

**MARCH 19, 2020**  
**WALWORTH COUNTY BOARD OF SUPERVISORS**  
**SPECIAL COUNTY BOARD MEETING**

The Walworth County Board of Supervisors meeting was called to order by Chair Russell at 10:15 a.m. in the County Board Room at the Walworth County Government Center, 100 W. Walworth Street, Elkhorn, Wisconsin.

Roll call was conducted and the following Supervisors were present: Tim Brellenthin, Vice-Chair Jerry A. Grant, Kathy Ingersoll (via telephone), Daniel G. Kilkenny, Kenneth H. Monroe, William Norem, Susan M. Pruessing, Rick Stacey, Charlene Staples, David A. Weber, and Chair Nancy Russell. A quorum was established.

**Others in Attendance:**

County Staff: County Administrator Mark W. Luberda; Corporation Counsel/Director of Land Use and Resource Management Michael Cotter (via telephone); Director-Public Works Richard Hough; Human Resources (HR) Director Kate Bishop; Benefits Manager Lisa Henke; and Sheriff Kurt Picknell.

**Amendments, Withdrawals, and Approval of Agenda**

On motion by Supervisor Weber, second by Supervisor Grant, the agenda was approved by voice vote with no withdrawals.

**Comment Period by Members of the Public Concerning Items on the Agenda**

There was none.

**New Business**

1. Declaring a State of Emergency in Walworth County as a Result of the COVID-19 Virus

County Administrator Mark W. Luberda gave a brief overview of the declaration of emergency process and expressed the need to ratify and approve the state of emergency called earlier in the week by Chair Russell. Luberda explained in detail the contents and purpose for Res. No. 102-03/20 – Declaring a State of Emergency in Walworth County as a Result of the COVID-19 Virus along with the Walworth County, Wisconsin, COVID-19 Operations Response Plan that was distributed at the meeting. The proposed resolution was patterned off a model resolution created by the Wisconsin Counties Association (WCA) and will become effective the moment it is approved and executed. The Human Resources Committee discussed the Human Resources components contained in the COVID-19 Operations Response Plan at their March 18, 2020 meeting and recommended approval 4-0.

Supervisor Kilkenny noted the proposed resolution on Page 2, Line 13 indicates “Version 3-19-20(1)” and the COVID-19 Operations Response Plan on Page One, Line 3 indicates “Version 3-18-20(2).” Luberda acknowledged the discrepancy and stated Line 3 of the COVID-19 Operations Response Plan will be amended to read “Version 3-19-20(1)” prior to execution of the document.

Luberda went on to explain the contents of the COVID-19 Operations Response Plan. He said the bold print indicates the actions and directives of the County Board and the non-bold print indicates the actions the Administrator and staff are contemplating changing, as the state of emergency progresses. Any significant

actions may need to be brought before the County Board for approval. Luberda anticipates creating a Press Release to inform the media that Walworth County is taking a preemptive approach to the COVID-19 outbreak.

Supervisor Weber offered a motion, second by Supervisor Grant, to approve Res. No. 102-03/20.

Supervisor Kilkenny commended Administrator Luberda for his knowledgeable and thorough presentation. Kilkenny inquired as to the possibility of having a meeting to test the telecommuting technology. Discussion then focused on the procedures for calling a special meeting and whether or not language relative to telecommuting a County Board/Committee meeting should be included within the proposed resolution or perhaps in a future resolution.

Supervisor Norem expressed concern with approving a ninety (90) day period of emergency, from the effective date of the resolution. Luberda confirmed the period of emergency could be terminated or extended by further resolution of the County Board.

On motion by Supervisor Grant, second by Supervisor Stacey, **Res. No. 102-03/20** was approved by unanimous consent. Total votes: 11; Ayes: 11 Brellenthin, Grant, Ingersoll (via telephone), Kilkenny, Monroe, Norem, Pruessing, Stacey, Staples, Weber, and Russell; Noes: 0; Absent: 0.

#### **Comment Period by Members of the Public Concerning Items Not on the Agenda**

There was none.

#### **Chairperson's Report**

There was none

#### **Adjournment**

On motion by Supervisor Weber, second by Supervisor Monroe, the meeting was adjourned at 11:52 a.m.

Prepared By: Patricia Sommers, Administrative Assistant

Submitted By: Kimberly S. Bushey, County Clerk

STATE OF WISCONSIN     )  
  ) SS  
COUNTY OF WALWORTH)

I, Kimberly S. Bushey, County Clerk in and for the County aforesaid, do hereby certify that the foregoing is a true and correct copy of the proceedings of the County Board of Supervisors for the March 19, 2020 meeting.