

**Walworth County Board of Supervisors  
Executive Committee Meeting Minutes  
Monday, June 20, 2022  
Walworth County Government Center, County Board Room 114  
100 West Walworth Street, Elkhorn, Wisconsin**

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Chair Susan Pruessing called the meeting to order at 10:05 a.m.

Roll call was conducted and the following members were present, either in person or by remote attendance: Chair Susan Pruessing; Vice-Chair Brian Holt; and Supervisors Sheila T. Reiff, Rick Stacey, and Al Stanek (arrived at 10:07 a.m.) A quorum was declared.

**Others in Attendance**

County Staff: Walworth County Administrator Mark W. Luberd; Corporation Counsel/Director-Land Use and Resource Management (LURM) Michael Cotter; and Walworth County Communications Division Lieutenant Jason Rowland.  
Members of the Public: Richard Kuhnke, Sr.

**On motion by Supervisor Stacey, second by Supervisor Reiff, the agenda was approved with no withdrawals.**

**On motion by Supervisor Stacey, second by Supervisor Reiff, the May 16, 2022 Executive Committee meeting minutes were approved.**

**Public Comment** – There was none.

**Consent Items – expense/mileage reimbursement claims submitted by:**

- 7a. Allan Polyock, Wisconsin River Rail Transit Commission, in the amount of \$168.76
- 7b. Richard Kuhnke, Sr., Wisconsin River Rail Transit Commission, in the amount of \$252.10
- 7c. Ann Seaver, Board of Adjustment, in the amount of \$96.34

**Supervisor Stacey offered a motion, second by Supervisor Reiff, to approve the expense/mileage reimbursement claims submitted by Allan Polyock, Richard Kuhnke, Sr., and Ann Seaver. Motion carried 4-0.**

Supervisor Stanek arrived at approximately 10:07 a.m.

**Appointments. Recommendations regarding County Administrator's nominations:**

8a. Civil Service Board – Appointment of John Marra

**Supervisor Reiff offered a motion, second by Supervisor Stacey, to approve the appointment of John Marra to the Civil Service Board. Motion carried 5-0.**

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

Chair Pruessing asked Mr. Kuhnke 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 Stacey, to approve the appointment of Richard Kuhnke, Sr. to the County Zoning Agency. Motion carried 5-0.**

**Unfinished Business**

9a. Discussion on membership composition of the Standing Committees of the County Board, the Land Information Advisory Council, the Transportation Coordinating Committee, the Local Emergency Planning Committee, and any other committees or commissions of the County as the Executive Committee shall determine is appropriate.

County Administrator Mark W. Luberd referenced the document Notes on Committee Assignments which was distributed at the meeting; and explained possible changes to County ordinance that would align closer to State statute. Supervisor Stacey spoke in favor of amending the ordinance to allow the County Board Chairperson to serve on the County Zoning Agency (CZA) in lieu of one of the other committees. Luberd concurred that consistency and experience are valuable to the CZA, and if a chair has the want and experience to serve, it would be in the County's best interest to allow them to do so. Discussion then focused on a way to keep workload consistent between all supervisors, with Luberd recommending that should a future chair choose to serve on the CZA a swap for either Finance Committee or Public Works Committee would most closely offset the workload. Luberd suggested a motion directing staff to draft the ordinance amendment to present at a future meeting. Corporation Counsel/Director-Land Use and Resource Management (LURM) Michael Cotter added that for fairness purposes any change would take effect in the next election cycle.

**Supervisor Reiff offered a motion, second by Supervisor Holt, directing staff to draft the discussed changes relative to the standing committees of the County Board to present at a future meeting. Motion carried 5-0.**

Luberda addressed the non-standing committees of the County Board in which County ordinance cites the County Board Chairperson specifically as a member, but where state statute allows for any County Board Supervisor to serve. Luberda proceeded to detail the necessary ordinance changes to align more closely with state statute in reference to the following committees:

- Local Emergency Planning Committee (LEPC)
- Land Information Advisory Council (LIAC)
- Transportation Coordinating Committee (TCC)
- Emergency Communications Advisory Committee (ECAC)

Discussion ensued. **Supervisor Reiff offered a motion, second by Supervisor Holt, directing staff to draft the discussed changes relative to the non-standing committees of the County Board to present at a future meeting.** Discussion ensued. **Motion carried 5-0.**

#### 9b. Draft County Natural Hazards Mitigation Plan – 2022-2026

Walworth County Communications Division Lieutenant Jason Rowland briefly described the history of the Natural Hazards Mitigation Plan and that it is utilized by the county and all municipalities as a guide in obtaining funds to prevent natural disasters from occurring. Rowland shared that Chapter 6 references objectives and issues drafted by a third party consultant. Luberda advised that a public hearing will be held during the July Executive Committee meeting, and if the plan is approved by this Committee the final plan will go to the full County Board.

9c. Budget amendment, not to exceed \$22,000, utilizing ARPA funds to obtain recommendations from a professional analysis firm relative to improving EMS services countywide, referred from the Committee of the Whole  
Supervisor Stanek reiterated his concerns relative to Emergency Medical Services (EMS) staffing and the negative impacts due to the pandemic; and cited other counties that performed similar analyses. Discussion ensued. Discussion then incorporated Item #9d due to the interrelationship of the items.

#### 9d. Discussion on Re-establishing the Walworth County Fire/EMS Study Committee

Supervisor Stacey inquired as to the membership of the Fire/EMS Study Committee. Luberda referenced Resolution 31-11/16 that was distributed at the meeting, stating there is no expiration of the terms, meaning all named members remain on the Committee until resigning. Discussion then focused on whether local municipalities would be willing to come together as a whole and implement ideas brought forth by the Fire/EMS Study Committee. Supervisor Stanek reiterated that amending the budget does not authorize spending the funds. **Supervisor Stanek offered a motion, to authorize a budget amendment, not to exceed \$22,000, utilizing American Rescue Plan Act (ARPA) funds to obtain recommendations from a professional analysis firm relative to improving Fire and EMS services countywide.** Supervisor Stacey voiced his concerns regarding moving forward with a budget amendment without knowing what is to come of the Fire/EMS Study Committee. Before a second could be made Supervisor Stanek withdrew his motion.

**Supervisor Stanek offered a motion, second by Vice-Chair Holt, to Re-establish the Walworth County Fire/EMS Study Committee.** Luberda clarified his interpretation of the motion is to contact members to ensure continued participation on the Committee, and if there are vacancies he shall present additional appointments to the Executive Committee. **Motion carried 5-0.**

Discussion then focused on Agenda Item #9c. **Supervisor Stanek offered a motion, second by Supervisor Holt, to table authorizing a budget amendment, not to exceed \$22,000, using ARPA funds to obtain recommendations from a professional analysis firm relative to improving Fire and EMS services countywide to the July meeting.** Chair Pruessing encouraged Committee members to contact Luberda with questions pertaining to this item. **Motion carried 5-0.**

**Reports/announcements by Chairperson** – There was none.

**Confirmation of next meeting date and time:** The next meeting was confirmed for Monday, July 18, 2022 at 10:00 a.m.

#### **Adjournment**

**On motion and second by Supervisor Stacey and Supervisor Reiff, Chair Pruessing adjourned the meeting at 11:30 a.m.**