

**Walworth County Board of Supervisors
Executive Committee Meeting Minutes
Monday, May 16, 2022
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Susan Pruessing called the meeting to order at 10:00 a.m.

Roll call was conducted and the following members were present: Chair Susan Pruessing; Vice-Chair Brian Holt; Supervisors Sheila T. Reiff, Rick Stacey, and Al Stanek. A quorum was declared.

Others in Attendance

County Board Supervisors: Kathy Ingersoll.

County Staff: Walworth County Administrator Mark W. Luberd; Corporation Counsel/Director-Land Use and Resource Management (LURM) Michael Cotter; Captain-Support Services Todd Neumann; Risk Manager Megan Rogers; Director-Health and Human Services/Superintendent of County Institutions Carlo Nevicosi; and Nursing Home Administrator Denise Johnson.

Supervisor Stanek requested the ability to comment on Consent Item #7a. **On motion by Vice-Chair Holt, second by Supervisor Reiff, the agenda was approved allowing comment by Supervisor Stanek, with no withdrawals.**

On motion by Vice-Chair Holt, second by Supervisor Stanek, the April 25, 2022 Executive Committee meeting minutes were approved.

Public Comment – There was none.

Consent Items – expense/mileage reimbursement claims submitted by:

7a. Al Stanek, Wisconsin River Rail Transit Commission, in the amount of \$283.93

Stanek indicated that the Wisconsin River Rail Transit Commission (WRRTC) is no longer offering remote attendance for meetings. With three members allocated for Walworth County, Supervisor Stanek stated he will only attend meetings when there is an agenda item specific to Walworth County in an effort to reduce expense and mileage costs. **Vice-Chair Holt offered a motion, second by Supervisor Stacey, to approve the expense/mileage reimbursement claim submitted by Al Stanek. Motion carried 5-0.**

Appointments. Recommendations regarding County Administrator's nominations:

8a. Aging and Disability Resource Center Governing Board – appointment of Stephen Ahlgren

8b. Aging and Disability Resource Center Governing Board – appointment of Deborah Gill-Dorgan

Vice-Chair Holt offered a motion, second by Supervisor Stacey, to approve the appointments to the Aging and Disability Resource Center Governing Board. Motion carried 5-0.

8c. Board of Adjustment – appointment of Rose Smith-Miller

Luberd advised the Committee that Rose Smith-Miller had interviewed for her seat on Board of Adjustment within the last year, and ordinance allows him to waive the need for an interview.

8d. Board of Adjustment – appointment of Elizabeth Sukala

Chair Pruessing asked Ms. Sukala a series of questions regarding her qualifications, experience, desire to serve on the Board of Adjustment, and whether she had any conflicts of interest that would prohibit her from serving. **Supervisor Stacey offered a motion, second by Supervisor Reiff, to approve the appointments of Rose Smith-Miller and Elizabeth Sukala to the Board of Adjustment. Motion carried 5-0.**

8e. County Zoning Agency – appointment of Richard Kuhnke, Sr.

Luberd shared that Richard Kuhnke, Sr. was unable to attend today's meeting; the item will be carried over to the next meeting. **Vice-Chair Holt offered a motion, second by Supervisor Reiff, to table the appointment of Richard Kuhnke, Sr. to the next meeting. Motion carried 5-0.**

8f. County Zoning Agency – appointment of Jim Van Dreser

Chair Pruessing asked Mr. Van Dreser a series of questions regarding his qualifications, experience, desire to serve on the County Zoning Agency, and whether he had any conflicts of interest that would prohibit him from serving. **Supervisor Stanek offered a motion, second by Supervisor Reiff, to approve the appointment to the County Zoning Agency. Motion carried 5-0.**

8g. Lake Geneva Public Library Board – appointment of Martha Pennington

8h. Park committee – appointment of Marilee Holst

8i. Park Committee – appointment of Mariette Nowak

8j. Walworth County Housing Authority Board of Commissioners – appointment of David Barnett

