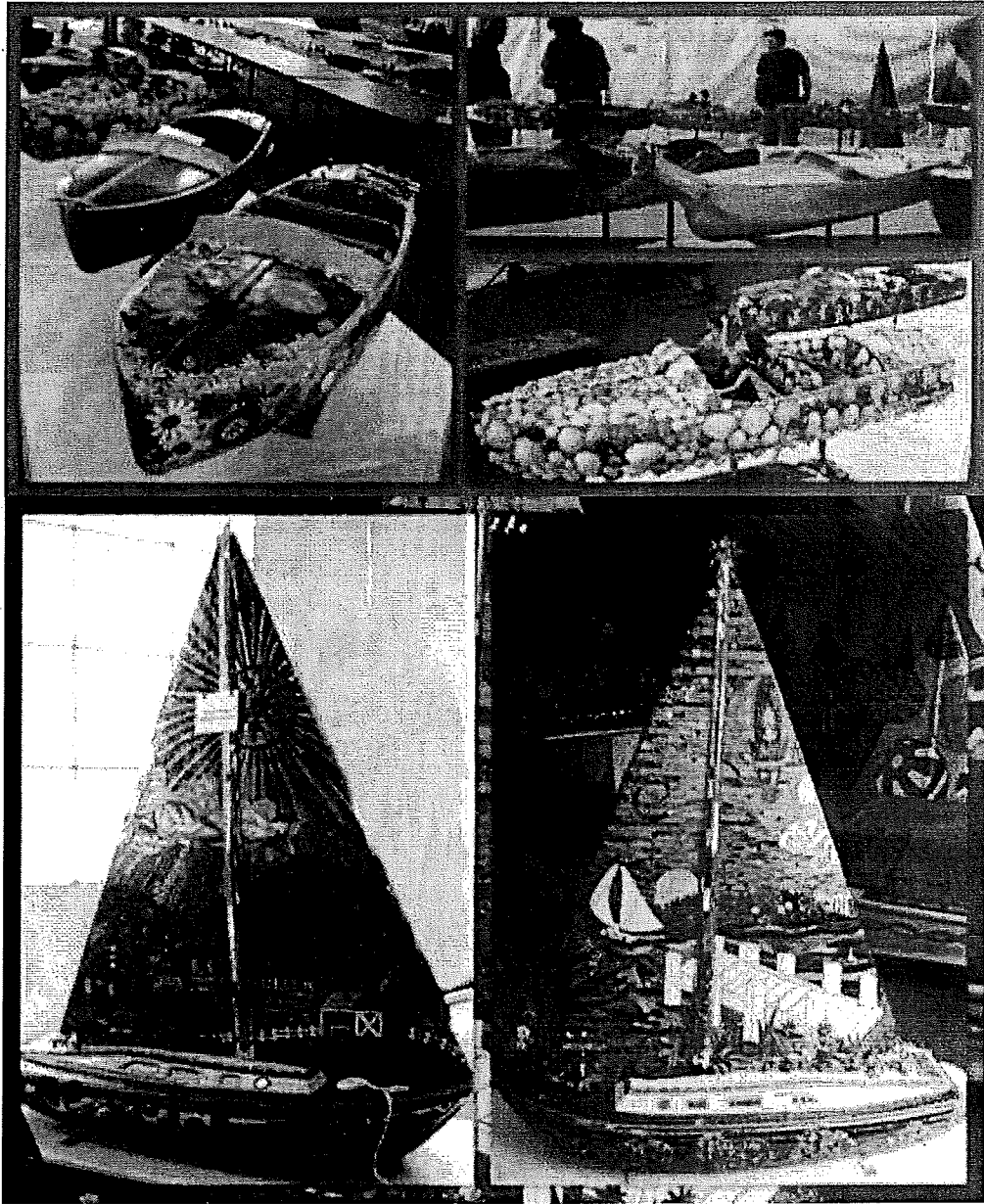
- Sponsor name on combined sponsor signage at event
- You will be recognized by name in three issues of the Downtown Racine e-newsletters during the months of May and June, which reach in excess of 5,000 readers each issue.
- You will be recognized by name at least three times on the DRC Facebook and Twitter feeds with over 6,000 followers. Many of our Facebook post reach 20,000 views.
- Half-page ad in the evening's program
- Four Preview Party Tickets
- Verbal mentions at the event

We greatly appreciate your consideration and look forward to seeing you on June 10<sup>th</sup>. Please mark your calendar.

Sincerely,

A handwritten signature in black ink that reads "Devin P. Sutherland". The signature is written in a cursive style with a large, stylized 'D' and 'S'.

Devin Sutherland  
Executive Director



Above Images Are Design Samples



REQUEST FOR COUNTY BOARD ACTION

YEAR <u>2017</u>	X	Resolution Request
		Ordinance Request
		Report Request

Requestor/Originator: Finance Department

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date Considered by Committee: 6/7/2017      Date of County Board Meeting to be Introduced: 6/13/17

1st Reading:       1st & 2nd Reading:  \*

\* Include a paragraph in the memo regarding why 1st & 2nd reading is required.

Signature of Committee Chairperson/Designee: \_\_\_\_\_

**TITLE OF RESOLUTION/ORDINANCE/REPORT:**

Contract  
 Authorize a 3 year with Johnson Bank for banking services for Racine County

**SUBJECT MATTER:**

The attached memo describes in detail the nature of resolution /ordinance /report and any specific facts which you want included in resolution/ordinance/report must be attached.

Any request which requires the expenditure or transfer of funds must be accompanied by the specific amount being transferred and the account number from which these funds will be taken and to which they will be transferred.

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- Reduce or limit the growth of the tax levy as set forth in Resolution No. 2002-59S.
- To make Racine County a healthy, safe, clean, crime-free community and environment.



**Presentation for RFP 17-TR-001  
Banking Services**

*Presented to:*

*Racine County*

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# Your Johnson Bank Team



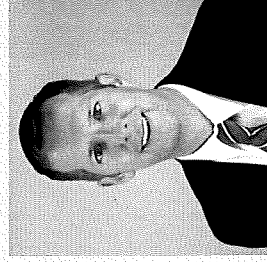
## **Karla Krehbiel, President, Southeast Region**

Karla has 30 years of banking experience, primarily managing areas of business banking, commercial banking, treasury management, and banking center support. As Region President, Karla is responsible for overseeing the operational success of Johnson Bank and Johnson Insurance locations in the Southeast Region. She attended the University of Wisconsin – Parkside and Concordia University. Currently she serves on the Kenosha Area Business Alliance Board of Directors and Executive Committee, the University of Wisconsin - Parkside Foundation Board, Strive Together Kenosha, Racine Economic Development Action Committee, Girl Scouts of Wisconsin - Southeast, and Speaker Paul Ryan's Small Business Advisory Board. Karla is also a past president of the Kenosha Area Chamber of Commerce, and a past member of community boards including the Kenosha Achievement Center and Racine/Kenosha Community Action.



## **Sarah Berndt, Vice President, Treasury Management Manager**

Sarah has over 18 years of banking experience, primarily in Treasury Management. She manages the Treasury Management Team for the Southeast Region as well as a portfolio of commercial clients containing both public and private entities. Sarah graduated from the University of Wisconsin-Whitewater with a degree in Finance and also holds a Certified Treasury Professional (CTP) designation. She is a member of the Wisconsin Association for Financial Professionals (WI AFP) and a tutor with the Schools of Hope program at the United Way of Racine County.



## **Andrew Dodge, Vice President, Commercial Relationship Manager**

Andrew has over 12 years of experience in the banking industry. In addition to his experience as a commercial banker, Andrew has worked in the areas of retail and business banking. Andrew manages a majority of the public sector relationships for Johnson Bank throughout Racine and Kenosha counties. He holds a Bachelor of Arts degree in Business Administration from Carthage College. Andrew serves as the Vice Chair for the Boys Scouts of America - Lighthouse District Friends in Racine, Professional Development Chair for Young Professionals of Racine, Board Member of Business Improvement District for Downtown Racine Corporation and as a student mentor for Kenosha Unified School District.

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BANKING WEALTH INSURANCE

# Johnson Family Enterprises



When Samuel Curtis Johnson began SC Johnson & Co. in 1886, he founded more than a wax company, he established the values that would guide his family's businesses through five generations of growth and change.

The underlying principles that have made SC Johnson so successful are the same values that serve the Johnson Family's other prosperous enterprises – Johnson Outdoors and our company – Johnson Financial Group. While each organization is a free-standing, separate company, they are all headed by a member of the fifth generation of the Johnson Family and are leaders in their distinct, respective markets.



SC Johnson is a leading provider of innovative consumer products that make life easier and homes cleaner, safer and healthier for families around the world. With operations in more than 70 countries worldwide, SC Johnson is family-owned, and manufactures and markets consumer products such as Ziploc®, OFF!®, Windex®, Glade® and Pledge®.



Johnson Outdoors turns ideas into adventure with innovative, top-quality outdoor recreational products. Now publicly-traded (JOUT) with a strong family ownership position, the company's specialized network model combines the strength and efficiency of a large organization with the creativity and agility of its entrepreneurial beginnings.



**JOHNSON**  
FINANCIAL GROUP.

Founded in 1970 by Sam Johnson, Johnson Financial Group is a diversified and comprehensive financial services company. Its subsidiaries, Johnson Bank and Johnson Insurance, are known for an exceptional level of personalized service and have earned reputations for making a positive impact in the communities they serve and in the lives of their clients and associates.

**JOHNSONBANK.COM**

BANKING WEALTH INSURANCE

# Johnson Financial Group



In 1970, Samuel C. Johnson, fourth generation leader of one of the most successful privately-owned companies in the world (S.C. Johnson & Son), recognized a need for a different kind of bank in his Racine, Wisconsin community. Not long after, he founded one based on his vision of unmatched personal service and a promise to treat clients like family.



With 50 branch locations in Wisconsin and Arizona, Johnson Bank provides a full line of services including commercial banking, treasury management, and investment management.



Ranked among the top 40 bank-affiliated insurance agencies nationally and now the largest independent agency in the state of Wisconsin, Johnson Insurance provides a wide array of personal and commercial insurance services.



In January, 2016, Johnson Financial Group announced the acquisition of Cleary Gull Advisors, Inc. The acquisition includes both the Institutional Advisory and Wealth Management divisions of Cleary Gull.

**JOHNSONBANK.COM**

BANKING WEALTH INSURANCE

# Community Commitment



**“Do what’s best for family, company and community.  
We are here to make a difference in this world.”**

*Helen Johnson-Leipold, Chairman*

## **Improving our communities and creating sustainability**

Embedded in our culture is a genuine sense of mission to make our communities better because we’re there through the philanthropic spirit of the Johnson family.

This is demonstrated in the way we operate and the individual actions of our associates with:

- Nearly 25,000 annual volunteer hours by our associates in 2016
- \$330,952 in charitable contributions to United Way in 2016
- 152 hours of financial literacy training taught by our associates in 2016

## **Service Day EVERYDAY**

- Service Day EVERYDAY celebrates our annual commitment to make every community where we live and work better because we are there
- In 2016, over 900 associates volunteered to help nearly 70 organizations across Wisconsin and Arizona.

**“I believe the greatest gift we can give to our communities  
is our people, not just dollars. Our Service Day is only  
one example of the impact our people make on the  
community throughout the year.”**

*Tom Bolger, President and CEO*

[JOHNSONBANK.COM](http://JOHNSONBANK.COM)

BANKING WEALTH INSURANCE



# Why Johnson Bank?



- » Dedicated service and support provided by a local team with public sector banking experience
- » Racine County will have a primary point of contact for all service needs, located right here in Racine
- » Our complete Client Support Team is located in Racine
- » Conduct quarterly, semi-annual or annual account reviews
- » Provide Racine County with a complete team of financial service professionals and banking services, including branch tax collection.

*"We don't have to be the biggest bank, just the best bank for our customers"*

- Sam Johnson

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7

BANKING WEALTH INSURANCE



# Transition to Johnson Bank



- » Confirm products and services to be established
- » We will create a transition timeline together, working backwards from your target implementation date
- » Identify roles and responsibilities
- » Schedule **in-person training** for each service with the respective users
- » Apply a 3 month waiver of service charges to allow for a complete transition
- » Ongoing support and review meetings

# Security / Fraud Prevention



- Johnson Bank will equip Racine County with a full suite of fraud prevention tools including Check/ACH Positive Pay and dual control features.
- Your Johnson Bank team will have ongoing discussions and provide insight with Racine County regarding the latest security/fraud threats.
- Director of Corporate Security, David Gorr, publishes articles related to the current security threats. See links below for a recent publication:
- <https://www.johnsonbank.com/Resources/Articles/2016-12-15-Social-engineering>
- <https://www.johnsonbank.com/Resources/Articles/2017-02-24-Social-engineering-part-two>

Thank you!!



# Additional Questions??

[JOHNSONBANK.COM](http://JOHNSONBANK.COM)

BANKING WEALTH INSURANCE



## SOCIAL ENGINEERING: DON'T FALL VICTIM TO HUMAN HACKING - PART ONE

### Part One of a Two-Part Series

When it comes to keeping your business safe, your first thoughts may go to corporate cyberattacks that have been widely publicized. Indeed, cyberattacks are a major problem for businesses. Addressing these threats costs U.S. firms an average of \$12.7 million annually. But sophisticated online attacks are not the only way that criminals infiltrate U.S. businesses. The most vulnerable component in businesses is often not technology—it's people. In fact, the three largest areas of vulnerabilities your employees face on a daily basis are in-person, via email and by phone. Part one of this two-part series will identify in-person threats and provide you with steps to secure your business.

### In-Person Threats Remain a Danger

"Many people forget about the physical threat of stealing company information," explains Dave Gorr, Vice President of Investigation and Corporate Security at Johnson Financial Group, and retired FBI agent. "Especially in the Midwest, where people are so trusting, it is amazing how often a person can misrepresent themselves and gain easy access to a business."

Criminals looking to steal sensitive information and other company or personal assets rely on poor security protocols to commit crimes undetected. They do this in a variety of ways:

- **Walking right in** – As simple as it sounds, often if someone walks into a business with a purpose and acts like they belong, employees may be less likely to question them.
- **Tailgating or "I'm with this guy"** – Some fraudsters will walk in close proximity to an employee entering the business, seeming to belong by association.
- **Impersonation** – Criminals may pretend to be a vendor or service provider such as an exterminator to gain access to your facility.
- **Dumpster diving** – Make certain that non-public information is securely disposed of. Implement a shred policy and partner with a trusted vendor who will provide a certificate of destruction.
- **Seeking employment** – Fraudsters gather information and insight during the interview process. Companies tend to lower defenses when dealing with potential candidates.

Employees are the first line of defense in recognizing in-person threats to your business. Security training for employees is vital, but often overlooked. "Many employees are taught to perform their jobs, but are not given the resources or training when it comes to keeping the business safe," says Gorr. In general it involves security awareness training, developing a security policy and periodic testing.

Adding to the threat businesses face is the downsizing of companies. Many no longer have receptionists, who often help to identify people coming in and out of the building. And few businesses are able to have a dedicated security officer. "In many companies people are wearing many hats, and security is one aspect that can easily fall by the wayside," explains Gorr. "But there are steps that every business can take to improve security and minimize risks."

### Four Steps to Secure Your Business

1. **Perform a security audit** – The first step in securing your business is performing a security audit. Security audits should ideally be conducted by a third party. "Almost 98 percent of companies are challenged with physical breach failures," says Gorr. "But through awareness you learn where you need to improve security and what you need to teach your employees."
2. **Identify your weaknesses** – Security lapses can come in many forms. Many businesses don't use badges or card access systems for entry. Even those with such systems may not be working if employees regularly leave doors unlocked allowing individuals to walk around freely. "Even today people will keep passwords taped to their monitors or under their keyboards, which is just another reason to know who is in your building," says Gorr.
3. **Create a security plan** – Use what you've learned to create new policies and procedures that minimize the threat of in-person criminal activity. Educate your employees about security threats and the steps you are taking to combat them.

4. **Make security a priority** – Employees have many competing objectives and priorities, sometimes causing procedures and safeguards to fall to the wayside. “A security plan must be reinforced and supported by leadership and management,” stresses Gorr. “It’s not something that you can just train for once and let it go.”

### Security As an Asset, Not an Expense

When it comes to your business, it’s easy to look at security as an added expense and treat it accordingly. But this way of thinking allows for security to be an item that is minimized or forgotten during tough times. Instead, consider your company’s security as a valuable resource protecting your brand and your business.

“It has to be a conscious choice for the company to address security concerns, and decide that it’s important to continue to develop and enforce a security policy,” says Gorr. “All it takes is one security breach, not only from a financial aspect but also reputationally, to have a potentially catastrophic effect on your business.”

### A Look Ahead

When protecting your business it’s easy to focus attention on preventing sophisticated online attacks, but often the most vulnerable component of any business isn’t technology—it’s people. In [part two](#) of this two-part series, we’ll examine five ways to reduce your risk from remote threats executed via email and phone.





## SOCIAL ENGINEERING: DON'T FALL VICTIM TO HUMAN HACKING - PART TWO

### Part two of a two-part series

**Part one** of this two-part series identified in-person threats and provided you with steps to securing your business. Part two of this series covers remote threats to your business and outlines five simple steps to help you reduce your risk.

When it comes to securing their businesses from long-distance threats, many owners invest in powerful software for tasks like encryption and firewall protection. But as Dave Gorr, Vice President of Investigation and Corporate Security at Johnson Financial Group, explains, software is only a part of what it takes to keep businesses safe. "Hackers often look for the easiest point of entry into your business," says Gorr. "Often this ends up being the people behind the computers rather than the systems themselves." Many criminals use email and phone calls to try and trick employees into giving up sensitive information. Combatting this danger requires following some general rules that can protect your business.

### Five ways to reduce your risk

1. **Don't overshare.** With the prevalence of Facebook, Instagram and other social media platforms, criminals can learn a great deal about your business and its employees. It is not unusual for employees to divulge information about travel plans, positions within the company and even salary information. "Due largely to social media, online sources are the largest cause of unintentional surrender of information," explains Gorr. "Criminals use this information to help create realistic emails and gain greater access to your business."
2. **Exercise caution before opening emails.** Most employees should be aware not to open emails from unknown senders. But, many do not look too carefully at addresses that look legitimate. One area where this can pose a risk is when hackers use a copycat email to try and trick employees. "Thieves will often send from an address that is nearly identical to a legitimate address, perhaps missing a letter or changing the order slightly. Often, simply doing an internet search for an email address that seems suspicious will give you results on websites that track fraudulent addresses."
3. **Double-check unknown senders.** One of the most commonly used email scams is known as Business Email Compromise (BEC). "Right now this is often the most fruitful email hack. In a BEC hack, the fraudster has enough information about your corporation to represent themselves as a member of the leadership team, such as CFO, CEO or anyone with high authority. They will often mimic the form of your company emails and send a message to an employee asking for information. Typically, they will use urgency to get employees to give up the information without proper caution. Employees will often be afraid to be looked on unfavorably by this important leader and want to accomplish the task quickly."
4. **Secure remote employees.** More and more businesses are offering opportunities for employees to work from home some or all the time. If your employees will be working from home, ensure that any hardware used to store or access company systems is properly secured. "Often employees will use personal emails from home or transfer files they may be working on to an unsecured home computer," says Gorr. "Work with your employees to ensure that any company information is as secure at their home as it is within the office."
5. **Don't rely on caller ID.** While online threats are more common today, fraudulent phone calls remain a concern for businesses. One of the biggest mistakes businesses make is believing that a caller ID will prevent attempts by criminals to gain sensitive information. "Caller ID is relatively simple to trick," warns Gorr. "There are websites that individuals can use to disguise or shadow the source of the call, and this type of misdirection is legal." Instead of relying on caller ID, Gorr recommends that anyone who conducts business over the phone should invest in voice print technology. This technology can indicate the true origin of a call, which can be compared to what is shown on the caller ID to look for discrepancies. "For instance, the voice print technology may say a call is coming from India while the caller ID claims the call is coming from Iowa." As you begin screening out fraudulent calls, your business can also install a blacklist to weed out numbers that are not legitimate so that your business receives fewer and fewer of these calls over time.

### Staying vigilant

While no business can be 100 percent protected from the threat of human hacking, creating expectations for security within your organization can help. "Deciding what security measures to train is step one," says Gorr. "But it's easy for employees to start slipping back into poor habits after training is over." Creating occasional reminders and additional trainings based on new threats can help keep security top of mind and protect your business from fraudsters.

#### **Protecting you**

At Johnson Bank, we take the trust you placed in us to protect your financial information very seriously. Fraud prevention best practices with our integrated product solutions provides your company with a strong defense against fraud and external risks. [Click here to learn more.](#)





May 3, 2017

Racine County  
730 Wisconsin Avenue  
Racine, WI 53403  
Attn: Mr. Duane McKinney

RE: Request for Proposal (RFP) 17-TR-001 Banking Services

Dear Mr. McKinney,

This letter is to serve as an agreement for banking services to be provided by Johnson Bank of Racine, WI for Racine County, for a four-year period commencing October 1, 2017, with the option to renew for up to three additional three-year periods. Transition of banking services should begin as soon as possible, with a target completion date as close to October 1, 2017.

Banking services shall be provided in accordance with our proposal for RFP, 17-TR-001, dated March 20, 2017. The vendor, Johnson Bank, agrees to adhere to all requirements set forth in RFP 17-TR-001.

Racine County reserves the right to cancel the agreement if the county, in its sole discretion, determines that the services are unsatisfactory or not in compliance with the terms specified in RFP 17-TR-001.

Signed and dated:

---

Racine County

Duane McKinney  
Purchasing Coordinator  
Dated this \_\_\_\_ of May 2017

---

Johnson Bank

Sarah Berndt  
Vice President, Treasury Management  
Dated this \_\_\_\_ day of May 2017





**Presented To:**  
**Racine County**  
**Banking Services Proposal**  
**Presented by Johnson Bank**  
**May 1<sup>st</sup>, 2017**

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May 1<sup>st</sup>, 2017

Mr. Duane McKinney  
Purchasing Coordinator, Racine County  
730 Wisconsin Ave  
Racine, WI 53403

Dear Mr. McKinney,

Johnson Bank is truly excited for the opportunity to earn the banking relationship of Racine County. As a Racine based financial institution, we are confident that we can provide Racine County with flexible, innovative products along with a team of professionals to manage all of your banking and investment needs. Our philosophy at Johnson Bank is that we will commit the time and resources to understand your objectives and develop solutions to help you achieve them. We are a client focused organization where the client is at the center of everything we do.

Within this proposal, you will find our desire to earn the relationship of Racine County by outlining a customized and competitive proposal designed *specifically* to meet the needs of the County, which include, but are not limited to:

- **A competitive fee structure** based on the current account needs and transaction volumes outlined within this RFP. Earn a current variable Earnings Credit Rate of .50% on collected balances, which could increase in a rising interest rate environment.
- **A specialized, local relationship management team** focused on municipalities to provide an integrated delivery model for banking, investment management, and insurance.
- **A dedicated, local service team** to assist and guide Racine County with *on-site* product implementation and provide any ongoing training or service support.

Johnson Bank has a set of core values that set us apart from our competition – these values ensure we will provide excellent service to Racine County. We pride ourselves as being a trusted advisor and taking care of our clients is our most important pursuit. Our ability to make quick, local decisions really benefits our clients. We welcome the opportunity to meet with you to answer any questions you may have or to add further clarification to any part of this proposal. We are confident that Johnson Bank will provide Racine County the level of service and expertise you deserve. Thank you again for this opportunity.

Sincerely,  
*Sarah Berndt*

Sarah A. Berndt  
Vice President, Treasury Management  
Ph. 262-619-2976

*Andrew Dodge*

Andrew J. Dodge  
Vice President, Commercial Banking  
Ph.: 262-619-2844

***“We don’t have to be the biggest bank, just the best bank for our customers” ~Sam Johnson***

**SECTION 1: CERTIFICATION OF VENDOR****CERTIFICATION OF VENDOR  
BANKING SERVICES**

Proposal #17-TR-001

I fully understand the requirements of Racine County and certify on behalf of my company that we can meet the requirements stated above.

**SIGNATURE:**

---

**PRINT/TYPE NAME:**

---

**TITLE:**

---

**COMPANY:**

---

**ADDRESS:**

---

**CITY, STATE, ZIP:**

---

**TELEPHONE**

---

**FAX**

---

**E-MAIL:**

---

**DATE:**

---

## SECTION 2: SCOPE OF BANKING SERVICES

Provide detailed information on the Banking Institution's ability to provide the services as listed:

### Required Services

Tax Collection - The County will require the utilization of the branches of their main bank as alternative collection locations for property tax payments for second installment. If the Banking institution selected does not offer tax collection, Racine County Treasurer is allowed to contract with a Banking Institution for this need. Please indicate the details of how the bank would provide such services, including hours of operation, locations, how payment information would be transmitted to the County for updating of the property tax database, etc. Also indicate the cost for providing this service (currently, provided at no cost)

### Tax Collections at the Branches

Tax Collection is a service we offer specifically to our municipal clients. Johnson Bank offers the ability to collect real estate taxes at any of our branch locations in Racine County. This gives the County the ability to save on staffing and processing of tax payments. It also provides the County's property owners the flexibility to pay their taxes directly at the branches (*Requires the use of J. Mauel tax software and the establishment of our Internal Lockbox function*). Please see Section 4, Pricing Proposal Form, for cost associated with tax collections.

Transition/Implementation Plan - Describe the overall plan your bank would coordinate to ensure a smooth transition from the current provider. The bank must also provide training to our personnel for the operation and use of the bank's services and automated systems for all areas of service.

We understand that changing service providers can seem like a hassle. We go out of our way to make the process of changing banks as simple and easy for you as possible. When you are ready to move forward, we will be ready to assist. In order to help you with every aspect of the conversion process, we take a methodical and team approach to the conversion plan.

**TIMELINE** - Together, we will create a timeline of activities, functions and completion dates to meet your go-live timeframe. We will work together during the entire process to ensure a smooth transition.

**TRAINING** - Training will be handled in person. We will come to your office to do **in-person training** with all of the users of the online system. Following formal training, we are just a phone call or an office visit away should you need additional assistance.

**SERVICE AND ONGOING SUPPORT** - High level service is a hallmark of Johnson Bank. In addition to your Treasury Management Relationship Manager, Sarah Berndt, and her assistant, Julie Johnson-Milkie, you will have access to our Treasury Client Services Support team, [located right here in Racine, Wisconsin.](#)

**WHAT TO EXPECT** - We will check in with you regularly during the first few weeks to ensure expectations are met, products and services are in place and working as expected. We recommend an in person review with the Johnson Bank account relationship team around the four month anniversary which will include follow up on services and the analysis. We will also provide an in-person annual review of your depository and treasury services.

**Positive Pay** - The County will submit an electronic file of accounts payable check data and payroll check data to the bank on the date that checks are issued. These files will be submitted in a format suitable for use by the bank. On a daily basis, cleared checks should match against the submitted files and any exceptions reported by electronic means to the County for approval prior to payment. The banking institution should indicate the format(s) it can accept and the process for handling positive pay files.

**ACH Fraud Filter** - A fraud filter or ACH transactions should be established for all accounts. This filter will limit the ability of outside parties to execute ACH debits against these account unless the County grants specific permission for them to do so.

### **Fraud Protection Tools**

Johnson Bank recommends adding Positive Pay to any account that disburses checks or has electronic debits.

Positive Pay complements the internal security measures you employ and allows you to monitor checks processed for payment against your account and rejects unauthorized checks before losses occur.

- Control account and functionality access by user and ensure secure access with multifactor authentication at login.
- Daily email notification provides quick access to your exception items for timely decision making.
- Streamlined process enables you to maintain tight control over check issuance and payment; preventing voided checks from being cashed.
- Secure, online access improves the efficiency and accuracy of the reconciliation process.

- Wide selection of monthly reports helps improve the reconciliation process by saving your company time and money.

Below is a copy of our standard file format. We are also able to accept a customizable file format in a variety of different file types.

**Positive Pay File Format**

Field	1	2	3	4	5	6	7	8	9	10	11	12
<b>Description</b>	Constant Value <b>C</b>	Bank Number <b>288</b>	Filler <b>Zeros</b>	Account Number	Filler <b>Blank</b>	Transaction Type: <b>R=Register</b> <b>V=Void</b>	Action Indicator: <b>A=Add</b> <b>D=Delete</b>	Filler <b>Blank</b>	Check Serial Number	Check Amount	Issue Date Format <b>MMDYY</b>	User Information
<b>Field Inclusion Requirement</b>	M	M	M	M	M	M	M	M	M	M	M	O
<b>Contents</b>	Alpha	Numeric	Numeric	Numeric	Blank space	Alphanumeric	Alphanumeric	Blank space	Numeric	Numeric	Numeric	Alphanumeric
<b>Length</b>	1	3	2	10	1	1	1	1	10	10	6	96
<b>Position</b>	01-01	02-04	05-06	07-16	17-17	18-18	19-19	20-20	21-30	31-40	41-46	47-142

<b>Example</b>	C	288	00	100001 2345		R	A		000005 6789	100	08190 8	ABC Company
----------------	---	-----	----	----------------	--	---	---	--	----------------	-----	------------	----------------

**Account Number** - The account number field is ten digits long and will pre-fill with zeros if the account number is shorter.

**Check Serial Number** - The check serial number field is ten digits long and will pre-fill with zeros if the serial number is shorter.

**Check Amount** - The check amount field is ten digits long. Do not include decimal point or \$ sign.

**Filler Blanks** - The filler fields need to be blank spaces within the file.

**File Specifications**  
Record size = 142. The file will not upload if record is not 142 characters long.  
Block size - 800.

Numeric fields should be right-justified and zero filled.



**Remote Deposit** - The County currently uses remote deposit capture services as authorized under the Check 21 legislation using substitute check images. Proposers should highlight their experience with remote deposit capture, flexibility in working with third-party vendors and provide cost proposals for the following options:

- A. County utilizes scanning equipment, data interfaces and software provided by the banking institution.
- B. County utilizes its own scanning equipment, data interfaces and software provided by a third-party vendor.

### **Deposit Partner**

Using a desktop scanner and the Internet from the County's location, Deposit Partner enables you to quickly capture check images for deposit. The check deposit information is balanced and verified to confirm that the total amount scanned matches the expected deposit amount and is then sent electronically to Johnson Bank for clearing using the latest digital encryption to ensure security

- Scan checks for deposit from the security and privacy of your office
- Eliminates the need to travel to the bank
- Improves cash flow by increasing deposit frequency and putting your money to work sooner
- Reduces expenses by eliminating transportation costs
- Manages risks and reduces the potential of fraud by streamlining the deposit process
- Increases speed and improves accuracy by reducing manual intervention
- Enhances operational efficiency and receivables management by eliminating the need to photocopy and file checks.

Johnson Bank has been offering remote deposit capabilities since the Check 21 regulation was passed in 2001. Johnson Bank will most likely be able to use the County's current scanners so new equipment will not need to be purchased.



Availability Schedule - The level of available funds will be determined on the following schedule:

- a. Items drawn on depository, wire transfers, ACH deposits, cash: SAME DAY
- b. Items drawn on local institutions: NEXT DAY
- c. Other items: FEDERAL RESERVE AVAILABILITY SCHEDULE

The above schedules shall be the maximum clearing schedule. If the bank can offer faster clearing services, they should be outlined in the proposal. If the Bank is using an availability schedule other than the Federal Reserve Schedule, a copy must be attached to the proposal.

It is expected that deposits will be accepted as late as 4:30 p.m. for same day account credit of those items immediately available. If a later same day credit-deadline is available, this should be indicated in the proposal.

[Johnson Bank follows the above outlined availability schedule.](#)

Resource Personnel - The Banking Institution shall provide a management level personal contact plus an alternate to be available to address problems and concerns. Additionally, the Banking Institution shall identify personnel in its operations department by function that are available to answer questions pertaining to transactions which require more detailed explanations. The County shall be notified of personnel changes within 30 days.

[Johnson Bank has a unique advantage to be able to provide our public sector clients a dedicated municipal team that can provide Banking, Investment and Insurance all in one place. We take a strategic team approach to meet the every need of our Public Sector clients, and it's all provided locally here in Racine County.](#)

[The Municipal relationship team that will be assigned the Racine County account:](#)

**[Sarah Berndt, Vice President – Treasury Management Manager](#)**

[Sarah has over 18 years of banking experience, primarily in Treasury Management. She manages the Treasury Management Team for the Southeast Region as well as a portfolio of commercial clients containing both public and private entities. Sarah graduated from the University of Wisconsin-Whitewater with a degree in Finance and also holds a Certified Treasury Profession \(CTP\) designation. She is a member of the Wisconsin Association for Financial Professions \(WI AFP\) and a tutor with the Schools of Hope program at the United Way of Racine County.](#)

### **Andrew Dodge, Vice President – Commercial Banking Relationship Manager**

Andrew has over 12 years of experience in the banking industry. In addition to his experience as a commercial banker, Andrew has worked in the areas of retail and business banking. Andrew manages a majority of the public sector relationships for Johnson Bank throughout Racine and Kenosha counties. He holds a Bachelor of Arts degree in Business Administration from Carthage College. Andrew serves as the Vice Chair for the Boys Scouts of America - Lighthouse District Friends in Racine, Professional Development Chair for Young Professional of Racine, Board Member of Business Improvement District for Downtown Racine Corporation and as a student mentor for Kenosha Unified School District.

### **Julie Johnson-Milkie – Treasury Management Assistant**

Julie will be the County's primary point of contact for all service related items. Julie's primary responsibilities include assisting in Treasury Management set ups, as well as serving as main customer service point of contact for any of the County's needs.

Julie has been in banking for over 25 years and with Johnson Bank the past 5 years. She has held many roles throughout her banking career, including deposit operations and retail branch management.

### **Treasury Management Client Support Team**

Located right here in Racine, WI

In addition to Sarah, Andrew and Julie, Johnson Bank has a very experience and knowledgeable service and training team located right in Downtown Racine. The service team will be able to quickly satisfy any needs or questions for Racine County.

**Account Review** — The Banking Institution shall have appropriate personnel review all of the County's accounts at least semi-annually and shall communicate any observations or trends to the Treasurer. In addition, the Banking Institution will keep the Treasurer informed of any new banking industry services.

The Johnson Bank relationship team will hold a semi-annual meeting with the County's staff to review all the accounts and services. Additional or more frequent meetings will be accommodated should the need arise from either party.

Auditor Requests - The Banking Institution shall comply with all requests from designated County auditors for information, records and reports relating to any and all County transactions and accounts.

Johnson Bank is happy to comply with any requests for information, records or reports with the proper authorization to release the information.

Master Depository Account(MDA) - Initially the Banking Institution shall establish two(2) MDAs that will serve as main activity accounts. One account shall be designated for the County Treasurer's general use and one shall be designated for the Central Court's use. On a daily basis, these accounts will provide for deposits, wire transfers, automated clearing house (ACH) and/or electronic fund transfers (EFT) debits and credits, overnight investments and funding of disbursing accounts.

2 Master Depository Accounts will be established. One designated for the Treasurer's office and other for the Central Court

Disbursing Account(DA) - Initially, the Banking Institution shall establish two DAs that will be tied to the County's general use MDA. The County shall reserve the right to cause additional DAs to be established as needed. These DAs will be established as zero balance accounts to be funded on a daily basis from the appropriate MDA.

The County has the ability to open disbursing/zero balance accounts to accommodate their needs.

Sweep Accounts(SA) - The County shall reserve the right to establish SAS as needed.

The County has the ability to establish sweep accounts as need. Any additional services added not outlined within the RFP will be charged at the rate outline on the proposal form.

Overnight Fund Investment - The Banking Institution shall provide appropriate overnight investment options for excess cash balances. Excess cash balances are to be defined to enable the County to minimize idle cash in the two (2) MDAs.

Johnson Bank offers Overnight Fund Investment options that would automatically sweep from a pre-determined peg balance.

The County would have the option to choose from our Insured Cash Sweep, which is 100% FDIC Insured, or Repurchase agreements.

Social Security Direct Deposit - Racine County receives social security direct deposits for residents at Ridgewood Care Center (RCC) and for the children in automatic home

placement through our Human Services Department (HSD). There are approximately \*15-20 deposits for RCC and 65 deposits for HSD monthly.

Banking Institutions shall respond to the following questions in their proposal

- A. Is your organization capable of providing the record formats required by the Social Security Administration?

[Johnson Bank can provide the record formats as required by the Social Security Administration](#)

- B. What are the methods currently available for providing the required information?

[Information will be available online through our Business Gateway Online portal or can be received by secure email.](#)

- C. Indicate the amount of time between when SSA deposit is made and the receipt of the information to the County?

[The information will be available to the County the day the information is received from the Government.](#)

Direct Deposit of Employee Payroll Checks - The County operates on a bi-weekly payroll schedule for approximately 830 employees, in addition to 21 County Board Supervisors and offers direct deposit to county employees. Direct deposit is mandated among Racine County employees. Payroll software creates a bi-weekly NACHA file which is transmitted by a secure website.

There were approximately 26 files sent in 2016 with approximately 894 items in each file. Explain the Banking Institution's ability to provide the direct deposit service with the capability of transferring funds from your institution to other financial institutions and at what cost.

[Payroll files via Business Gateway will allow the County to leverage the ACH network for direct deposit of payroll payments to any financial institution. This may be accomplished with a single batch activation or direct NACHA file upload. A direct transmission of the NACHA file may also be established \(extra project cost to establish transmission\). Pre-notes may be initiated for changes in ACH direct deposit transactions within the ACH module. Please see pricing proposal for cost.](#)

Internet Banking - The Banking Institution shall provide daily, on-line secure, real-time access to all accounts. This access should offer the capability to view account balances, transaction summaries and transaction detail including debits, credits, wires, rate of interest paid and amount of interest earned

The Banking Institution shall provide secure on-line wire transfer, on-line account transfers, on-line front and back images of all checks, on-line void check information, on-line stop payments, ACH origination, ACH automatic withdrawals from taxpayers checking/ savings accounts for property tax and retiree insurance payments, positive pay file processing tied to disbursing accounts, on-line deposit details including copies of checks deposited and images of the deposit slips and desktop deposit capabilities. If additional technical requirements are necessary on the part of the County to accomplish this, please provide specifications. Necessary software and hardware shall be provided by selected bank. Security features must be offered.

The Banking Institution shall include a full description of these features in its Proposal.

[Business Gateway, Johnson Bank's online platform, will provide the ability for the County to monitor all of its accounts 24/7.](#)

- [Access the reports and functions you use the most right from the Dashboard.](#)
- [Track and monitor current day balances and prior day transaction information.](#)
- [Improve efficiency and save time on month-end account reconciliations by exporting transactions details to CSV or a comma-delimited format.](#)
- [Customize automatic email notifications to alert you when balances reach specific levels, or when certain transactions happen on an account.](#)
- [Perform various money movement activities, including book transfers, wire transfers, and ACH.](#)
- [View transaction history for the past 365 days.](#)
- [Manage accounts and execute transactions right from your desktop. The self-serve functions make it easy to:](#)
  - [Add a stop payment](#)
  - [View and print cleared checks](#)
  - [View and print deposits with associated deposited items and deposit statements](#)
  - [Reset passwords for users and administrators](#)
- [Control account and functionality access by user and ensure secure access with multifactor authentication at various points within the system.](#)

[Access the information you need, \*when you need it.\*](#)



Business Gateway online banking will also allow for the creation of any number of additional users with the ability to grant customizable permissions based on their role within the County.

Deposit Slips – The Banking Institution shall provide deposit slips for all depository accounts.

Johnson Bank will provide the County deposits slips for all depository accounts at **no charge**. Please note, if the County decides to continue to utilize remote deposit services, deposit slips are only required for physical deposits made at the branch.

Daylight Overdraft – The Banking Institution shall allow temporary overdrafts to be covered within the same banking day.

Daylight overdrafts will be permitted within the same banking day.

Bags and Night Drop Service – The Banking Institution shall provide secured depository bags to the County and provide night depository services as needed.

Johnson Bank will provide the County clear, disposable security bags for deposit purposes at **no charge**.

Deposits must be made by close of day at the branch in order to receive same day credit:

- 5:00pm in the lobby/ 5:30pm in the drive-thru Monday through Friday, with some branches staying open until 6pm.
- 7:00pm if made via Remote Deposit

The County may utilize any Johnson Bank location to make deposits.