Luberda advised that the Lake Geneva Library Board appointment of Martha Pennington is subject to completion of the ordinance included in Item #10d, which creates the position on the Board. **Vice-Chair Holt offered a motion, second by Supervisor Stacey, to approve the appointments to the Park Committee and Walworth County Housing Authority Board of Commissioners; and contingent on the passing of the Ordinance Amending Section 2-215 of the Walworth County Code of Ordinances Relating to Library Board Appointments, the appointment to the Lake Geneva Public Library Board. Motion carried 5-0.**

Unfinished Business

9a. Ordinance No. **-06/22 Amending Sec. 16-11 of the Walworth County Code of Ordinances Relating to the Use of County-owned Property for Private Functions and Events – (h) Alcohol Corporation Counsel/Director-Land Use and Resource Management (LURM) Michael Cotter referenced his Memorandum and three versions of ordinance amendment included on Pages 37-41 of the packet. Discussion ensued. Luberda recommended the third version of the ordinance amendment, requesting that verbiage be added to limit the number of distribution tents to two. Cotter shared that the provision in the ordinance will be tied to an Administrative Procedure to be governed by the Public Works Department. **Vice-Chair Holt offered a motion, second by Supervisor Reiff, to adopt option three of the ordinance Amending Sec. 16-11 of the Walworth County Code of Ordinances Relating to the Use of County-owned Property for Private Functions and Events – (h) Alcohol, and adding a stipulation to not exceed two distribution sites . Motion carried 5-0.**

New Business

10a. Approval of the Walworth County Board of Supervisors 2022-2023 Meeting Schedule-Amended – April 21, 2022 Discussion ensued relative to constituent’s ability to attend meetings, Supervisor’s ability to modify their schedules, and scheduling ramifications for county staff. **Supervisor Reiff offered a motion, second by Supervisor Stacey, to approve the Walworth County Board of Supervisors 2022-2023 Meeting Schedule-Amended – April 21, 2022.** Luberda recommended including in the motion that the September 13, 2022 Committee of the Whole Budget Workshop be moved to 4:30 p.m. as that meeting is typically held directly prior to the September County Board Meeting. **Supervisor Reiff and Supervisor Stacey agreed to amend the motion to include the Administrator’s recommendation to move the September 13, 2022 Committee of the Whole meeting to 4:30 p.m.** Discussion ensued. **The Walworth County Board of Supervisors 2022-2023 Meeting Schedule-Amended-April 21, 2022 as amended was approved 3-2 (Holt/StaneK.)**

10b. Consideration of Walworth County Code of Ordinances Sec. 2-144(e), Committee procedures – Meetings, to discuss Standing Committee meeting times

Luberda advised that the Finance Committee voted to move the time of their meetings to 10:00 a.m. and referenced the section of the ordinance that addresses Committee Procedures (Page 43.)

Discussion then focused on Supervisor committee assignments A-K, specifically the County Board Chair assignments and the possibility of changing the list. Chair Pruessing requested the item be added to the next agenda for discussion. Luberda affirmed the item can be added and advised that non-standing committee assignments also be included. **Vice-Chair Holt offered a motion, second by Supervisor Reiff, to approve changing the Finance Committee start time to 10:00 a.m. Motion carried 5-0.**

10c. Resolution No. **-06/22 Submitting Certain Advisory Resolutions to the Wisconsin Counties Association to be Included in its Platform

Luberda stated the two resolutions that applied are attached on Pages 45-52 of the packet. **Vice-Chair Holt offered a motion, second by Supervisor Stanek, to approve the resolution Submitting Certain Advisory Resolutions to the Wisconsin Counties Association to be Included in its Platform . Motion carried 5-0.**

10d. Ordinance ****-06/22 Amending Section 2-215 of the Walworth County Code of Ordinances Relating to Library Board Appointments