The branch located closest to the Racine County office is: 555 Main St.  
Racine, WI 53403

Currency and Coin – On a daily basis, Racine County deposits unstrapped currency and unrolled coin. Weekly, The County does cash buys of rolled coin and strapped currency.

The County may deposit unstrapped currency and unrolled coin at any our branch locations. Change/cash orders can also be placed at any branch locations.

Other Optional Services – The Banking Institution may list any other services that they offer and feel may be of interest to the County, but are not included in this request for proposal.

Johnson Bank would welcome the opportunity to discuss investment management services and insurance solutions with Racine County. Please see page 44 for details.

Armored Courier – Currently, the financial institution provides armored courier service from the Court House to the Bank.

While Johnson Bank does not directly offer a courier service at this time, we partner with all of the major courier services. Johnson Bank would assist Racine in facilitating in a contract with a courier that meet the County's needs.

### **Required Account Maintenance**

Daily Services — The Banking Institution shall notify in writing the appropriate county office if encoding errors and corrections occur as well as any deposit corrections. Errors and corrections of significant amounts also require prompt notification by telephone.

Johnson Bank will establish a procedure for deposit corrections on when the County would like to be notified and in what manner. We will look to obtain who the correct individuals at the County would be for Johnson Bank to contact when there is a deposit discrepancy.

Monthly Services — The Banking Institution shall produce reconciled statements for all accounts after activity for the last business day of the month is posted for transmission no later than five business days after the month-end. The reports shall be accompanied by an optical image print out of all deposits, debit and credit memos and cleared checks in fine-sort numerical order. Late delivery of required reports will cause the reports to be provided at no cost. Repeated late delivery may lead to cancellation of the contract. The Banking Institution shall supply copies of front and back of original checks upon request at no cost to the County.

The County will receive a monthly bank statement for each account. The monthly statements are available by the 3<sup>rd</sup> business day and accessible on the County's Business Gateway profile.

The County is also able to access cancelled check images at your convenience on Business Gateway, any time during the month, at no additional cost.

**Monthly Reports** — The Banking Institution shall provide reports that identify cleared checks, missing checks, deposits with date and amount, and miscellaneous debits and credits with detail.

Johnson Bank's Account Reconciliation Services deliver the clearing and balance information you need, account by account, on the schedule you specify: daily, weekly, monthly, by accounting period, or on specific days. The flexibility of our system allows us to offer electronic output formats for you to choose from.

- Complete Reconciliation provides you with a listing of both paid and outstanding checks, deposits to the account and exception items.
- Paid Only Reconciliation provides you with a listing of paid checks in numerical order and other non-check debits.
- Improve audit control and account management with timely and accurate reconciliation data.
- Increase efficiency with account reconciliation reports that group similar transaction types, identify breaks in paid checks and report paid item exceptions.

**Account Analysis** — The Banking Institution shall provide detailed monthly account analyses for all accounts.

The County will receive a monthly account analysis statement. The Account Analysis Statements will be available to you on Business Gateway by the 15th of the month for the previous month's activity. The County will receive a combined analysis statement for all accounts as well as a breakdown for each individual account.

**Record Retention** — The Banking Institution shall provide and update software needed to search, retrieve and reprint checks as required under Wisconsin State Statute 59.52(4).

The County will be able to search, retrieve and reprint checks via our Business Gateway Online platform. Any check older than one year, the County is able to reach out to the Treasury Management Assistant Julie to obtain a copy (copies) of the checks requested at no charge.



## **Compensation of Interest Earnings**

The Banking Institution shall prepare on a monthly basis a billing for services rendered. The billing should be in a format which permits reconciliation (using similar terms, format, etc.) to the proposal form (Exhibit A) in the Request for Proposal. Compensation shall be provided in the form of direct fees to be deducted from the Master Control Account on a monthly basis.

As mentioned previously, fees for any new services that were not listed on the PROPOSAL FORM must be agreed to in writing between the County and the Banking Institution prior to commencement of such services.

### **INTEREST EARNINGS**

The Banking Institution is required to specify a rate of interest payable on all invested funds for the following options:

1. Fixed rate on all invested balances.

*Johnson Bank does not typically pay a fixed rate of interest.*

2. Variable rate to be adjusted on the first day of each month on all invested balances based on the Weekly Federal Funds Rate as published by the Federal Reserve System plus or minus a designated basis point spread.

*Johnson Bank does not tie interest rates paid on Investment accounts to an index. Investment rates are based on economic and market conditions and can fluctuate on a weekly basis. Rates are also tiered based on balances.*

The County shall select the option deemed in its best interest over the contract period.

Please see Proposal Form “Interest Earning Proposed” under Section 4.

### SECTION 3: BANKING INSTITUTION REQUIREMENTS

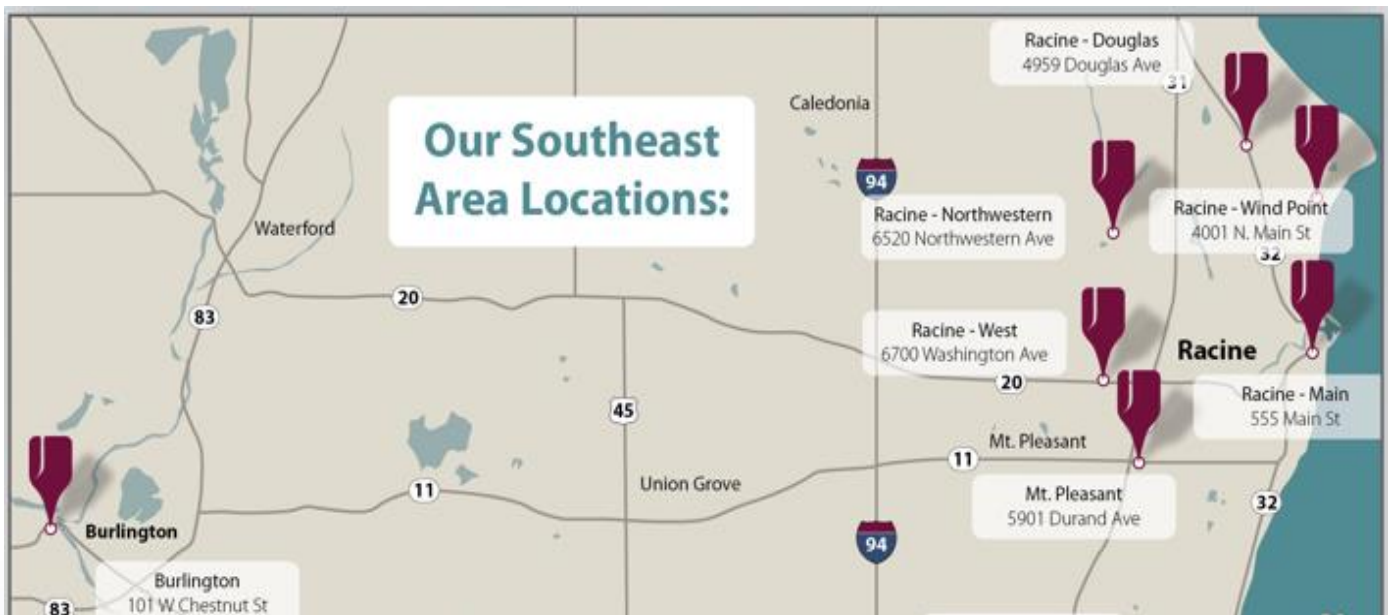
Provide detailed information whether the Banking Institution meets the conditions listed. All Banking Institutions are subject to the following conditions:

1. Designated Depository - The Banking Institution shall be a qualified depository for public funds pursuant to Wisconsin State Statutes Chapter 34.

Johnson Bank is a qualified depository for public funds pursuant to Wisconsin State Statutes Chapter 34.

2. Location - The Banking Institution is required to maintain business operations in Racine County in order to accommodate local deposits. A map of locations should be provided including branch addresses.

Johnson Bank has 7 branch locations located within Racine County.



3. Investment Policy - The Banking Institution shall adhere to the County of Racine investment objectives, stressing in descending order of importance: safety, liquidity and yield. See EXHIBIT D for Racine County's investment policy. Furthermore, all investments must adhere to Wisconsin State Statute 66.0603. The County reserves the right to amend its investment policy at any time.

[Johnson Bank has reviewed and will adhere to the Racine County Investment Policy.](#)

4. Safekeeping - The Banking Institution acting as a depository for the County must enter into a "depository agreement" to pledge collateral to secure all County funds with U.S. Government issued securities in an amount equal to 100% of the County's available balance on a daily basis. All securities serving as collateral shall be specifically pledged to the County (not as part of a pooled fund) and placed in a custodial account at a Federal Reserve Bank, a trust department of a commercial bank, or through another financial institution. The custodian may not be owned or controlled by the Banking Institution or its holding company unless it is a separately operated trust institution. The custodian shall send statements of pledged collateral to the County Treasurer's Office on a monthly basis.

[Racine County is FDIC insured up to \\$250,000 with an additional \\$400,000 provided by the State of Wisconsin. Balances in excess of \\$650,000 will be 100% Collateralized in accordance with the County's Investment Policy. A collateral statement of investment will be provided to the County on a monthly basis.](#)

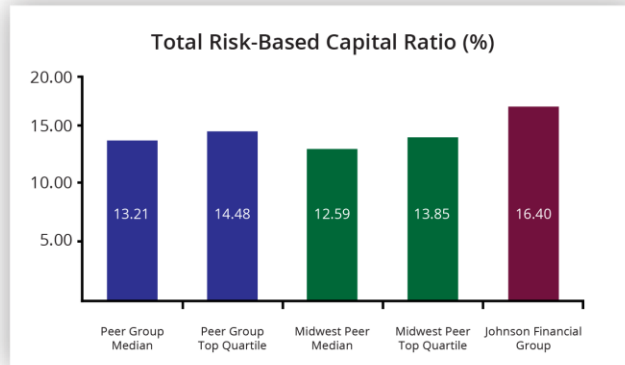
**5. Financial Information** — Financial statements for the past two years, including appropriate notes to the financial statements and an unqualified auditor's opinion, may be requested during evaluation. Banking Institutions may submit statements with proposals but they are not required at this time.

For complete financial overview of Johnson Bank, please reference our Call Report at the link below: (select Call Report, pick the date of the desired report and enter Johnson Bank) <https://cdr.ffiec.gov/public/ManageFacsimiles.aspx>

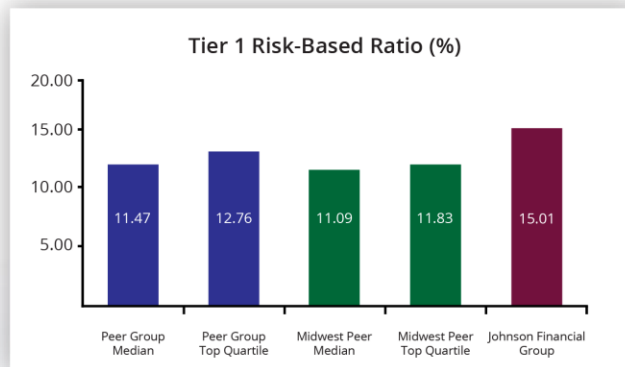
Johnson Bank is well capitalized and exceeds all regulatory guidelines.

### Capital Ratios

Capital ratios are a measure of our strength and security. The ratios below measure capital relative to the risk of Johnson Financial Group's assets. Both values are well above industry minimums for well-capitalized financial institution.



Basel III regulatory guidelines require minimum of 10%



Basel III regulatory guidelines require minimum of 8%

as of December 31, 2016  
Data Source: 2016 SNL Financial

**SECTION 4: PROPOSAL FORM**

PROPOSAL FORM											
BANKING SERVICES											
Proposal #17- TR-001											
BANK NAME: <u>Johnson Bank</u>											
<b>DIRECT FEE PROPOSED</b>											
ITEM #	SERVICE	CURRENT PRICE	COUNTY MASTER	PAYROLL	GENERAL OPERATE	CENTRAL COURTS	SHERIFF GENERAL	JAIL PERS PROPERTY	A VOLUME TOTAL	B UNIT PRICE	A X B ANNUAL CHARGE
General Account Services											
1	Balance Inquiry customer serv-item	2.00	1						1	0	0.00
2	Desktop deposit credit posted	0.50	109						109	0.25	27.25
3	Account maintenance w/chk retn	10.00	1		1		1		3	5	15.00
4	Account maintenance-Chexstor	10.00		1	1			1	3	5	15.00
6	DDA Stmt w/image premium-mthly base	10.00						1	1	5	5.00
7	Zero balance monthly base	5.00	2						2	5	10.00
8	Debits posted	0.15	82			24			106	0.12	12.72
9	Credits posted	0.50	63			62	16	9	148	0.12	17.76
Lockbox Services											
10	Lockbox document reassociation	0.035	849						849	n/a	0.00
11	Lockbox remit processed cash	8.4	1						1	n/a	0.00
12	Lockbox package branch delivery	1.75	21						21	n/a	0.00
13	Lockbox document reassociation	0.035	911						911	n/a	0.00
14	Lockbox multiple payee	0.04	911						911	n/a	0.00
15	Lockbox CEO subscription mthly base	25	1						1	n/a	0.00
16	Lockbox CEO subscription per item	0.25	1						1	n/a	0.00
17	Lockbox monthly base WI	150	1						1	n/a	0.00
18	Lockbox remit processed photo WI	0.4	911						911	n/a	0.00
19	Lockbox remit rejects WI	0.32	17						17	n/a	0.00

ITEM #	SERVICE	CURRENT PRICE	COUNTY MASTER	PAYROLL	GENERAL OPERATE	CENTRAL COURTS	SHERIFF GENERAL	JAIL PERS PROPERTY	A VOLUME TOTAL	B UNIT PRICE	A X B ANNUAL CHARGE
20	Cash sep/\$1 verify IN cash vault	0.00075	96,161			103,830	14,034	125,177	339,202	0.0015	508.80
21	Deposited checks - on us	0.08	12			81	38	9	139	0.08	11.12
22	Deposited Checks - local clearing	0.08	43			1,034	23	53	1,152	0.08	92.16
23	Deposited checks - regional	0.08	149			978	36	44	1,206	0.08	96.48
24	Deposited checks - transit	0.08	69			283	5	57	414	0.08	33.12
25	Desktop deposit - issuing bank item	0.08	172						172	0.08	13.76
26	Desktop deposit - non issuing bank item	0.08	3,861						3,861	0.08	308.88
27	Deposited checks WLX - on us	0.08	17						17	n/a	0.00
28	Deposited checks WLX - local clearing	0.109	67						67	n/a	0.00
29	Deposited checks WLX - Regional	0.08	749						749	n/a	0.00
30	Deposited checks WLX - transit	0.08	76						76	n/a	0.00
31	Cash dep/\$1 verify at teller window	0.00075	17,150			66,044	559	8,206	91,959	0.0015	137.94
32	Cash dep/\$1 verify IN store	0.001	641						641	0.0015	0.96
33	Rolled coin ordered	0.15	1						1	0.15	0.15
34	Currency ordered/\$1 - branch store	0.001	100						100	0.1	10.00
35	Return item - chargeback	3.00	7			4			11	3	33.00
36	Return item special instructions	0.00	8						8	0	0.00
37	Return item phone notification	5.00	19						19	0	0.00
38	Return item special inst mthly base	0.00	1						1	25	25.00
39	Return item redeposited	3.00	12			4			16	3	48.00
<b>Paper Disbursement Services</b>											
40	ARP Checks paid - full recon	0.045		1,782	1,782				3,561	0	0.00
41	Positive pay exception - CEO image	1.00		1					1	5	5.00
42	Stop payment - PC	8.50	26			6			32	5	160.00
43	Online image view <90 days - item	0.00	11	5	5	2			24	0	0.00
44	Online image view >90 days - item	10.00		1					1	0	0.00
45	Positive pay monthly base	0.00		1	1				2	15	30.00
46	DDA checks paid					183	82	399	665	0.17	113.05
47	CEO search	0.25	23			4			27	0	0.00
48	Official bank check	8.00	5			1			5	0	0.00
49	CD per CDROM	10.00				1			1	10	10.00
50	Payee validation standard - item	0.02		1,320	1,760				3,079	0.06	184.74
51	CD per item	0.035		1,780	1,780	173			3,733	0	0.00



Paper Disbursement Recon Services												
ITEM #	SERVICE	CURRENT PRICE	COUNTY MASTER	PAYROLL	GENERAL OPERATE	CENTRAL COURTS	SHERIFF GENERAL	JAIL PERS PROPERTY	A VOLUME TOTAL	B UNIT PRICE	A X B ANNUAL CHARGE	
52	ARP register input CEO - item	0.05	27						27	0	0.00	
53	ARP Statement monthly base CEO	0.00	2						2	0	0.00	
54	ARP monthly base - full	40.00	1	1					2	20	40.00	
55	ARP full recon - transmission item	0.03	593	1,819					2,411	0	0.00	
56	ARP optional reports	0.00		4					4	0	0.00	
57	Positive Pay Exceptions - item	1.00		1					1	5	5.00	
<b>General ACH Services</b>												
58	Electronic credit posted	0.20	260	21	21	16			317	0.12	38.04	
59	Electronic debits posted	0.25	19						19	0.12	2.28	
60	ACH monthly base	25.00	1						1	50	50.00	
61	ACH transit two day	0.06	1,659						1,659	0.1	165.90	
62	ACH on-us two day	0.06	102						102	0.1	10.20	
63	ACH received item	0.10	77						77	0.12	9.24	
64	ACH return item - fax advice	3.75			1				1	5	5.00	
65	ACH transmission charge	10.00	2						2	n/a	0.00	
66	ACH fax service	0.50	1						1	0	0.00	
67	ACH NOC-fax advice	1.75	1						1	5	5.00	
68	ACH fraud filter stop mthly base - fax					1	2	2	5	15	75.00	
<b>Wire &amp; Other Funds Transfer Services</b>												
69	Wire IN domestic	6.00	7						7	6	42.00	
70	Wire template storage monthly base	0.25	8						8	0	0.00	
71	Wire out domestic/draw	8.00	21						21	8	168.00	
72	Wire out domestic/drawdown - CEO	6.00	1						1	6	6.00	
<b>Information Services</b>												
73	CEO basic banking - monthly base	10.00				1			1	80	80.00	
74	CEO basic banking add'l acct-mthly base	5.00				1			1	0	0.00	
75	CEO intraday subscription monthly base	25.00	3						3	0	0.00	
76	CEO intraday subscription - item	0.25	634						634	0	0.00	
77	CEO prev day subscription monthly base	25.00	3						3	0	0.00	
78	CEO prev day subscription detail item	0.05	2,911						2,911	0	0.00	
79	CEO event messaging service - email	0.10	82						82	0	0.00	
80	Electronic window extended stor 90	0.00	2,643						2,643	0	0.00	
81	Direct text intraday monthly base	25.00	1	1	1				3	0	0.00	

ITEM #	SERVICE	CURRENT PRICE	COUNTY MASTER	PAYROLL	GENERAL OPERATE	CENTRAL COURTS	SHERIFF GENERAL	JAIL PERS PROPERTY	A VOLUME TOTAL	B UNIT PRICE	A X B ANNUAL CHARGE
82	Direct text previous day monthly base	25	1	1	1				3	0	0.00
83	Direct text transactions reported	0.01	473	624	1,810				2,907	0	0.00
84	Direct text intraday transactions	0.05	160	210	643				1,013	0	0.00
<b>Investment/Custody Services</b>											
85	Sweep invest monthly base	150.00	1						1	75	75.00
86	Sweep investment electronic					1			21	0	0.00
87	Sweep investment US Mail	1.00	22			22			21	0	0.00
<b>Balance &amp; Compensation Information</b>											
88	FDIC assessment per thousand	0.05083	1,158			38	79	129	1,403	0.1199000	168.22

<b>Analysis Results</b>	
<b>Earnings Credit Amount @ .50%</b>	2,237.95
- Analyzed Fees	3,351.67
= Net Analyzed Result	<b>1,113.72</b>
<b>Estimated Cost savings of approximately \$2,356 per month, or \$28,273 annually</b>	
<b>With Lockbox for Tax Collection</b>	
Monthly Maintenance Fee	\$ 250.00 per month
Lockbox Deposit	\$ 1.25 per deposit
Lockbox Items Processed	\$ 0.40 per check
Unprocessable Items	\$ 0.45 per item
<b>**Fees only apply during June/July when service is needed</b>	





## SECTION 5: CHECK OFF LIST

### CHECK-OFF LIST BANKING SERVICES Proposal #17-TR-001

**INSTRUCTIONS:**

A check mark is required next to each item as verification that your banking institution will comply with the requirements for each item as specified in the request for proposal.

**REQUIRED SERVICES**

- |  |       |
|--|-------|
| 1. Fund Availability Schedule                | _____ |
| 2. Resource Personnel                        | _____ |
| 3. Account Review                            | _____ |
| 4. Auditor Requests                          | _____ |
| 5. Master Depository Accounts (Minimum of 2) | _____ |
| Wire/ACH Transfer                            | _____ |
| Fund Investment                              | _____ |
| 6. Disbursing Accounts (Minimum of 2)        | _____ |
| Zero Balance/Control Disbursement            | _____ |
| 7. Sweep Accounts (as needed)                | _____ |
| 8. Overnight Fund Investment                 | _____ |
| 9. Social Security Direct Deposit            | _____ |
| 10. Employee Payroll Direct Deposit          | _____ |
| 11. On-Line ACH Origination                  | _____ |
| 12. On-Line Positive Pay Processing          | _____ |
| 13. On-Line Stop Payments Issued             | _____ |
| 14. On-Line Account Information              | _____ |
| 15. On-Line Wire Transfers                   | _____ |
| 16. On-Line Account Transfers                | _____ |
| 17. On-Line Check Images                     | _____ |
| 18. On-Line Void Check Information           | _____ |
| 19. Deposit Slips                            | _____ |
| 20. Bonded Courier Service                   | _____ |
| 21. Daylight Overdraft                       | _____ |
| 22. Deposit Bags & Night Drop Services       | _____ |
| 23. Currency and Coin                        | _____ |
| 24. Daily and/or Monthly Services            | _____ |
| Reports                                      | _____ |
| Reconciled Statements                        | _____ |
| Check Sort/Optical Image                     | _____ |
| Account Analysis                             | _____ |
| Record Retention                             | _____ |
| 25. Compensating Balance and Fees            | _____ |

26. Interest Earning Calculation

\_\_\_\_\_

27. Future Banking Services

\_\_\_\_\_

QUALIFYING CONDITIONS

1. Designated Depository

\_\_\_\_\_

2. Location within Racine County

\_\_\_\_\_

3. Racine County Investment Policy

\_\_\_\_\_

4. Safekeeping

\_\_\_\_\_

OTHER CONSIDERATIONS

1. References

\_\_\_\_\_

2. Data Recovery

\_\_\_\_\_

3. Financial Statements

\_\_\_\_\_

## SECTION 6: REFERENCES

### REFERENCES BANKING SERVICES Proposal #17-TR-001

County reserves the right to make contact with references listed below and to do selected site visits as deemed appropriate.

- 1) Banking Institution: Kenosha County  
Contact Name: David Geertsen, Finance Director  
Contract Period: through 2020, banking relationship since 1986  
Phone Number: 262-653-2460  
Email Address: [dave.geertsen@kenoshacounty.org](mailto:dave.geertsen@kenoshacounty.org)
  
- 2) Banking Institution: Racine Unified School District  
Contact Name: Julie Schattner, Finance Director  
Contract Period: through 2019, banking relationship since 2014  
Phone Number: 262- 930-4835  
Email Address: [julie.schattner@rusd.org](mailto:julie.schattner@rusd.org)
  
- 3) Banking Institution: Kenosha Unified School District  
Contact Name: Tarik Hamdan, CFO  
Contract Period: through 2018, banking relationship since 1996  
Phone Number: (262) 359-7382  
Email Address: [thamdan@kUSD.edu](mailto:thamdan@kUSD.edu)

## SECTION 7: BANKING SERVICE DESCRIPTIONS

### 8. Deposit Processing

- a. Provide a map or table showing the location of the bank's branches and ATMs located within Racine County.  
Please see page 18 for a list of branch locations in Racine County.
- b. Please provide the address and distance of the closest branch to Racine County Court House 730 Wisconsin Avenue, Racine WI 53403.  
The closest branch from the Racine County Court House is approximately 3 blocks.  
Address: 555 Main St., Racine, WI 53403
- c. For deposits collected and transported by armored car, what bank location do you propose for the County's armored car to deposit funds for processing?  
Johnson Bank recommends using the 555 Main St. branch but the armored car is able to drop off deposits at any of our branch locations.
- d. Can a unique deposit identification number be used on deposit tickets to identify the deposit location for reconciliation purposes? Can the bank identify deposit tickets on summary reports?  
Yes any 3 digit deposit location code can be used on deposit slips to assist the County in identifying the deposit location. The individual location codes are listed in the account transaction history for summary reports by location
- e. What is the ledger cutoff time for deposits?  
Deposits must be made by close of day at the branch in order to receive same day credit:
  - 5:00pm in the lobby/ 5:30pm in the drive-thru Monday through Friday, with some branches staying open until 6pm.
  - 7:00pm if made via Remote Deposit
- f. What type of deposit bags does the bank allow/require? Does the bank provide these bags? Does the bank charge a fee for these bags? Are there any restrictions on deposit bags provided by the customer?  
The County is able to use deposit bags of their choice. Johnson Bank is able to order bags on the County's behalf, or the County may order from their own vendor and be reimbursed. There will not be a charge for the deposit bags.
- g. Does the bank accept loose and/or rolled coin for deposit at branch locations?  
Yes, all of our branches accept loose and/or rolled coin for deposit.

- h. How are deposits credited? Are items immediately verified? If provisional credit is given, when does verification take place? If the bank corrects a deposit, how will the County be informed of this change?

If the deposit is made within business hours, the teller will provide provisional credit. All cash will be immediately available and checks will be verified thru check processing and credit will be given based on the Fed Funds availability schedule.

If the deposit is made after business hours, the following procedures are followed the next business day:

- Deposit is done under dual control
  - Cash is verified by two individuals
  - If the deposit has 5 or more checks our check processing department verifies the totals
  - If 5 or less checks they will be added and double checked by the two individuals running the deposit
  - Every deposit we do is logged on a daily drop off log
- i. Are deliveries of change and currency orders available via the armored courier service? If so, explain timelines and procedures for placing change and currency order requests. If not, please explain procedures for acquiring change and currency.

Yes, change orders can be delivered by the armored courier service. We would request the change order to be placed at minimum a few hours in advance of the courier coming to pick up the order. All change orders must be a direct debit to the account (not the exchange of currency).

#### 9. Remote Deposit Capture (RDC)

- a. Describe the bank's ability to process checks by RDC?  
Johnson Bank is able to process checks by Remote Deposit Capture.

- b. What equipment would the bank recommend? What is the price for this equipment?  
There are multiple scanners the County can choose from with varying prices depending on the speed and ability of the scanner. Our most commonly used scanner is the Digital Check Teller Scan TS240.

- c. Can the County continue to use the two terminals (Digital Check Teller Scan TS230) it already owns?

Yes, the Digital Check Teller Scan TS230 is a supported scanner. The County could continue to use these scanners.

- d. Can checks be automatically endorsed with the bank's RDC service?

Yes, our Remote Deposit can place a virtual endorsement on the back of the deposited checks.

- e. What services charges can be eliminated or avoided with the use of RDC technology?

Using RDC offers a reduced cost of per item checks deposited in comparison to being made over the counter at the branch. Any RDC charges are eligible to be offset by earnings credit.

- f. Describe the pros and cons for using RDC technology, including additional notification requirements for the County's customers and document handling procedures.

Using a desktop scanner and the Internet from the County's location, Deposit Partner enables you to quickly capture check images for deposit. The check deposit information is balanced and verified to confirm that the total amount scanned matches the expected deposit amount and is then sent electronically to Johnson Bank for clearing using the latest digital encryption to ensure security

- Scan checks for deposit from the security and privacy of your office.
- Eliminates the need to travel to the bank.
- Improves cash flow by increasing deposit frequency and putting your money to work sooner.
- Reduces expenses by eliminating transportation costs.
- Manages risks and reduces the potential of fraud by streamlining the deposit process.
- Increases speed and improves accuracy by reducing manual intervention.
- Enhances operational efficiency and receivables management by eliminating the need to photocopy and file checks.

The County must ensure all deposited checks are destroyed/shredded within 30 days of deposit.



## 10. Returned Item Processing

- a. Can returned items be automatically redeposited? If so, how many times?  
[Yes, checks can automatically be redeposited one additional time.](#)
- b. Does the bank offer any options that may increase the collection of NSF checks?  
[The County could utilize ACH Collections in order to collect on NSF checks \(signed authorization required\).](#)
- c. Can the bank provide a detailed return item transmission to the County? Can this report identify the payer's name, depositing location, deposit date, and the type of item being returned?  
[Johnson Bank can provide a secure email notification of returned check items that will include an image of the returned check.](#)
- d. Can the bank provide online access to electronic images (back and front) of returned items to the County? How soon after an item is returned can these images be accessed?  
[Johnson Bank can provide a secure email notification of returned check items that will include an image of the returned check. The image can be provided the same day the returned is received by Johnson Bank.](#)

## 11. Availability of Deposits

- a. How does the bank determine and calculate availability of deposited items?  
[Johnson Bank follows the Federal Reserve Availability Schedule.](#)
- b. Does the bank give immediate availability for on-us items?  
[Yes, On Us Items, ACH Deposits and Wire Transfers will receive same day credit.](#)
- c. Does the bank calculate availability by item or formula?  
[Item](#)
- d. Provide a copy of the availability schedules the bank proposes to use for the County. Is this the best schedule offered to any customer? If not, quantify the difference and explain how the County may obtain the bank's best availability schedule. Describe the extra charge, if any, for obtaining the bank's best availability schedule.  
[Johnson Bank follows the Federal Reserve Availability Schedule](#)



- Items drawn on Johnson Bank, wire transfers, ACH deposits and cash: SAME DAY
  - Items on local institutions: NEXT DAY
  - Other items: FEDERAL RESERVE AVAILABILITY SCHEDULE
- e. Provide a copy of the availability schedule the bank proposes for items deposited through the retail lockbox.  
The Funds Availability schedule would apply for deposits made through a lockbox.

### 12. Deposit Slips / Check Stock

- a. Name the primary vendor that the bank uses or recommends to provide check stock and deposit slips.  
Johnson Bank utilizes Harland Clark as our vendor for check orders. The County is able to order checks from any vendor of their choice.
- b. Can check stock and deposit slips be ordered through the bank and included on the account analysis statement? Is there any mark-up to the cost?  
All check or deposit slip orders are placed directly to Harland Clark by Johnson Bank without any mark-up to the cost. All orders will be a directly debited from the account.
- c. Will the bank assist in placing orders to ensure deposits tickets are properly coded to ensure properly depositing?  
Yes, we are happy to place any orders through Harland Clark on the County's behalf.

### 13. Positive Pay

- a. Does the bank offer Positive Pay and Payee Positive Pay?  
Yes, Johnson bank offers both Positive Pay, Payee Positive Pay, as well as Reverse Positive Pay and ACH Positive Pay.
- b. How would the County transmit check issuance information to the bank?  
The County would upload the Positive Pay issue file via our Business Gateway Online Platform.
- c. What is the deadline for the transmission of check issuance files to the bank?  
Issue files uploaded are immediately updated in the system. There is no deadline for uploading issue files, however, they must be uploaded before the checks are disbursed in order to avoid exceptions.

- d. How frequently can transmission files be uploaded to the bank for the issuance of additional checks, and/or recently voided items? Is there a limit to the number of files per day?  
The County can upload issue files and often or as frequently as needed. There is no limit per day.
- e. Does the bank offer the ability to manually enter one-time check disbursements issued during the day? Please describe.  
Yes, a manual, one time check can be entered without needed to upload a file. The check fields would be manually typed in under the 'manual issue' section.
- f. How will the County be notified of rejected items? What time will the County receive the information on rejected items? How much time will the County have to review discrepancies and notify the bank to accept or reject?  
Exception notifications are emailed and can also be texted to cell phones of designated users. Exceptions are sent to the users by 8:30am and a user must log in to Business Gateway to review the item and make a decision by 1pm the same day.
- g. Will stale-dated checks be reported as exception items?  
Yes, the County has the ability to determine the timeframe for stale dated items.
- h. Is Positive Pay required for all demand deposit accounts, even on accounts with no check writing functionality?  
While Positive Pay is not required, it is highly recommended. For accounts with no check writing functionality, we recommend adding a Post No Checks system coding as well as ACH Positive Pay.
- i. Is Teller Positive Pay available? How long does it take for check issuance information to be available to tellers?  
Yes, Johnson Bank does have Teller Positive Pay. Check issuance information is immediately available to our tellers after an issue file has been uploaded on Business Gateway.

#### 14. Stop Payments

- a. How are stop payments orders placed? Can stop payments be placed online?  
We encourage Stop Payment requests to be placed online in Business Gateway. However, any account with Check Positive Pay has the ability to issue a void instead of incurring a stop payment fee.

- b. Are stop payment requests effective immediately? If not, how long does it take for a stop payment request to be effective?  
Yes, it immediately updates in our system.
- c. How long will the stop payment remain in effect? Are there different term options?  
A stop payment is valid for 6 months
- d. Can stop payments be automatically renewed? If so, for how long? Is there an associated fee for each renewal?  
Yes, stop payments can be renewed for another 6 months. An additional stop payment fee would be assessed.

#### 15. ACH Processing

- a. What ACH file transmission options are available?  
The County can upload a NACHA file on Business Gateway to submit their ACH files. The County can also have the ability to create batches within our online platform.
- b. What are the transmission deadlines for ACH files? When does the bank need the file from the County and when are funds debited from the County's accounts?  
Johnson Bank recommends submitting ACH files 24-48 hours in advance of settlement. The funds will debit the County's account on the effective date of the file.
- c. How are returned and rejected ACH transactions handled? What information does the bank provide to assist in identifying returned and rejected ACH transmissions? When is this information available?  
Any ACH rejected or returned transactions will be available online for review. A notification will be sent to the designated users of the return. The information will be available the same day Johnson Banks receives the return.
- d. Is your bank planning to opt-in and participate in processing same-day ACH debits?  
Yes, Johnson Bank currently has the ability to process Same Day ACH credit files and will also have the ability to process Same Day ACH debit files when it becomes available in September.
- e. Describe the financial institution's ability to block unauthorized ACH debits?  
The County would have the option of utilizing ACH Positive Pay, or a filter, on any of its accounts. ACH Positive Pay allows the ability to select which ACH debits are allowed to process on an account. If the County has an account that should not have any ACH debits process on the account, an ACH Block can be applied.

- f. If the bank provides ACH debit blocking, what level of filtering can be applied?  
If the County places an ACH Debit block on an account, no filtering can be applied.  
Then the County should look to utilize ACH Positive Pay
- g. Does the bank offer ACH Positive Pay (ability to make pay / no pay decisions on unidentified ACH transactions)?  
Yes, Johnson Bank ACH Positive Pay provides a complete “pay” or “no pay” control of exception items by comparing your authorized debtor information to ACH debits presented for payment

**ACH POSITIVE PAY BENEFITS:**

- Enable authorized debtors to automatically post to the County’s accounts.
  - Receive daily notifications of unauthorized transactions and control whether to return the entry or to post the transaction.
  - Pre-assign transaction limits by debtor.
  - Prevent unauthorized electronic transactions from posting.
  - Save time and money by allowing authorized companies to debit payments from the County’s account rather than initiating an ACH file or check for payment.
- h. Does the bank offer Universal Payment Identification Codes (ability to mask visible account numbers to reduce the risk of unauthorized direct debits)?  
Johnson Bank does not currently offer this on checking accounts.

**16. Wire Processing**

- a. Describe the process of initiating wire transfers.  
Wires can be initiated online through Business Gateway. Wires can be created from a saved template or in free form.
- b. If wire transfers can be initiated online, describe the system’s security features. Can varying degrees of authorization be set on (i.e. multiple authorizers, maximum dollar amounts, etc.)?  
Wire transfers can be initiated online through our online banking portal, Business Gateway.  
Our Security Controls include:
- Dual control will be required in order to complete ACH and Wire transactions online through Business Gateway. Dual control requires two or more people to approve certain transactions.

- Multifactor authentication — uses multiple pieces of distinct information to confirm the users identity. Examples include user IDs, passwords, unique security keys, etc.
  - Security key— if a user logs in from an unrecognized computer, the user must enter a security key. An email with a unique code is sent to the email address on record.
  - Onetime passcode — a random password that is valid for only one session and needed to perform certain money movement transactions.
  - Trusteer Rapport — security software that prevents malware infection and removes existing malware. This software works with existing anti-virus and firewall programs.
- c. Does the bank offer its customers dual control release options (secondary approval levels) for electronically initiated transfers? If so, describe.  
Johnson Bank requires dual control for all wires electronically initiated.
- d. What is the cut-off time for same-day wire transfers?  
3pm Central Standard Time

### 17. Statements & Documents

- a. How soon after the cut-off date are the following items ready?  
Statement will be posted online via Business Gateway within 2 business days
- b. Describe the process of locating a cancelled check on CD-ROMs. What type of indexing capabilities is available and used to identify the CD-ROM with the desired check image?  
If the County elects to utilize CD-Rom, the user would load the CD-ROM and search for a particular check number. The image of the check would be displayed.
- c. Are electronic images stored on the bank's online reporting system? If so, how does the bank charge for these service (per item viewed / per item loaded)? Is there a difference in price for deposited items versus disbursement items?  
Electronic check images are stored on Business Gateway for 365 days. There is no additional charge for the 365 history and the images can be viewed as often as needed at no charge.
- d. How long are electronic images for deposited and disbursement items stored on the reporting system and available for customer access?  
365 days

- e. What technology would you recommend the County use for archiving historical data (i.e. receive both CD-ROMs and online access, CD-ROMs only, online access only)?  
Depending on how frequently the County has a need to access images over one year, Johnson Bank recommends utilizing the 365 day storage via Business Gateway. If there is a need to obtain a copy of a check older than 365 days, our Treasury Management Assistant or Treasury Management Service Team would be able to provide a copy at no charge. If the County frequently needs items over 365, we would also recommend the CD-ROM.
- f. Please describe how reconciliation data is transmitted to the County?  
Reconciliation statements are available on-demand and/or standard reports via online Business Gateway platform to be downloaded.

## 18. Balance Reporting

- a. Describe the reports that will be available to the County through the bank's balance reporting system. Include sample reports.  
Previous Day and Current Day reports plus an additional 40 custom reports are available.
- b. How will the County access the reporting system?  
All reports can be access via our Business Gateway online platform.
- c. Are there any limits on the number of the County users that could have access to the bank's online website? What levels of authorization (i.e. accounts viewed, transaction capabilities, etc.) can be permitted or turned off for individual users?  
No, the County has the ability to have as many users as needed. The County will select an Administrator that would assign rights and delegation to each user depending on their role.
- d. What current day reporting is available through the reporting system (i.e. beginning and ending ledger balances, collected balances, available balances, and float assignment)?  
The following reports are available: Closing Ledger, Average Closing Ledger MTD, Average Closing Ledger YTD, Opening Available, Closing Available, Average Closing Available MTD, Average Closing Available YTD, 1- day Float, 2 or More Days Float



- e. Are there differences in information available for current day and previous day reporting? If yes, please describe.  
The Previous Day report will provide additional detail on transactions. The current day reports will provide opening balance information and any items posting.
- f. Does the bank's deposit reporting system report electronic transactions (e.g. ACH, wire) as well as paper documents?  
Yes, both electronic and paper transactions are reported.
- g. What time is previous day information available?  
The morning of the next business day
- h. What file formats can data be downloaded?  
CSV, BAI and QuickBooks
- i. Can electronic reports be customized? Is there an additional charge?  
Yes, depending on what the customization request is. A special project request charge would apply.
- j. How many business days of balance history are stored on the reporting system for previous day reporting? If there are differences in information available for current day and previous day reporting, how many business days of balance history are stored on the reporting system for current day reporting?  
365 days of history are available. The current day report will only show the data from the current day.