Luberda shared that ordinance dictates he assess library board appointments on an annual basis to ensure the proper number of appointments based on the ratio of funding from each municipality, county tax levy, and communities without their own library. He reiterated that the Lake Geneva Public Library Board was reduced by one appointment in 2021, but since assessing in the first part of this year the appointment has been reinstated, as discussed earlier in the meeting. **Vice-Chair Holt offered a motion, second by Supervisor Stacey, to approve the ordinance Amending Section 2-215 of the Walworth County Code of Ordinances Relating to Library Board Appointments. Motion carried 5-0.**

10e. Update on EMS Dispatching and Services

Supervisor Stanek provided a detailed history of the Fire/Emergency Medical Services (EMS) Study Committee that was created in 2017 to address EMS dispatching issues in Walworth County; stating the Committee last met in 2019, but had been unable to establish a quorum since that meeting. Discussion then focused on the challenges Walworth County faces in regards to Fire and EMS response; \$27.4 million in EMS funding announced by the State of Wisconsin; and whether this topic might be better served by the Intergovernmental Cooperation Council (ICC.) **Vice-Chair Holt offered a motion, second by Supervisor Stanek, recommending the County Administrator prepare a presentation, relative to Emergency Medical Services (EMS) Dispatching and Service, for the next Intergovernmental Cooperation Council (ICC) meeting and report back to the Executive Committee regarding meeting discussion.** Supervisor Stanek suggested the eleven County Board Supervisors speak to Fire Chiefs within their districts to strategize ways of taking advantage of the EMS funding. Vice-Chair Holt requested the Administrator include this topic in his Friday Report and Update; and invite all Supervisors to attend the next ICC meeting. **Motion carried 5-0.**

10f. Review of a slate of goals for the County Administrator during 2022

Luberda detailed the Slate of Goals for the County Administrator during 2022 (Page 58); with some discussion and no rejections.

Discussion then focused on providing a more detailed explanation of ARPA projects, and the removal of Plexiglas panels segregating the desk seating in the County Board Room.

Supervisor Stanek offered a motion, second by Supervisor Stacey, to establish the slate of the goals for the County Administrator for 2022 as presented. Motion carried 5-0.

10g. Social Media Administrative Procedure and Supervisor Guidelines

Luberda referenced the Social Media packet distributed at the meeting; providing a brief summation relative to his administration and oversight of the County's social media presence. He noted County Board Supervisors are not required to follow administrative procedures, but cautioned that the role and manner in which a Supervisor may engage on social media can reflect upon the County. He directed the Committee's attention to the Draft Guidelines for County Board Supervisors Using Social Media, which was distributed at the meeting; stating that when the document is complete he will distribute to all Supervisors with an explanation letter.

Reports/announcements by Chairperson – There was none.

Confirmation of next meeting date and time: The next meeting was confirmed for Monday, June 20, 2022 at 10:00 a.m.

Claims and Litigation

13. The committee convened in closed session **at approximately 12:17 p.m. on motion and second by Supervisor Stacey and Vice-Chair Holt** pursuant to the exemption contained in Section 19.85(1)(g) of the Wisconsin Statutes, “conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved,” relative to the items listed below. A roll call vote was conducted and all members present voted “aye.” County Administrator Mark W. Luberda; Corporation Counsel/Director-LURM Michael Cotter; Director-Health and Human Services/Superintendent of County Institutions Carlo Nevicosi; Nursing Home Administrator Denise Johnson; and Risk Manager Megan Rogers remained in closed session.

- a) Claim of Gary Wagner

The Committee reconvened in open session at 12:32 p.m. on motion and second by Vice-Chair Holt and Supervisor Stacey.

Vice-Chair Holt offered a motion, second by Supervisor Stacey, to proceed as discussed in closed session on Item #13a, above herein. Motion carried 5-0.

Adjournment

On motion and second by Supervisor Stacey and Supervisor Reiff, Chair Pruessing adjourned the meeting at 12:33 p.m.