#### 19. Overnight Investment / Investment Sweep

- a. What short-term investment vehicle(s) does the bank propose to use for the overnight investment or sweep of the County's demand deposit accounts? Does a reserve requirement apply to the proposed option?  
While Johnson Bank does offer short-term or overnight sweep options, based on the balance information provided within this RFP, we do not recommend that Racine County take advantage of an investment sweep at this time. However, this is a feature that can be added at any time when it is in the County's best interest or if there are additional funds not mentioned within this RFP.
- b. Provide investment return history on a monthly basis for the three-year period from February 2013 through March 2016.  
Johnson Bank offers many different types of sweep options and tiered rates vary depending on the balance invested.

- c. If a sweep is proposed, what time of day is the sweep deadline? Is it end-of-day or next-day sweep?  
The overnight investment sweep is the last transaction of the day and the funds are returned to the account in the morning.  
With our Insured Cash Sweep, the funds over the peg balance sweep into the investment account and will stay there until the funds are once again needed.
- d. What applicable fee (if any) applies for funds swept into this investment vehicle? How is the fee calculated?  
A monthly maintenance fee would apply if the County would elect to utilize an investment sweep. This fee would be eligible to be offset by the Earnings Credit Rate.
- e. If funds are considered public deposits, are balances collateralized? If so, will the bank provide a collateral report periodically to the County? Please provide a sample.  
Yes, all funds over the FDIC and State of WI insurance limits would be 100% collateralized. The County will receive a monthly statement confirming the collateral position.
- f. If the bank is proposing a money market mutual fund, provide a copy of the current prospectus and, if multiple classes are offered, identify the class of shares, including ticker symbol or CUSIP that is being proposed.  
Johnson Bank does not recommend a Money Market Mutual Fund at this time.

## 20. Earnings Credit Rates

- a. Does the County have the option of compensating the bank on either a fee or balance basis? Is the price the same for either option? If not, what is the difference?  
Johnson Bank is proposing an account with compensating balances, or Earnings Credit Rate, on the Racine County checking accounts. Johnson Bank is offering the County a variable rate of .50%, paid on collected balances to offset service charges. This rate can increase during a rising rate environment.  
  
Please see the pricing proposal in Tab 4.
- b. How is your bank's earnings credit determined, adjusted, and applied? Please include in the explanation the impact of the bank's reserve requirement, the formula for converting service charges to balance requirements.  
Johnson Bank's earnings credit rate is an internally set rate based on economic and market conditions. Johnson Bank pays the earnings credit rate on the average monthly collected balance and does not have a reserve requirement.



- c. Provide rate history on a monthly basis for the three-year period from July 2007 through June 2010.

Depending on balance and account type, Johnson Bank's standard ECR has been .10% to .30%

- d. What time frame does your bank use when reviewing balances for deficiency or excess (e.g. rolling 12 month average, calendar quarter, calendar year, etc.)?

The frame varies by client depending on if there is any seasonality.

## 21. Account Analysis Statements

- a. Please provide a sample analysis statement. How soon after month-end is the analysis statement mailed? Are Association for Financial Professionals ("AFP") Service Codes be included on the analysis statement?

Analysis statements are available online via Business Gateway way the 15<sup>th</sup> business day for the previous month's activity.

## ACCOUNT ANALYSIS

Detailed monthly statement that not only provides activity information, but also breaks down balance information, services used and fees to help you make informed decisions about your deposit accounts.

Johnson Bank - XAA		Account Analysis	
Desert Trailer Systems, Inc. Operating Account 2733 W Buckeye RD Phoenix AZ 85009	Account: Cycle:	288-C-1001779630 February, 2013	Page 3 of 6
<b>Results Summary</b>			
<b>Analyzed Results</b>			
Earnings Credit at 0.300000% of Earnings Balance Basis		\$127.68	
Less: Total Analyzed Fees		\$417.82	
<b>Analyzed Result</b>		<b>\$(290.14)</b>	
Results Transferred In		\$(290.14)	
<b>Total Analyzed Result</b>		<b>\$(290.14)</b>	
<b>Fee-Based Results</b>			
Total Fee-Based Fees		\$0.00	
Fee-Based Result		\$0.00	
Fee-Based Results Transferred In		\$0.00	
<b>Total Fee-Based Results</b>		<b>\$0.00</b>	
The total analyzed charge of \$290.14 was posted to account 288-C-1001779630 on 03/26/2013.			

Johnson Bank - XAA		Account Analysis			
Desert Trailer Systems, Inc. Operating Account 2733 W Buckeye RD Phoenix AZ 85009	Account: Cycle:	288-C-1001779630 February, 2013	Page 4 of 6		
<b>Service Details</b>					
Service Description	Base Fee	Volume	Price	Total Fee	Required Balance
<b>Depository Services</b>					
Electronic Deposit	0	22	0.0000	0.00	0.00
Deposited Item Returned	0	1	10.0000	10.00	43,452.40
Special Account Handling	0	2	25.0000	50.00	Waived
Elect Dep - On Us Items	0	15	0.0660	1.20	5,214.29
Elect Dep - Local Items	0	192	0.1000	19.20	83,428.61
Deposit Coverage (Per \$1000)	0	658	0.1199	78.90	342,839.43
Monthly Maintenance Fee	0	3	5.0000	15.00	65,179.60
DepositPartner Monthly Fee	0	1	30.0000	30.00	130,357.20
<b>Disbursement Services</b>					
Checks Paid	0	124	0.1500	18.60	80,821.46
Bill Payment Module	0	1	15.0000	15.00	65,179.60
<b>Transfer Services</b>					
Zero Balance Account Sweep	0	1	15.0000	15.00	65,179.60
<b>Information Services</b>					
Online Bank Accts	0	12	Flat	0.00	0.00
Online Bank Alerts	0	5	0.0000	0.00	0.00
Online Bank Bills	0	1	1.0000	1.00	4,345.24

### Results Summary:

Converts the balances maintained in the account(s) to the Earnings Credit Allowance which can be used to offset fees

### Service Details:

Total services charged for all accounts. Service charges are unique to each customer based on services used

- » Monthly statements detailing services and fees for each account are available.
- » Save time by utilizing the composite statement to combine information on multiple accounts.
- » Enhance decision-making and control by reviewing account activity to identify opportunities to use your funds more efficiently.
- » Offset activity fees with an earnings credit allowance that is calculated monthly on the investable balance.

- b. Will the bank pass on FDIC or FICO charges to the County? If so, what is the current charge for an entire year on a \$1,000,000 balance? How is this charge computed?  
Yes, the FDIC charges will be applied on the monthly analysis statement. However, the FDIC charges are eligible for ECR offset. Please see pricing proposal for further detail.

## 22. End-of-Day Overdrafts

- a. What are the fees and interest charges associated with overdrafts? How are these charges calculated?  
Overdrafts are reviewed on a case by case basis to determine if a fee is assessed.
- b. Is there a fee per check or per occurrence when there is an overdraft?  
Should the County experience an overdraft situation, any potential fees assessed would be determined on a case by case scenario.
- c. Is there a daily cap on fees?  
Yes

## 23. Daylight Overdrafts

- a. Describe the bank's policies concerning daylight balance overdrafts. Indicate whether this is applied to each individual account or across all accounts of a client relationship.  
Daylight overdrafts are viewed at the relationship level.
- b. Does the bank establish an intra-day limit per account or per customer? How flexible can the bank be in setting a limit appropriate for the County?  
While intra-day overdrafts are discouraged, with advanced notice we will work with the County to ensure no transactions are disrupted.
- c. Is wire transfer processing stopped when the intra-day limit is reached? Explain procedures.  
Unless advanced noticed is given, a wire transfer will require available funds.
- d. If the bank incurs a daylight overdraft charge from the Fed, will it pass this charge on to its customers? If so, how (e.g. intra-day loan, daylight overdraft facility fees)? How is the charge allocated among customers?  
This is reviewed on a case by case basis.

#### 24. Employee Banking

- a. Will the bank cash the County's payroll checks without charge to either the County or check payee? If not, what is the charge? Is a check cashing agreement required? If yes, include a copy.

If the County employee does not have an account with Johnson Bank, the employee will be charged a \$3 check cash fee for checks up to \$2,000.

- b. Describe in detail the package of employee banking services that you propose to provide to the County's employees.

County employees will receive free checking and discounted rates with a direct deposit of payroll into a Johnson Bank account.

- c. Does the employee have to enroll for direct deposit of payroll to receive these benefits?

Yes

- d. Provide copies of any marketing literature you would provide to new or existing employees about your services?

Please see page 50 for complete details on Racine County employee banking services.

- e. Would your bank be interested in providing seminars or participating in events to promote your bank's services?

Yes

#### 25. Merchant Card

- a. Describe the bank's bankcard and debit card processing capabilities. Does the bank act as its own processor or does it use the services of a third-party processor? If a third-party processor is used, for how long has the bank had a relationship with this institution?

Johnson Bank does not directly offer merchant processing capabilities. Racine County is welcome to use any merchant processor of their choosing. Johnson Bank considers this a function outside of the banking relationship.

## NEW SERVICES & IDEAS

1. Describe any new services or ideas that will enhance the County's utilization of banking services.

We look forward to earning the banking relationship of Racine County. Any improvements, efficiencies or enhancements will always be discussed at our annual relationship review and intermittently during the year as our banking/finance industry may change. We are committed to ensure the County's banking and financial needs are met.

Internally, we are proactive in trying to find ways to continue to enhance our systems and processes. More importantly, if a client has a particular need that we currently do not offer, we will engage the necessary resources to help accommodate their request.

Johnson Bank takes security very seriously. We are committed to keeping our clients informed of risk factors and sharing best practices that might be beneficial to the County's process.

2. Please provide any additional information that your bank believes to be pertinent but not specifically requested elsewhere in the RFP.

With the Johnson Bank Municipal Group, our financial professionals have decades of combined experience helping local government officials manage their finances and assets wisely. Since our professionals are located in your community, we make our decisions locally and can tailor our government banking services to fit your circumstances and objectives. We can provide a full suite of investment management services and insurance solutions

### Investment Management

- Provide customized cash investment solutions
- Manage a customized FDIC insured certificate of deposit portfolio across a diversified array of national banks within a single account
- Design and manage a core fixed income portfolio

### Insurance

- Property & Casualty solutions
- Employee Benefits Programs – health and disability coverage
- Consultative approach through our Johnson Advantage program

## REFERENCES

1. Provide at least three references (public agency references, if possible), including client name, contact person, address, phone number, services provided, and the length of time your bank has worked for the entity.

County reserves the right to make contact with references listed below and to do selected site visits as deemed appropriate.

- 1) Banking Institution: Village of Mount Pleasant  
Contact Name: Kay Magyar, Finance Director  
Contract Period: through 2024, banking relationship since 1984  
Phone Number: 262-664-7819  
Email Address: [KMagyar@mtpleasantwi.gov](mailto:KMagyar@mtpleasantwi.gov)
- 2) Banking Institution: Village of Wind Point  
Contact Name: Michael Hawes, Administrator  
Contract Period: through 2018, banking relationship since 1970  
Phone Number: 262-639-3524  
Email Address: [m.hawes@windpoint.org](mailto:m.hawes@windpoint.org)
- 3) Banking Institution: Gateway Technical College  
Contact Name: Bill Whyte, CFO  
Contract Period: through 2020, banking relationship since 2017  
Phone Number: 262-564-3228  
Email Address: [whyte@gtc.edu](mailto:whyte@gtc.edu)

## SECTION 8: WHY JOHNSON BANK

### JOHNSON FAMILY ENTERPRISES



Founded in 1970 by Sam Johnson, Johnson Financial Group is a diversified and comprehensive financial services company. Its subsidiaries, Johnson Bank and Johnson Insurance, are known for an exceptional level of personalized service and have earned reputations for making a positive impact in the communities they serve and in the lives of their clients and associates.



SC Johnson is a leading provider of innovative consumer products that make life easier and homes cleaner, safer and healthier for families around the world. With operations in more than 70 countries worldwide, SC Johnson is family-owned, and manufactures and markets consumer products such as Ziploc®, OFF!®, Windex®, Glade® and Pledge®.



Johnson Outdoors is the leader in outdoor recreation equipment that delivers the best experiences in Fishing, Camping, Diving and Watercraft Recreation through innovative equipment that makes the great outdoors accessible for fun, health and adventure. Publically traded (JOUT) with a strong family ownership. Leading brands include: Minn Kota® trolling motors, Old Town® canoes and kayaks, SCUBAPRO® dive gear and Eureka!® Tents.



**WHO WE ARE**



**JOHNSON**  
FINANCIAL GROUP®



**JOHNSON**  
BANK®

With over 40 locations in Wisconsin, Arizona and Minnesota, Johnson Bank provides a full line of services including wealth, mortgage, leasing, consumer and commercial banking. Local-decision making empowers bank associates with the freedom and creativity to develop solutions tailored specifically to each clients' needs.



**CLEARY GULL**  
ADVISORS  
*a Johnson Financial Group Company*

Cleary Gull Advisors provides wealth management services for individuals, families, business owners and corporate executives, and institutional advisory services for public and private foundations and endowments. Its Pilot Program provides retirement planning services throughout the US.



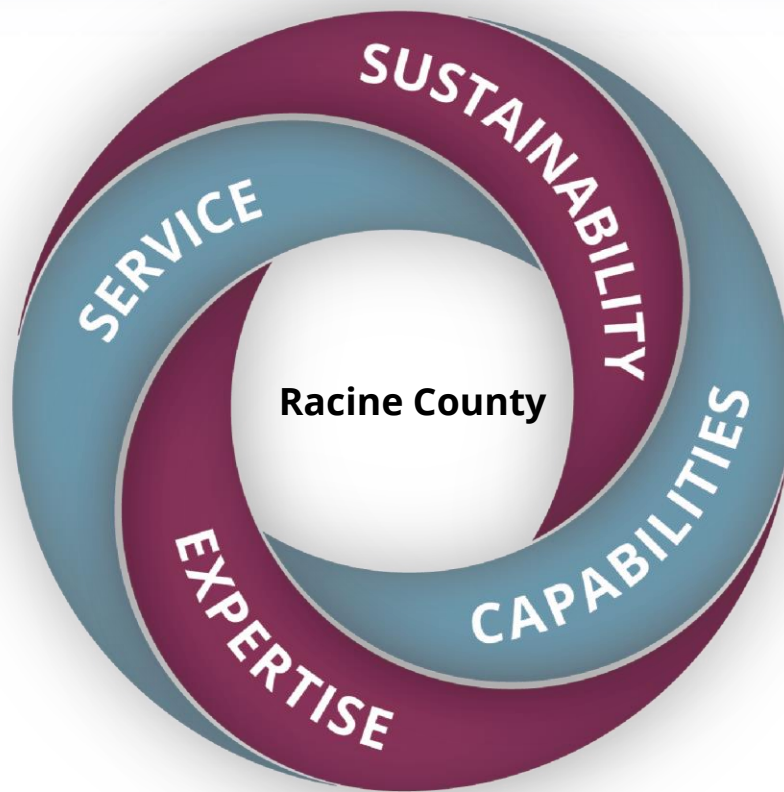
**JOHNSON**  
INSURANCE®

Founded in 1985, Johnson Insurance is one of the largest independent agencies in Wisconsin and among the top 100 nationwide. Johnson Insurance provides a wide array of personal, commercial, and employee benefit insurance solutions. Through the Johnson Advantage process, our consultants are able to tailor comprehensive solutions to meet a clients' personal and business needs.



## WHY JOHNSON BANK

We work hard to *build long-term relationships* and *tailor solutions* to ensure your *unique goals* are met throughout the many changes you experience in your *business* and your *life*.



**SUSTAINABILITY** - *Because we're privately held, we can look to the long-term*

**CAPABILITIES** - *We provide a wide range of comprehensive banking, wealth and insurance solutions*

**EXPERTISE** - *Our team of experts utilize a consultative approach to provide tailored solutions*

**SERVICE** - *We provide local decision-making and deliver a personalized level of service*



## COMMUNITY COMMITMENT

**“Do what’s best for family, company and community.  
We are here to make a difference in this world.”**

*Helen Johnson-Leipold, Chairman*

### **Improving our communities and creating sustainability**

Embedded in our culture is a genuine sense of mission to make our communities better because we’re there through the philanthropic spirit of the Johnson family.

This is demonstrated in the way we operate and the individual actions of our associates with:

- Nearly 25,000 annual volunteer hours by our associates in 2016
- \$330,952 in charitable contributions to United Way in 2016
- 152 hours of financial literacy training taught by our associates in 2016

### **Service Day *EVERYDAY***

- Service Day *EVERYDAY* celebrates our annual commitment to make every community where we live and work better because we are there
- In 2016, over 900 associates volunteered to help nearly 70 organizations across Wisconsin and Arizona.

**“I believe the greatest gift we can give to our communities is our people, not just dollars. Our Service Day is only one example of the impact our people make on the community throughout the year.”**

*Tom Bolger, President and CEO*

# EXCLUSIVE FINANCIAL OFFERS

## *Racine County Employees*

EXCLUSIVE PACKAGE AT A GLANCE	
OFFERS	BENEFITS
Financial Plan	Comprehensive financial planning to help you reach your short- and long-term goals.
Purchase, Build or Refinance your dream home	Receive a free home loan review and experience one of the fastest application to approval times. Plus, local servicing for the life of your loan.*
Home Equity	Manage your cash flow, fund home improvements and pay no closing costs.†
Checking Account	Conveniently manage your money and access your cash with free Mobile Banking, eBanking and Switch Service. Plus, access thousands of fee-free ATMs.
Credit Cards	Visa® and American Express® cards with cash and travel reward options.**
Insurance Review	Peace of mind when you review your home, auto, umbrella and life insurance needs with a free insurance review by one of our insurance experts.†

**CALL FOR MORE INFORMATION ON THESE SPECIAL OFFERS**

555 Main Street, Racine | 262.619.2700



See offer details on back.  
 Johnson Bank is Member FDIC 

BANKING WEALTH INSURANCE

**JOHNSONBANK.COM**

BANKING WEALTH INSURANCE



*manage your* **WEALTH** *with a holistic tailored approach*

**COMPREHENSIVE FINANCIAL PLAN**

Receive **COMPREHENSIVE FINANCIAL PLANNING** to reach your short- and long-term financial goals.

*manage your* **CASH FLOW**

**PURCHASE, BUILD OR REFINANCE**

**RECEIVE A FREE HOME LOAN REVIEW** and for the life of your loan, your mortgage will be serviced by people you know and trust<sup>†</sup>.

**HOME EQUITY LOAN/LINE OF CREDIT**

Open a **HOME EQUITY LOAN OR LINE OF CREDIT** and pay **NO CLOSING COSTS<sup>†\*</sup>** to fund your home improvements or quickly access cash while arranging for long-term financing.

**CREDIT CARD OPTIONS WITH CASH AND TRAVEL REWARDS**

Open a **VISA® OR AMERICAN EXPRESS® CARD** and benefit from cash or travel rewards and privileges.

<sup>††</sup>Credit cards provided by Elan Financial Services

*manage your* **FINANCES**

**CHECKING ACCOUNT**

Open a Checking account and receive **24/7 ACCESS** with **eBANKING, MOBILE BANKING WITH MOBILE DEPOSIT** and thousands of **FEE-FREE ATMS**.

**SWITCHING MADE EASY**

Switch your accounts to Johnson Bank and we will help you understand all the features and benefits of your new account, switch your direct deposits and automatic payments and close your old account.

*protect your* **FAMILY**

**PERSONAL INSURANCE REVIEW**

of your personal **HOME, AUTO, UMBRELLA** or **LIFE insurance needs**.

<sup>†</sup>Insurance products are offered by Johnson Insurance Services, LLC. Not a deposit, not FDIC insured, not insured by any federal government agency, no bank guarantee, may lose value.



**BANKING WEALTH INSURANCE**



Johnson Bank is Member FDIC. Offer valid as of April 17, 2017 and may change at any time. <sup>†</sup> Home Equity loans or lines of credit greater than \$250,000 require the following closing costs to be paid by the borrower: property appraisal and title insurance. Home Equity line of credit will be charged a \$50.00 annual fee (waived the first year) for the life of the loan. <sup>\*\*</sup>All loans are subject to credit and property approval and are not available in all states. Certain conditions and restrictions may apply based on the loan program selected. Property insurance is required; if the collateral is determined to be in an area having special flood hazards, flood insurance will be required.

**JOHNSONBANK.COM**

**BANKING WEALTH INSURANCE**



## *Thank you!*

Thank you for giving Johnson Bank the opportunity to present a banking services proposal to Racine County. We are confident we can provide a high-value relationship and exceed your banking expectations.

Our family-ownership and founding values translate into service and sustainability that you won't find anywhere else. Above all, we value our relationship with our clients and pledge to help you exceed your goals.

When you work with us, whether for your depository banking needs or our many other comprehensive financial services, feel confident knowing you have a financial partner who is truly invested in your success – today, tomorrow and for generations to come.

*We Look Forward to Working with You!*

## **SECTION 9: ADDENDUM ACKNOWLEDGEMENTS & SAMPLE CONTRACTS**

1. Provide a sample of the proposed contract for your bank's services. Please also provide samples of **all** other documents which will need to be signed/entered into related to the provision of the services requested in this RFP including any documents referenced or incorporated into the contracts/agreements.

[This section includes samples for all contracts.](#)

2. Would you be willing to agree to sign a contract amendment that incorporates the County's Request for Proposal and your firm's proposal response as part of the overall contract?

[Yes, Johnson Bank would be willing sign a contract amendment incorporating our proposal response.](#)



REQUEST FOR COUNTY BOARD ACTION

YEAR <u>2017</u>	X	Resolution Request
		Ordinance Request
		Report Request

Requestor/Originator: County Treasurer - Jane Nikolai

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date Considered by Committee: 6/7/2017                      Date of County Board Meeting to be Introduced: 6/13/17

1st Reading:                       1st & 2nd Reading:  \*

\* Include a paragraph in the memo regarding why 1st & 2nd reading is required.

Signature of Committee Chairperson/Designee: \_\_\_\_\_

**TITLE OF RESOLUTION/ORDINANCE/REPORT:**

Donation of Various In Rem Properties to Several Municipalities

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SUBJECT MATTER:**

The attached memo describes in detail the nature of resolution /ordinance /report and any specific facts which you want included in resolution/ordinance/report must be attached.

Any request which requires the expenditure or transfer of funds must be accompanied by the specific amount being transferred and the account number from which these funds will be taken and to which they will be transferred.

THIS FORM MUST BE FILLED OUT COMPLETELY PRIOR TO YOUR APPEARANCE BEFORE A COMMITTEE.

**The Committee believes that this action furthers the following goals:**

- Make Racine County the most accessible county in Wisconsin for business to grow, develop and create family supporting jobs.
- Develop a system that encourages employees, elected officials and citizens to suggest ideas for service enhancement and productivity improvements including a measurement of customer satisfaction.
- Foster an environment where intergovernmental cooperation is encouraged to produce better services and efficiencies.
- Reduce or limit the growth of the tax levy as set forth in Resolution No. 2002-59S.
- To make Racine County a healthy, safe, clean, crime-free community and environment.

**Donation of In-Rem Property - to Town of Burlington  
(Great Lakes Community Conservation Corps)**

Address	Parcel Number	Tax Deeds	Specials	Interest	Penalty	Other Costs	Total Due
34525 Walburg Lane	002-021918016206	29,967.72	1,313.00	15,093.35	7,546.67	837.94	54,758.68
<b>Total:</b>		<u>29,967.72</u>	<u>1,313.00</u>	<u>15,093.35</u>	<u>7,546.67</u>	<u>837.94</u>	<u>54,758.68</u>

**Donation of In-Rem Property - to Village of Union Grove**

Address	Parcel Number	Tax Deeds	Specials	Interest	Penalty	Other Costs	Total Due
1007 Main Street	186-032129010000	4,396.47	33,634.29	6,996.90	3,498.45	796.53	49,322.64
<b>Total:</b>		<u>4,396.47</u>	<u>33,634.29</u>	<u>6,996.90</u>	<u>3,498.45</u>	<u>796.53</u>	<u>49,322.64</u>

Of the Specials \$33,000 has not been paid to the Municipality as it is over the \$7,500 limit.

**Donation of In-Rem Property - to City of Racine (Habitat for Humanity)**

Address	Parcel Number	Tax Deeds	Specials	Interest	Penalty	Other Costs	Total Due
1124 David Street	276-000007794000	15,309.37	7,537.01	9,013.32	4,506.66	345.20	36,711.56
<b>Total:</b>		<u>15,309.37</u>	<u>7,537.01</u>	<u>9,013.32</u>	<u>4,506.66</u>	<u>345.20</u>	<u>36,711.56</u>

**Donation of In-Rem Property - to City of Racine  
(Great Lakes Community Conservation Corps)**

Address	Parcel Number	Tax Deeds	Specials	Interest	Penalty	Other Costs	Total Due
3518 Kinzie Avenue	276-000012075000	17,423.23	1,233.53	9,916.13	4,958.07	1,068.70	34,599.66
1432 Illinois Street	276-000022138000	12,592.60	3,250.04	5,780.93	2,890.47	592.26	25,106.30
<b>Total:</b>		<u>30,015.83</u>	<u>4,483.57</u>	<u>15,697.06</u>	<u>7,848.54</u>	<u>1,660.96</u>	<u>59,705.96</u>

FINANCE COMMITTEE RECOMMENDATION

After reviewing the Resolution/Ordinance and fiscal information supplied, your Finance Committee recommends FOR--AGAINST adoption.

REASONS

FOR

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AGAINST

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## MEMO

May 31, 2017

TO: Finance Committee of the County Board

FROM: Jane Nikolai, County Treasurer



RE: Great Lakes Community Conservation Corps (Town of Burlington):  
Request for donation of one In-Rem Property

Please put on the agenda for the Finance Committee meeting, June 7, 2017, time to present a request to obtain one in-rem property per donation located in the Town of Burlington. The Town intends to transfer ownership of this property to Great Lakes Community Conservation Corp, a non-profit organization that trains young adults in rehab and construction.

The parcel is located in the Town of Burlington at 34525 Walburg Lane. There is a building on the lot. This parcel was obtained in the November 2016 in-rem court action. The parcel has not been included in a sealed bid sale.

To expedite the transfer, please have the 1<sup>st</sup> and 2<sup>nd</sup> readings at the June 13th County Board meeting.

Thank you.

Cc: John Serketich

# ACTIVE TAX DEED PROPERTIES OWNED BY RACINE COUNTY

 DISTRICT: Town of Burlington

 Updated: 6/5/2017

 PARCEL # 002-021918016206

 IN REM ACTION #: **2016**

 ITEM #: 1

**LEGAL DESCRIPTION:** LOT 6 OF WALBURG ESTATES SUBDIVISION, A SUBDIVISION OF PART OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 AND PART OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 18, TOWN 2 NORTH, RANGE 19 EAST IN THE TOWN OF BURLINGTON, RACINE COUNTY, WISCONSIN.

JAMES J KING, CRYSTAL M KING AND ATTORNEY TIMOTHY D BOYLE AS TRUSTEE FOR THE BENEFIT OF JEREMIAH J KING AND

**PROP. ADDRESS:** 34525 Walburg Ln

**FORMER OWNER:** JOSHUA J KING

<b>ASSESSED VALUE</b>	Land: 60,200.00
	Imp: 153,500.00
	<b>TOTAL: 213,700.00</b>

<b>EFMV:</b>	<u>222,200.00</u>
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**JUDGMENT DOC #:** 2450991  
**JUDGEMENT DATE:** 11/8/2016

**APPRAISED - YEAR:** \_\_\_\_\_  
**SALE-YEAR/PRICE:** \_\_\_\_\_

CERT#	TAX YEAR	FACE CERT	SPECIAL	INT	PEN	COSTS	TOTAL
	2007	2246.44		2381.23	1190.61	\$	5,818.28
459	Specials			0.00	0.00	\$	-
	2008	2658.02		2498.54	1249.27	\$	6,405.83
779	Specials			0.00	0.00	\$	-
	2009	2668.58		2188.24	1094.12	\$	5,950.93
1226	Specials		160.00	131.20	65.60	\$	356.80
	2010	2713.96		1899.77	949.89	\$	5,563.62
1907	Specials		160.00	112.00	56.00	\$	328.00
	2011	2766.51		1604.58	802.29	\$	5,173.37
3003	Specials		160.00	92.80	46.40	\$	299.20
	2012	2798.61		1287.36	643.68	\$	4,729.65
4723	Specials		160.00	73.60	36.80	\$	270.40
	2013	3622.54		1231.66	615.83	\$	5,470.04
7830	Specials		160.00	54.40	27.20	\$	241.60
	2014	3473.74		764.22	382.11	\$	4,620.07
11813	Specials		171.00	37.62	18.81	\$	227.43
	2015	3493.72		349.37	174.69	\$	4,017.78
15728	Specials		171.00	17.10	8.55	\$	196.65
	2016	3,525.60		352.56	176.28	\$	4,054.44
	Specials		171.00	17.10	8.55	\$	196.65

In-Rem Fee	307.50	\$	307.50
Boarding Fee	530.44	\$	530.44
Appraisal Fee		\$	-
Newspaper Sale ad		\$	-
Vacate Fee		\$	-

<b>TOTAL TAX</b>	<b>29,967.72</b>	<b>14,557.53</b>	<b>7,278.76</b>	<b>51,804.01</b>
<b>TOTAL SPEC</b>		<b>1,313.00</b>	<b>535.82</b>	<b>2,116.73</b>
<b>TOTAL COSTS</b>				<b>837.94</b>

**ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS:**

<b>TOTAL COSTS:</b>	<b>29,967.72</b>	<b>1,313.00</b>	<b>15,093.35</b>	<b>7,546.67</b>	<b>837.94</b>	<b>54,758.68</b>
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DISPOSITION: \_\_\_\_\_  
 TO: \_\_\_\_\_  
 ON \_\_\_\_\_ GEN RECEIPT NO: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_  
 SOLD FOR: \_\_\_\_\_  
 PROFIT OR (LOSS): \$0.00

March 26, 2017

Jonathan Delagrave  
Racine County Executive  
Racine County Courthouse 10<sup>th</sup> Floor  
730 Wisconsin Avenue  
Racine, Wisconsin 53403

Re: Property Donations

Dear County Executive Delagrave:

The Great Lakes Community Conservation Corps is a job training and education program that prepares Racine County's young adults for employment in a variety of industries. You may have read recently about our involvement with Ola Baiyewu and the re-start of the First Choice Pre-Apprenticeship Program. Over the past 5 years we have also benefitted from the expertise of Mark Mundl and his wonderful staff at the Workforce Development Center to prepare young people for the world of work.

We operate as a crew-based program and provide hands-on training that includes construction. Our construction training curriculum includes mentorship by local construction companies and developers who assist us with technical training. We have been in communication with Jane Nikolai regarding our program and have requested the donation of the following properties:

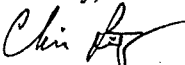
Town of Burlington	002-021918016206	34525 WALBURG LN
Village of Caledonia	104-042308178000	2430 SUNRISE RD
<del>Village of Caledonia</del>	<del>104-042318083000</del>	<del>4511 TABOR RD</del>
Village of Mt. Pleasant	151-032211018010	7431 OLD SPRING ST
Village of Mt. Pleasant	151-032224009000	2039 GREEN BAY S RD
City of Racine	276-000007794000	1124 DAVID ST
City of Racine	276-000012075000	3518 KINZIE AVE
City of Racine	276-000022138000	1432 ILLINOIS ST

We intend to train our crews of Corps members to perform the rehab and construction work on these properties so our training participants may become employable in the building trades and the properties may be returned to the tax rolls. We already have our financing sources secured, and will not be using any public funds. The properties will be renovated and sold to market-rate homeowners; there will be no income restrictions.

We are in the process of scheduling meetings with representatives from the various municipalities to request their support and plan to have letters of commitment to you soon that demonstrate their commitment to transfer the properties to the Great Lakes CCC when they are received from Racine County.

We believe this partnership between Racine County, the Great Lakes CCC, local contractors, and local municipalities represents an innovative way to create jobs, build a tax base and improve Racine County. We look forward to keeping you apprised of our progress.

Sincerely,

  
Chris Litzau  
President

c: John Serketich  
Jane Nikolai

Mission:

Leverage resources among Great Lakes communities to train and educate disadvantaged populations for credentials that close the skills gap, improve water quality, build habitat, grow the legacy of the original Civilian Conservation Corps of the 1930s and make the region more competitive in the global economy.



A Member of The Corps Network  
of over 150 Youth Corps

Milwaukee County  
531 South Water Street  
Suite 200  
Milwaukee, Wisconsin  
53204

aukesha-Ozaukee-Washington  
Counties

W175 N1163 Stonewood Court  
Suite 227  
Germantown, Wisconsin  
53022

Racine-Kenosha-Walworth  
Counties

505 4 1/2 Mile Road  
Racine, Wisconsin  
53402

Phone  
(262) 880-4811

Website  
www.greatlakesccc.org

Town of **B**urlington  
State Of Wisconsin

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32288 Bushnell Road, Burlington, Wisconsin 53105, (262) 763-3070  
Website: [tn.burlington.wi.gov](http://tn.burlington.wi.gov) E-Mail: [dbaumeister@townofburlington.com](mailto:dbaumeister@townofburlington.com)

April 17, 2017

Jane Nikolai  
Racine County Treasurer

Re: Foreclosed property at 34525 Walburg Ln., Town of Burlington

The Town of Burlington is requesting the county to consider turning ownership of the property at 34525 Walburg Lane, tax parcel #002-021918016206 to the Town of Burlington. Our intention is to donate this property to Great Lakes Community Conservation Corp. who will use it to teach skills to young adults while doing a rehab to the building and then sell the property. This property will then be back on our tax roll.



Diane Baumeister  
Administrator/Treasurer



**Jane F. Nikolai**  
Office of County Treasurer  
730 Wisconsin Avenue  
Racine, WI 53403  
262-636-3239  
fax: 262-636-3279  
Jane.Nikolai@racinecounty.com

## MEMO

May 31, 2017

TO: Finance Committee of the County Board

FROM: Jane Nikolai, County Treasurer

A handwritten signature in cursive script that reads "Jane Nikolai".

RE: Village of Union Grove: Request for donation of one In-Rem Property

Please put on the agenda for the Finance Committee meeting, June 7, 2017, time to present a request from the Village of Union Grove to obtain one in-rem property by donation. Per the Village's request, the parcel was obtained in a recent April 13<sup>th</sup> 2017 in-rem court action.

The parcel is a vacant lot located in the Village of Union Grove at 1007 Main Street. The Village razed the building in 2015. This parcel has not been included in a sealed bid sale.

To expedite the transfer, please have 1<sup>st</sup> and 2<sup>nd</sup> reading at County Board on the June 13<sup>th</sup> meeting.

Thank you.

Cc: John Serketich

# ACTIVE TAX DEED PROPERTIES OWNED BY RACINE COUNTY

DISTRICT: Village of Union Grove

Updated: 6/5/2017

PARCEL # 186-032129010000

IN REM ACTION #: **2016-2**

ITEM #: 1

**LEGAL DESCRIPTION:** SALISBERY ADD N26 OF S27.5' OF W120'LOT 7 BLK 1 &INT IN E12'LOT 7

PROP. ADDRESS: 1007 MAIN ST, UNION GROVE

FORMER OWNER: EARL BALL

<b>ASSESSED VALUE</b>	Land:	11,200
	IMP:	-
	<b>TOTAL:</b>	<b>11,200</b>

<b>EFMV:</b>	<u>11,700</u>
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JUDGMENT DOC #: 243499  
DATE OF DEED: 4/13/2017

APPRAISED - YEAR: \_\_\_\_\_  
SALE-YEAR/PRICE: \_\_\_\_\_

CERT#	TAX YEAR	FACE CERT	SPECIAL	INT	PEN	COSTS	TOTAL
	2012	1,914.99	0	976.64	488.32	\$	3,379.95
	<b>Specials</b>						
	2013	1897.76		834.80	417.40	\$	3,149.96
	<b>Specials</b>		<b>242.74</b>				
	2014	365.51		204.41	102.20	\$	672.12
	<b>Specials</b>		<b>391.55</b>				
	2015	118.23		4967.73	2483.87	\$	7,569.83
	<b>Specials</b>		<b>33,000.00</b>				
	2016	99.98		13.32	6.66	\$	119.96
	<b>Specials</b>		<b>344.03</b>				
	In-Rem Fee (Title)					175.00	\$ 175.00
	Boarding Fee						\$ -
	Appraisal Fee						\$ -
	Newspaper ad					621.53	\$ 621.53
	Vacate Fee						\$ -
<b>TOTAL TAX</b>		<b>4,396.47</b>	<b>33,634.29</b>	<b>6,996.90</b>	<b>3,498.45</b>		<b>14,891.82</b>
<b>TOTAL COSTS</b>		-	-	-	-	<b>796.53</b>	<b>796.53</b>
<b>ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS:</b>							
<b>TOTAL COSTS:</b>		<b>4,396.47</b>	<b>33,634.29</b>	<b>6,996.90</b>	<b>3,498.45</b>	<b>796.53</b>	<b>15,688.35</b>

DISPOSITION: _____	GEN RECEIPT NO: _____
TO: _____	
ON _____	
TOTAL: _____	
SOLD FOR: _____	
PROFIT OR (LOSS): <u>\$0.00</u>	

186-032129010000  
Ball, Earl



PRUITT, EKES & GEARY, S.C.

Timothy J. Pruitt  
Elaine Sutton Ekas  
Christopher A. Geary

Office Administrator:  
Eileen Zaffiro

610 Main Street, Suite 100, Racine, WI 53403

Phone: 262-456-1216

Facsimilie: 262-456-2086

www.peglawfirm.com

April 19, 2017

John Serkitich  
Assistant Corporation Counsel  
Racine County Courthouse  
730 Wisconsin Avenue  
Racine, WI 53403

*RE: Tax Foreclosure on Property at 1007 Main Street,  
Union Grove, Wisconsin  
Case No: 16-CV-1757*

Dear John:

Enclosed are the following Village of Union Grove resolutions related to the property located at 1007 Main Street in Union Grove, currently a part of the tax foreclosure action in progress as Racine County Circuit Court Case No. 16-CV-1757:

1. Resolution No. 2017-04 – Resolution of the Community Development Authority of the Village of Union Grove Authorizing the Acceptance of Title to a Parcel of Land Located at 1007 Main Street, in the Village of Union Grove, Wisconsin after Foreclosure of Tax Lien by Racine County
2. Resolution No. 2017-05 – Resolution of the Plan Commission of the Village of Union Grove Recommending the Acceptance of Title to a Parcel of Land Located at 1007 Main Street, in the Village of Union Grove, Wisconsin after Foreclosure of Tax Lien by Racine County
3. Resolution No. 2017-07 – Resolution of the Village Board of the Village of Union Grove Authorizing the Acceptance of Title to a Parcel of Land Located at 1007 Main Street, in the Village of Union Grove, Wisconsin After Foreclosure of Tax Lien By Racine County

These resolutions indicate the intent of the Village of Union Grove to accept title to the property from Racine County after the foreclosure action is complete. It is the Village's understanding that Racine County will not seek reimbursement of any specials charges or

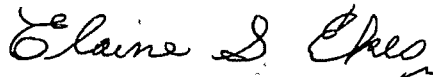
John Serkitich  
Assistant Corporation Counsel  
April 19, 2017  
Page 2

assessments or taxes in this matter as the Village has already spent more than \$33,000 on demolition and other costs addressing this property. It is the Village's preference that when title is transferred to the Village of Union Grove that it be titled in the Village of Union Grove's name. It is anticipated that the Village will be transferring title to the Community Development Authority after reimbursement of the demolition costs which would likely be a TID eligible expense.

If you have any questions regarding this matter or need any other documentation from the Village to complete this matter, please contact us.

Sincerely,

**PRUITT, EKES & GEARY, S.C.**



Elaine Sutton Ekes  
[esekes@peglawfirm.com](mailto:esekes@peglawfirm.com)

Enclosures

cc: Ms. Jill Kopp, Clerk/Treasurer – Village of Union Grove (w/o Encs.) via Electronic Mail



**RESOLUTION NO. 2017-04**

**RESOLUTION OF THE COMMUNITY DEVELOPMENT AUTHORITY OF THE  
VILLAGE OF UNION GROVE AUTHORIZING THE ACCEPTANCE OF TITLE TO A  
PARCEL OF LAND LOCATED AT 1007 MAIN STREET, IN THE VILLAGE OF  
UNION GROVE, WISCONSIN AFTER FORECLOSURE OF TAX LIEN BY RACINE  
COUNTY**

The Community Development Authority of the Village of Union Grove, Racine County, Wisconsin, do resolve as follows:

WHEREAS, the a parcel of land located at 1007 Main Street in the Village of Union Grove is in the process of a tax foreclosure by the County of Racine for the nonpayment of property taxes, special charges and special assessments as part of Racine County Circuit Court Case No. 2016CV001757;

WHEREAS, the Village has informed Racine County that it was interested in acquiring title to the parcel after Racine County completed the foreclosure action so that the parcel did not become a burden to Racine County;

WHEREAS, the Village of Union Grove has title to an adjacent parcel and it would be prudent for planning purposes for the Village to obtain ownership of the parcel at 1007 Main Street to advance planning for Tax Incremental District No. 5 within the Village;

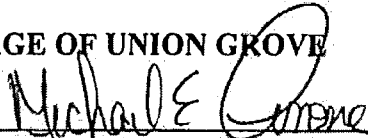
NOW, THEREFORE, BE IT RESOLVED, that the Community Development Authority recommends to the Village Board to seek a transfer of the ownership of the parcel at 1007 Main Street to the Village, and if the Village Board so prefers, that the Community Development Authority be the title owner of the parcel upon transfer by Racine County;

BE IT FURTHER RESOLVED, that the Chairman and Executive Director of the Community Development Authority of the Village of Union Grove are authorized to take all actions necessary and execute all documents necessary to effect the transfer of the parcel to the Village.

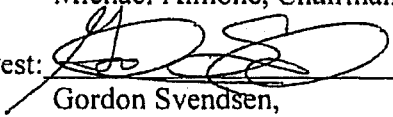
Adopted this 21<sup>st</sup> day of March, 2017, by the Village Board of the Village of Union Grove, Racine County, Wisconsin.

**VILLAGE OF UNION GROVE**

By: \_\_\_\_\_

  
Michael Aimone, Chairman

Attest: \_\_\_\_\_

  
Gordon Svendsen,  
Executive Director

**RESOLUTION NO. 2017- 05**

**RESOLUTION OF THE PLAN COMMISSION OF THE VILLAGE OF UNION GROVE  
RECOMMENDING THE ACCEPTANCE OF TITLE TO A PARCEL OF LAND  
LOCATED AT 1007 MAIN STREET, IN THE VILLAGE OF UNION GROVE,  
WISCONSIN AFTER FORECLOSURE OF TAX LIEN BY RACINE COUNTY**

The Plan Commission of the Village of Union Grove, Racine County, Wisconsin, do resolve as follows:

WHEREAS, the a parcel of land located at 1007 Main Street in the Village of Union Grove is in the process of a tax foreclosure by the County of Racine for the nonpayment of property taxes, special charges and special assessments as part of Racine County Circuit Court Case No. 2016CV001757;

WHEREAS, the Village has informed Racine County that it was interested in acquiring title to the parcel after Racine County completed the foreclosure action so that the parcel did not become a burden to Racine County;

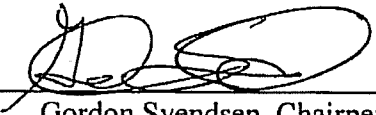
WHEREAS, the Village of Union Grove has title to an adjacent parcel and it would be prudent for planning purposes for the Village to obtain ownership of the parcel at 1007 Main Street to advance planning for Tax Incremental District No. 5 within the Village;

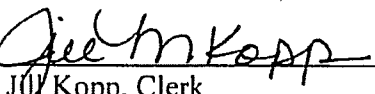
NOW, THEREFORE, BE IT RESOLVED, that the Plan Commission recommends to the Village Board to seek a transfer of the ownership of the parcel at 1007 Main Street to the Village;

BE IT FURTHER RESOLVED, that the acquisition of such parcel by the Village is consistent with Village plans;

Adopted this 3<sup>rd</sup> day of April, 2017, by the Plan Commission of the Village of Union Grove, Racine County, Wisconsin.

**PLAN COMMISSION OF THE  
VILLAGE OF UNION GROVE**

By:   
Gordon Svendsen, Chairperson

Attest:   
Jill Kopp, Clerk

**RESOLUTION NO. 2017-07**

**RESOLUTION OF THE VILLAGE BOARD OF THE VILLAGE OF UNION GROVE  
AUTHORIZING THE ACCEPTANCE OF TITLE TO A PARCEL OF LAND LOCATED  
AT 1007 MAIN STREET, IN THE VILLAGE OF UNION GROVE, WISCONSIN AFTER  
FORECLOSURE OF TAX LIEN BY RACINE COUNTY**

The Village Board of the Village of Union Grove, Racine County, Wisconsin, do resolve as follows:

WHEREAS, the a parcel of land located at 1007 Main Street in the Village of Union Grove is in the process of a tax foreclosure by the County of Racine for the nonpayment of property taxes, special charges and special assessments as part of Racine County Circuit Court Case No. 2016CV001757;

WHEREAS, the Village has informed Racine County that it was interested in acquiring title to the parcel after Racine County completed the foreclosure action so that the parcel did not become a burden to Racine County;

WHEREAS, the Village has title to an adjacent parcel and it would be prudent for planning purposes for the Village to obtain ownership of the parcel at 1007 Main Street to advance planning for Tax Incremental District No. 5 within the Village;

WHEREAS, the Community Development Authority of the Village of Union Grove and the Plan Commission of the Village of Union Grove have recommended that the Village Board seek transfer of the ownership of the parcel at 1007 Main Street to the Village;

NOW, THEREFORE, BE IT RESOLVED, that the Village Board authorizes the acceptance of title ownership by the Village to a parcel of land located at 1007 Main Street to the Village, or in the alternative directly to the Community Development Authority of the Village of Union Grove upon the reimbursement by the Community Development Authority of all costs of demolition on the parcel to the Village;

BE IT FURTHER RESOLVED, that the Village President and Village Clerk of the Village of Union Grove, and the Chairman and Executive Director of the Community Development Authority of the Village of Union Grove are authorized to take all actions necessary and execute all documents necessary to effect the transfer of the parcel to the Village or the Community Development Authority.

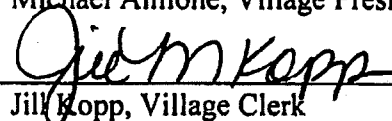
Adopted this 10<sup>th</sup> day of April, 2017, by the Village Board of the Village of Union Grove, Racine County, Wisconsin.

**VILLAGE BOARD**

By:

  
Michael Aimone, Village President

Attest:

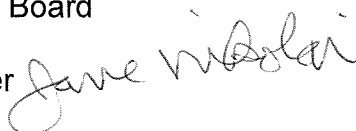
  
Jill Kopp, Village Clerk

## MEMO

May 31, 2017

TO: Finance Committee of the County Board

FROM: Jane Nikolai, County Treasurer



RE: Habitat for Humanity (City of Racine):  
Request for donation of one In-Rem Property

Please put on the agenda for the Finance Committee meeting, June 7, 2017, time to present a request from Habitat for Humanity to obtain one in-rem property per donation through the City of Racine. The City of Racine has agreed to accept the property from the County, and then to request the Common Council to transfer it to Habitat for Humanity. The transfer of this property from the County to the City is contingent on the City obtaining this consent from the Common Council.

The parcel is located in the City of Racine at 1124 David Street. There is a building on the lot. This parcel was obtained in the November 2016 in-rem court action. This parcel has not been included in a sealed bid sale.

To expedite the transfer, please have the 1<sup>st</sup> and 2<sup>nd</sup> readings at the June 13<sup>th</sup> County Board meeting.

Thank you.

Cc: John Serketich

# ACTIVE TAX DEED PROPERTIES OWNED BY RACINE COUNTY

DISTRICT: City of Racine

Updated: 6/5/2017

PARCEL # 276-000007794000

IN REM ACTION #: **2016**

ITEM #: 37

**LEGAL DESCRIPTION:** LOT 6, BLOCK 2, FRANK'S ADDITION, BEING A SUBDIVISION OF PART OF THE NORTHWEST 1/4 OF SECTION 8, TOWNSHIP 3 NORTH, RANGE 23 EAST. SAID LAND BING IN THE CITY OF RACINE, RACINE COUNTY, WISCONSIN.

PROP. ADDRESS: 1124 David St

FORMER OWNER: Thurman, Andrew W

<b>ASSESSED VALUE</b>	Land:	14,200
	IMP:	74,800
	<b>TOTAL:</b>	<b>89,000</b>

<b>EFMV:</b>		<b>89,700</b>
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JUDGMENT DOC #: 2450991  
 JUDGEMENT DATE: 11/108/2016

APPRAISED - YEAR: \_\_\_\_\_  
 SALE-YEAR/PRICE: \_\_\_\_\_

CERT#	TAX YEAR	FACE CERT	SPECIAL	INT	PEN	COSTS	TOTAL
	2010	2,095.86		1467.10	733.55	\$	4,296.51
1639	<b>Specials</b>		<b>1,164.00</b>	<b>814.80</b>	<b>407.40</b>	\$	<b>2,386.20</b>
	2011	2,839.29		1646.79	823.39	\$	5,309.47
2550	<b>Specials</b>		<b>693.75</b>	<b>402.38</b>	<b>201.19</b>	\$	<b>1,297.31</b>
	2012	2,830.56		1302.06	651.03	\$	4,783.65
4010	<b>Specials</b>		<b>1,353.44</b>	<b>622.58</b>	<b>311.29</b>	\$	<b>2,287.31</b>
	2013	2565.58		872.30	436.15	\$	3,874.03
6420	<b>Specials</b>		<b>1879.41</b>	<b>639.00</b>	<b>319.50</b>	\$	<b>2,837.91</b>
	2014	2425.93		533.70	266.85	\$	3,226.49
10383	<b>Specials</b>		<b>1773.01</b>	<b>390.06</b>	<b>195.03</b>	\$	<b>2,358.10</b>
	2015	2,552.15		255.22	127.61	\$	2,934.97
14156	<b>Specials</b>		<b>673.40</b>	<b>67.34</b>	<b>33.67</b>	\$	<b>774.41</b>
	<b>In-Rem Fee</b>					<b>327.00</b>	<b>\$ 327.00</b>
	<b>Boarding Fee</b>					<b>18.20</b>	<b>\$ 18.20</b>
	<b>Appraisal Fee</b>						<b>\$ -</b>
	<b>Newspaper Sale ad</b>						<b>\$ -</b>
	<b>Vacate Fee</b>						<b>\$ -</b>
<b>TOTAL TAX</b>		<b>15,309.37</b>		<b>6,077.16</b>	<b>3,038.58</b>		<b>24,425.12</b>
<b>TOTAL SPEC</b>			<b>7,537.01</b>	<b>2,936.16</b>	<b>1,468.08</b>		<b>11,941.25</b>
<b>TOTAL COSTS</b>						<b>345.20</b>	<b>345.20</b>
<b>ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS:</b>							
<b>TOTAL COSTS:</b>		<b>15,309.37</b>	<b>7,537.01</b>	<b>9,013.32</b>	<b>4,506.66</b>	<b>345.20</b>	<b>36,711.57</b>

DISPOSITION: \_\_\_\_\_

TO: \_\_\_\_\_

ON: \_\_\_\_\_ GEN RECEIPT NO: \_\_\_\_\_

TOTAL: \_\_\_\_\_

SOLD FOR: \_\_\_\_\_

PROFIT OR (LOSS): \$0.00

**Department of City Development**

Amy Connolly, AICP  
Director of City Development



Room 102 - City Hall  
730 Washington Avenue  
Racine, Wisconsin 53403  
262 636-9151

---

May 8, 2017

LeAnn Launstein  
Executive Director  
Racine Habitat for Humanity  
1501 Villa St.  
Racine, WI 53403

Dear LeAnn,

As we discussed at our meeting today, I received a request from your organization in late April requesting a letter regarding the donation of property at 1124 David Street from Racine County. You had requested a letter from the City indicating that the City is agreeable to accepting the parcel from Racine County and that the City will transfer ownership to Habitat once we have received the property. We were only able to meet today to discuss this process.

As we also discussed today, the Department of City Development is supportive of your efforts and will present your proposal to the Common Council, once we have received the property from Racine County.

City of Racine Common Council is the only organization that can accept and transfer property from the County. While I do not have administrative authority to accept and transfer the property, I do agree to help your organization through the process of accepting the property and requesting transfer of the property from the Common Council. Additionally, we will work cooperatively with Racine County.

The City of Racine is working with Racine County to put together a formal process for the requesting and transferring of foreclosed properties. We look forward to working on this new process with your organization.

Sincerely,

A handwritten signature in black ink, appearing to read "Amy Connolly".

Amy Connolly, AICP  
Director of City Development

cc: James Palenick, City Administrator  
John Dickert, Mayor



We build strength, stability, self-reliance *and* shelter.

April 20, 2017

Jane F. Nikolai  
730 Wisconsin Ave  
Racine, WI 53403

Dear Jane,

I am writing to inform you that Racine Habitat for Humanity would like to accept title to a property at 1124 David Street. Today, our construction team inspected the house. There is extensive fire and water damage on the first floor and additional fire and water damage on the second floor. Furthermore, there is a hole in the roof that continues to damage the interior of the house. We would like to accept ownership of this house as soon as possible in order to get the roof repaired and stop further damage to the interior.

This property meets our requirements to renovate and sell to a low-income family. We would gut the interior of the house and completely rebuild it, including new plumbing, electrical and heat. Furthermore, we would take out the overgrown plants and trees on the property and remove the materials on the exterior of the house, replacing them with new siding.

Thanks to the work of Habitat for Humanity organizations in 1,400 communities across the United States, in 2015, and again in 2016, Harris Poll Interactive, part of the Nielsen Company, ranked Habitat for Humanity the number one social services brand in the United States. This year, Habitat for Humanity also earned the distinction of being named the "Most Loved" and "Most Trusted" brand in the social services category.

Future homeowners help build their own homes alongside Habitat volunteers and pay an affordable mortgage. With our help and your support, Habitat homeowners achieve the strength, stability and self-reliance they need to build a better life for themselves and their families. Homeownership boosts educational performance of children, induces higher participation in civic and volunteering activity, improves health care outcomes, lowers crime rates and lessens welfare dependency. Everyone in the family can get a better education, which leads to better job opportunities.

We have 12 families in our program, six of them matched with houses. We are in dire need of more houses, as we only have one house left for the other six families. Together, our partnership efforts have resulted in selling 86 affordable homes and collecting over \$2.25 million in added property tax revenue during the past 29 years. We hope that you will agree that this transaction would be in the best interest of the community.

Thank you for your assistance moving our request through the proper channels.

Sincerely,

A handwritten signature in cursive script that reads "LeAnn M. Launstein".

LeAnn Launstein  
Executive Director

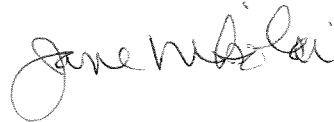


## MEMO

May 31, 2017

TO: Finance Committee of the County Board

FROM: Jane Nikolai, County Treasurer



RE: Great Lakes Community Conservation Corps (City of Racine):  
Request for donation of two In-Rem Properties

Please put on the agenda for the Finance Committee meeting, June 7, 2017, time to present a request from Great Lakes Community Conservation Corps to obtain two in-rem properties per donation through the City of Racine. The City of Racine has agreed to accept the properties from the County, and then request the Common Council to transfer them to Great Lakes Community Conservation Corps. The transfer of this property from the County to the City is contingent on the City obtaining this consent from the Common Council.

The parcels are located in the City of Racine at 3518 Kinzie Ave, and at 1432 Illinois St. There are buildings on both lots. Both parcels were obtained in the November 8<sup>th</sup>, 2016 in-rem court action. These parcels have not been included in a sealed bid action.

To expedite the transfer, please have the 1<sup>st</sup> and 2<sup>nd</sup> readings at the June 13<sup>th</sup> County Board meeting.

Thank you.

Cc: John Serketich

# ACTIVE TAX DEED PROPERTIES OWNED BY RACINE COUNTY

DISTRICT: City of Racine

Updated: 6/5/2017

PARCEL # 276-000012075000

IN REM ACTION #: **2016**

ITEM #: 42

**LEGAL LOT 24, BLOCK 8, WEST LAWN ADDITION, BEING A SUBDIVISION OF PART OF THE DESCRIPTION: NORTHEAST 1/4 OF SECTION 18, TOWNSHIP 3 NORTH, RANGE 23 EAST. SAID LAND BEING IN THE CITY OF RACINE, COUNTY OF RACINE, STATE OF WISCONSIN.**

PROP. ADDRESS: 3518 Kinzie Ave

FORMER OWNER: M Tenuta, Jeffrey M/Tenuta, Cindy

<b>ASSESSED VALUE</b>	Land:	17,400			
	IMP:	53,600			
	<b>TOTAL:</b>	<b>71,000</b>			

<b>EFMV:</b>					<u>71,500</u>
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JUDGMENT DOC #: 2450991  
 JUDGEMENT DATE: 11/8/2016

APPRAISED - YEAR: \_\_\_\_\_  
 SALE-YEAR/PRICE: \_\_\_\_\_

CERT#	TAX YEAR	FACE CERT	SPECIAL	INT	PEN	COSTS	TOTAL
	2008	2,240.13		2105.72	1052.86	\$	5,398.71
728	<b>Specials</b>		<b>118.93</b>	<b>111.79</b>	<b>55.90</b>	\$	<b>286.62</b>
	2009	2,314.11		1897.57	948.79	\$	5,160.47
1149	<b>Specials</b>		<b>132.30</b>	<b>108.49</b>	<b>54.24</b>	\$	<b>295.03</b>
	2010	2,300.81		1610.57	805.28	\$	4,716.66
1757	<b>Specials</b>		<b>139.14</b>	<b>97.40</b>	<b>48.70</b>	\$	<b>285.24</b>
	2011	2,278.85		1321.73	660.87	\$	4,261.45
2734	<b>Specials</b>		<b>144.25</b>	<b>83.67</b>	<b>41.83</b>	\$	<b>269.75</b>
	2012	2,318.09		1066.32	533.16	\$	3,917.57
4250	<b>Specials</b>		<b>159.59</b>	<b>73.41</b>	<b>36.71</b>	\$	<b>269.71</b>
	2013	2,070.45		703.95	351.98	\$	3,126.38
6851	<b>Specials</b>		<b>172.10</b>	<b>58.51</b>	<b>29.26</b>	\$	<b>259.87</b>
	2014	1,901.35		418.30	209.15	\$	2,528.80
10842	<b>Specials</b>		<b>183.61</b>	<b>40.39</b>	<b>20.20</b>	\$	<b>244.20</b>
	2015	1,999.44		199.94	99.97	\$	2,299.36
14626	<b>Specials</b>		<b>183.61</b>	<b>18.36</b>	<b>9.18</b>	\$	<b>211.15</b>
	In-Rem Fee					288.00 \$	288.00
	Boarding Fee					160.70 \$	160.70
	Eviction Fee					620.00 \$	620.00
	Appraisal Fee					\$	-
	Newspaper Sale ad					\$	-
	Vacate Fee					\$	-
<b>TOTAL TAX</b>		<b>17,423.23</b>		<b>9,324.11</b>	<b>4,662.05</b>		<b>31,409.39</b>
<b>TOTAL SPEC</b>			<b>1,233.53</b>	<b>592.02</b>	<b>296.01</b>		<b>2,121.57</b>
<b>TOTAL COSTS</b>						<b>1,068.70</b>	<b>1,068.70</b>

**ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS:**

<b>TOTAL COSTS:</b>	<u>17,423.23</u>	<u>1,233.53</u>	<u>9,916.13</u>	<u>4,958.07</u>	<u>1,068.70</u>	<u>34,599.66</u>
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DISPOSITION: \_\_\_\_\_

TO: \_\_\_\_\_

ON \_\_\_\_\_ GEN RECEIPT NO: \_\_\_\_\_

TOTAL: \_\_\_\_\_

SOLD FOR: \_\_\_\_\_

PROFIT OR (LOSS): \$0.00

# ACTIVE TAX DEED PROPERTIES OWNED BY RACINE COUNTY

DISTRICT: City of Racine

Updated: 5/6/2017

PARCEL # 276-000022138000

IN REM ACTION #: **2016**

ITEM #: 46

**LEGAL** LOTS 15 AND 16, BLOCK 3, WILLIAM A. CRANE ADDITION NO 2, ACCORDING TO THE DESCRIPTION: RECORDED PLAT THEREOF. SAID LAND BEING IN THE CITY OF RACINE, COUNTY OF RACINE, STATE OF WISCONSIN.

PROP. ADDRESS: 1432 Illinois St

FORMER OWNER: Holden, Jennifer A

<b>ASSESSED VALUE</b>	Land: <u>20,500</u>	<b>EFMV:</b>	<u>80,700</u>
	IMP: <u>59,500</u>		
	<b>TOTAL:</b> <u>80,000</u>		

JUDGMENT DOC #: 2450991  
 JUDGEMENT DATE: 11/8/2016

APPRAISED - YEAR: \_\_\_\_\_  
 SALE-YEAR/PRICE: \_\_\_\_\_

CERT#	TAX YEAR	FACE CERT	SPECIAL	INT	PEN	COSTS	TOTAL
	2010	1,141.90		799.33	399.67	\$	2,340.90
1885	Specials		-	0.00	0.00	\$	-
	2011	2,304.32		1336.51	668.25	\$	4,309.08
2961	Specials		576.69	334.48	167.24	\$	1,078.41
	2012	2,403.50		1105.61	552.81	\$	4,061.92
4650	Specials		619.71	285.07	142.53	\$	1,047.31
	2013	2303.44		783.17	391.58	\$	3,478.19
7657	Specials		631.24	214.62	107.31	\$	953.17
	2014	2163.64		476.00	238.00	\$	2,877.64
11643	Specials		636.07	139.94	69.97	\$	845.97
	2015	2,275.80		227.58	113.79	\$	2,617.17
15521	Specials		786.33	78.63	39.32	\$	904.28
	In-Rem Fee					288.00 \$	288.00
	Boarding Fee					304.26 \$	304.26
	Appraisal Fee					\$	-
	Newspaper Sale ad					\$	-
	Vacate Fee					\$	-
<b>TOTAL TAX</b>		<b>12,592.60</b>		<b>4,728.20</b>	<b>2,364.10</b>		<b>19,684.89</b>
<b>TOTAL SPEC</b>			<b>3,250.04</b>	<b>1,052.74</b>	<b>526.37</b>		<b>4,829.15</b>
<b>TOTAL COSTS</b>						<b>592.26</b>	<b>592.26</b>
<b>ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS:</b>							
<b>TOTAL COSTS:</b>		<b>12,592.60</b>	<b>3,250.04</b>	<b>5,780.93</b>	<b>2,890.47</b>	<b>592.26</b>	<b>25,106.30</b>

DISPOSITION: \_\_\_\_\_

TO: \_\_\_\_\_

ON \_\_\_\_\_ GEN RECEIPT NO: \_\_\_\_\_

TOTAL: \_\_\_\_\_

SOLD FOR: \_\_\_\_\_

PROFIT OR (LOSS): \$0.00

March 26, 2017  
Jonathan Delagrave  
Racine County Executive  
Racine County Courthouse 10<sup>th</sup> Floor  
730 Wisconsin Avenue  
Racine, Wisconsin 53403

Re: Property Donations

Dear County Executive Delagrave:

The Great Lakes Community Conservation Corps is a job training and education program that prepares Racine County's young adults for employment in a variety of industries. You may have read recently about our involvement with Ola Baiyewu and the re-start of the First Choice Pre-Apprenticeship Program. Over the past 5 years we have also benefitted from the expertise of Mark Mundl and his wonderful staff at the Workforce Development Center to prepare young people for the world of work.

We operate as a crew-based program and provide hands-on training that includes construction. Our construction training curriculum includes mentorship by local construction companies and developers who assist us with technical training. We have been in communication with Jane Nikolai regarding our program and have requested the donation of the following properties:

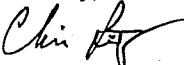
Town of Burlington	002-021918016206	34525 WALBURG LN
Village of Caledonia	104-042308178000	2430 SUNRISE RD
<del>Village of Caledonia</del>	<del>104-042318085000</del>	<del>4511 TABOR RD</del>
Village of Mt. Pleasant	151-032211018010	7431 OLD SPRING ST
Village of Mt. Pleasant	151-032224009000	2039 GREEN BAY S RD
City of Racine	276-000007794000	1124 DAVID ST
City of Racine	276-000012075000	3518 KINZIE AVE
City of Racine	276-000022138000	1432 ILLINOIS ST

We intend to train our crews of Corps members to perform the rehab and construction work on these properties so our training participants may become employable in the building trades and the properties may be returned to the tax rolls. We already have our financing sources secured, and will not be using any public funds. The properties will be renovated and sold to market-rate homeowners; there will be no income restrictions.

We are in the process of scheduling meetings with representatives from the various municipalities to request their support and plan to have letters of commitment to you soon that demonstrate their commitment to transfer the properties to the Great Lakes CCC when they are received from Racine County.

We believe this partnership between Racine County, the Great Lakes CCC, local contractors, and local municipalities represents an innovative way to create jobs, build a tax base and improve Racine County. We look forward to keeping you apprised of our progress.

Sincerely,

  
Chris Litzau  
President

c: John Serketich  
Jane Nikolai

Mission:

Leverage resources among Great Lakes communities to train and educate disadvantaged populations for credentials that close the skills gap, improve water quality, build habitat, grow the legacy of the original Civilian Conservation Corps of the 1930s and make the region more competitive in the global economy.



A Member of The Corps Network  
of over 150 Youth Corps

Milwaukee County

531 South Water Street  
Suite 200  
Milwaukee, Wisconsin  
53204

Waukesha-Ozaukee-Washington  
Counties

W175 N11163 Stonewood Court  
Suite 227  
Germantown, Wisconsin  
53022

Racine-Kenosha-Walworth  
Counties

505 4 1/2 Mile Road  
Racine, Wisconsin  
53402

Phone  
(262) 880-4811

Website  
[www.greatlakesccc.org](http://www.greatlakesccc.org)



Department of City Development

Room 102 - City Hall  
730 Washington Avenue  
Racine, Wisconsin 53403  
262 636-9151  
Fax: 262 635-5347

May 24, 2017

Office of the Racine County Treasurer  
Jane F. Nikolai  
730 Wisconsin Ave  
Racine, WI 53403

Dear Jane,

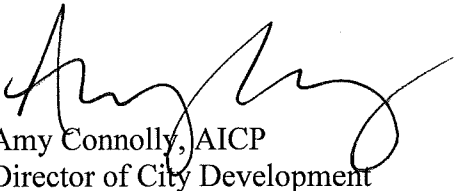
The City received a request yesterday from the Racine County Treasurer's office dated May 16, 2017 indicating that the County has committed to donate tax-foreclosed properties to Great Lakes Community Conservation Corps. The Racine properties requested are:

3518 Kinzie Ave  
1432 Illinois Street

The Department of City Development is supportive of Great Lakes' efforts and will present the donation proposal to the Common Council once we have received the property donation approval from the Racine County Board.

City of Racine Common Council is the only organization that can accept and transfer property from the County. While I do not have administrative authority to accept and transfer the property, I do agree to help Great Lakes through the process of accepting the property and requesting transfer of the property from the Common Council. Additionally, we will work cooperatively with Racine County with any additional information you may need.

Sincerely,

  
Amy Connolly, AICP  
Director of City Development

cc: Chris Litzou, Great Lakes Community Conservation Corps  
James Palenick, City Administrator  
John Dickert, Mayor

RECEIVED  
MAY 30 2017  
BY COUNTY TREASURER

REQUEST FOR COUNTY BOARD ACTION

YEAR	2017	X	Resolution Request
			Ordinance Request
			Report Request

Requestor/Originator: Public Works - Julie Anderson

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date Considered by Committee: 6/7/2017

Date of County Board Meeting to be Introduced: 6/13/17

1st Reading:

1st & 2nd Reading:  \*

\* Include a paragraph in the memo regarding why 1st & 2nd reading is required.

Signature of Committee Chairperson/Designee: \_\_\_\_\_

**TITLE OF RESOLUTION/ORDINANCE/REPORT:**

Transfer the Car Pool Fleet vehicles from fund 66 - Fleet Internal Service Fund to New Cost Center in the General Fund as of 1/1/17.

**SUBJECT MATTER:**

The attached memo describes in detail the nature of resolution /ordinance /report and any specific facts which you want included in resolution/ordinance/report must be attached.

Any request which requires the expenditure or transfer of funds must be accompanied by the specific amount being transferred and the account number from which these funds will be taken and to which they will be transferred.

THIS FORM MUST BE FILLED OUT COMPLETELY PRIOR TO YOUR APPEARANCE BEFORE A COMMITTEE.

**The Committee believes that this action furthers the following goals:**

- Make Racine County the most accessible county in Wisconsin for business to grow, develop and create family supporting jobs.
- Develop a system that encourages employees, elected officials and citizens to suggest ideas for service enhancement and productivity improvements including a measurement of customer satisfaction.
- Foster an environment where intergovernmental cooperation is encouraged to produce better services and efficiencies.
- Reduce or limit the growth of the tax levy as set forth in Resolution No. 2002-59S.
- To make Racine County a healthy, safe, clean, crime-free community and environment.



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**MEMORANDUM**

**TO:** Finance and Human Resources Committee

**FROM:** Julie A. Anderson, Director, PWDS

**RE:** Moving Carpool from Fleet Fund 66 to General Fund 10

**DATE:** June 13, 2017

---

The Racine County Public Works & Development Service is requesting approval from the Finance and Human Resources Committee to move finances related to the County's carpool from its current location within Fund 66 – Vehicle and Equipment Fleet to Fund 10 – General Fund. This change will result in compliance with State auditors' accounting standards, as well as generally accepted accounting principles (GAAP). According to these standards, Carpool is not an essential function of Fleet/Highway and should not be included within Fund 66. Separating carpool will result in more effective identification of costs related to providing this service to County operations. Gains and losses for Carpool would be simpler to report.

There would be no negative fiscal impact on the Public Works & Development Services budget or the General Fund budget, as Carpool contains non-lapsing accounts. Additionally, this change would allow for an easier time with identifying capital budget requests for carpool items. With the implementation of Tyler-Munis, the County's assets need to be moved to the new system. Coordinating the movement of assets with this change in Carpool will move the vehicles efficiently into the correct place all at the same time. We request this change in funds to take place retroactively back to January 1, 2017. Overall, this change will assist with better management of carpool-related finances.

Sincerely,

*Julie A. Anderson*

Julie A. Anderson  
Director of Public Works & Development Services



REQUEST FOR COUNTY BOARD ACTION

YEAR <u>2017</u>	X	Resolution Request
		Ordinance Request
		Report Request

Requestor/Originator: Public Works - Julie Anderson

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date Considered by Committee: 6/7/2017                      Date of County Board Meeting to be Introduced: 6/13/17

1st Reading:                       1st & 2nd Reading:  \*

\* Include a paragraph in the memo regarding why 1st & 2nd reading is required.

Signature of Committee Chairperson/Designee: \_\_\_\_\_

**TITLE OF RESOLUTION/ORDINANCE/REPORT:**

Use of Public Works reserves to fund Capital Project - Simplex Fire Alarm System authorized by the Public Works,  
Parks and Facilities Committee meeting on April 27, 2017 and transfer of \$205, 398 within the Public Works 2017  
Budget

**SUBJECT MATTER:**

The attached memo describes in detail the nature of resolution /ordinance /report and any specific facts which you want included in resolution/ordinance/report must be attached.

Any request which requires the expenditure or transfer of funds must be accompanied by the specific amount being transferred and the account number from which these funds will be taken and to which they will be transferred.

THIS FORM MUST BE FILLED OUT COMPLETELY PRIOR TO YOUR APPEARANCE BEFORE A COMMITTEE.

**The Committee believes that this action furthers the following goals:**

- Make Racine County the most accessible county in Wisconsin for business to grow, develop and create family supporting jobs.
- Develop a system that encourages employees, elected officials and citizens to suggest ideas for service enhancement and productivity improvements including a measurement of customer satisfaction.
- Foster an environment where intergovernmental cooperation is encouraged to produce better services and efficiencies.
- Reduce or limit the growth of the tax levy as set forth in Resolution No. 2002-59S.
- To make Racine County a healthy, safe, clean, crime-free community and environment.



**RACINE COUNTY PUBLIC WORKS, PARKS AND FACILITIES COMMITTEE MEETING**  
**THURSDAY, APRIL 27, 2017 - 6:00 PM**  
**Summary Minutes**

Public Works-Development Services Conference Room  
Ives Groves Office Complex  
14200 Washington Avenue  
Sturtevant, WI 53177

**Committee Present:** Ronald Molnar, Mark Gleason, Robert Grove, David Cooke, Scott Maier

**Members Excused:** Tom Hincz, Kiana Harden-Johnson

**Youth in Governance**

**Representatives Present:** Hunter Ostergaard (present), Samantha Penzkowski (excused)

**Staff Present:** Julie Anderson, Director of Public Works & Development Services  
David Prott, Superintendent of Highways & Parks  
Nathan Plunkett, County Engineering Manager

**Also Present:** Patrick Haley, Carefree Enzymes  
Martha Hutsick, Friends of Quarry Lake  
Dan Hosmanek, Friends of Quarry Lake  
Tom Karkow, WRJN

---

**1. Call to Order, Roll Call**

The meeting was called to order at 6:00 p.m. by Chairman Ron Molnar.

**2. Approval of the March 9, 2017, summary minutes**

**SUPERVISOR MARK GLEASON MOVED, seconded by Supervisor Grove, to approve the March 9, 2017, summary minutes.**

**YOUTH REPRESENTATIVES' ADVISORY VOTES:**

Youth Representative Ostergaard: aye

Youth Representative Penzkowski aye

**Motion carried unanimously. VOTE: 5/0**

**3. Public Comments**

Martha Hutsick offered comments and suggestions relative to Quarry Lake clean up and beach restoration to get rid of the muck accumulation. She suggested that perhaps a front end loader or some other heavy equipment could push the muck and sand off the ledge off the beach area and then County could bring in clean sand to create a new beach.

**4. Presentation by Patrick Haley, Carefree Enzymes, regarding Quarry Lake water quality improvement (10 minutes)**

Mr. Haley had a powerpoint prepared, but there were technical difficulties with the computer which prevented the powerpoint from working. Mr. Haley discussed various ways to help clean up the water quality in the Quarry Lake, and that aeration units would be a great first start, along with possible addition of enzymes to help break down the sediment and plant overgrowth. He also suggested that technology exists whereby a vacuum could be used to remove sediment in areas of concern. The material forms a "brick-like" substance which can then be landfilled. Discussion was held. Staff agreed to make copies of his powerpoint presentation and to share with the Committee and County Executive if desired.

There was no action taken by the Committee on this item.

**5. Review, discussion, and possible recommendation on a resolution authorizing and accepting funding for installation of the Simplex fire alarm system in the Ives Grove Public Works shop area and adjacent outbuildings**

Anderson presented the basic information about the updating of the Simplex fire alarm system that was already underway in the Ives Grove offices. Phase II includes the installation of fire alarms/smoke detectors in the entire east end of the Ives Grove building shop area plus the adjacent building to the east of the shop. Phase I was approved in the 2017 budget, but Phase II was not. The cost for Phase II, in total, is \$205,398.00. A fiscal note would be needed and a new capital project identified for 2017 budget. The County Executive would have to find money to make this happen so the Ives Building can be brought up to current standards for fire alarms. Anderson emphasized that the Ives building is completely safe, and that the installation of this newer technology is necessary to meet fire codes. The existing fire alarm system is out of date and repair parts are no longer available. Dave Protz also explained that the process would go through Finance Committee, then to the County Board for approval. The plans need to be State approved as well. Discussion followed.

**SUPERVISOR ROBERT GROVE MOVED, seconded by Supervisor Cooke, to approve the resolution authorizing and accepting funding for installation of the Simplex fire alarm system in the Ives Grove Public Works shop area and adjacent outbuilding (Phase II).**

**YOUTH REPRESENTATIVES' ADVISORY VOTES:**

Youth Representative Ostergaard: aye  
Youth Representative Penzkowski aye

**Motion carried unanimously. VOTE: 5/0**

**6. Review, discussion, and possible approval of a request from the City of Racine to add paving of Old Mill Road into the County's 2018 CTH "MM" construction project**

Nathan Plunkett explained to the Committee that the request from the City of Racine to add paving to the northern extent of the County's MM rebuild project along Old Mill Road was received at a very late hour as road designs, engineering and plans are nearly complete. The project will be let in late 2017 for a 2018 build. To make additions to the project now could result in delays and the need to re-evaluate environmental documents. In addition, the area the City is requesting for repaving would be done in asphalt as the rest of the highway is being replaced with concrete. Staff noted that we are always willing to work with the City and cooperate when and where it makes sense to do so, but in this case, staff does not want to jeopardize the reconstruction timeline for CTH "MM" and the MM/STH 38 intersection.

Discussion followed. Supervisors agree with staff. They are glad that we made an attempt to try and work with the City on the repaving of the end of Old Mill Road, but they understand the timeline and that it would make more sense for the City to do this small area of repaving once the MM project is completed after the 2018 season. They expressed disappointment that this request came in so very late in the process.

**SUPERVISOR ROBERT GROVE MOVED, seconded by Supervisor Gleason, to DENY the request from the City of Racine to add paving of a portion of Old Mill Road into the County's 2018 CTH "MM" construction project.**

**YOUTH REPRESENTATIVES' ADVISORY VOTES:**

Youth Representative Ostergaard: aye  
Youth Representative Penzkowski aye

**Motion carried unanimously. VOTE: 5/0**

**7. Miscellaneous Business**

- No PWPFC meeting on May 11, 2017
- Next regularly scheduled PWPFC meeting: May 25, 2017, if warranted.

**8. Adjourn**

There being no further business, **SUPERVISOR DAVID COOKE MOVED, seconded by Supervisor Robert Grove, to adjourn at 7:03 p.m. Motion carried unanimously. VOTE: 5/0**

# FINANCE & HUMAN RESOURCES COMMITTEE ACTION ONLY

**Requestor/Originator** Human Resources - Karen Galbraith

**Committee/Individual Sponsoring:** Finance & Human Resources Committee

**Date of Committee Meeting:** 5/17/17 6/7/17

**Signature of Committee Chairperson /Designee:** \_\_\_\_\_

**Description:** Revision to the Performance Review Policy  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Motion:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Action:** **County Board Supervisors**  
 Approve  
 Deny

**Youth In Governance**  
 Approve  
 Deny

## **9. Performance Evaluation Program**

### **A. Policy**

The public expects Racine County employees to deliver high quality service in a manner that serves the interests of the county, the public and the efficient and effective use of resources. Because the county expects all employees to perform their job duties at a high-quality level, it must only employ individuals who are committed to and capable of meeting those expectations. Therefore, apathy, an inability to work as a member of a team, attitudinal issues, and marginal or unacceptable work performance are inconsistent with the interests and expectations of the county and the public.

Periodic evaluations are an important part of ensuring that the county is employing the right people to work for its citizens. Periodic evaluations are an opportunity to let each employee know how he or she is performing and how performance may be improved. They are also an opportunity to receive input from the employee concerning training, supervision or any job difficulties that may be occurring. Evaluations of employee performance should include reviews of accuracy, quality and quantity of work, dependability, adaptability, job knowledge, organization, judgment, initiative, cooperation, ability to get along with others, public service mindset, attitude and attendance. The practices for departments or positions for the evaluation process may vary.

### **B. Salary Increases**

#### **1. Merit Increases**

Employees below the maximum of the salary range will be eligible to receive a percentage salary increase on the anniversary of their date of hire or most recent promotion, whichever is more recent, provided that they receive an overall evaluation that is "Satisfactory" or higher. The salary increase is subject to the discretion of the reporting supervisor, up to the maximums in the Merit Increase Chart on the following page. Salary ranges may be adjusted as approved in the county's annual budget.

No supervisory employee will receive the merit increase if there are outstanding performance evaluations due on his/her subordinates.

#### **2. Bonus**

A lump sum bonus of up to 3%, that is not added to an employee's base, may be awarded by the County Executive to an employee who has exhibited exemplary performance or contributions.

## Merit Increase Chart

### **Performance**

Unsatisfactory  
Progressing or  
Needs Improvement  
Satisfactory  
Exceeds  
Requirements  
Outstanding

### **Merit Increase**

0%  
0%  
1%  
2%  
3-4%