

**Walworth County Board of Supervisors  
Executive Committee Meeting Minutes  
Monday, December 14, 2020  
Walworth County Government Center, County Board Room 114  
100 West Walworth Street, Elkhorn, Wisconsin**

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Chair David Weber called the meeting to order at 10:00 a.m.

Roll call was conducted and the following members were present, either in person or by remote attendance: Chair David Weber; Vice Chair Daniel Kilkenny; Supervisors Brian Holt, Susan Pruessing and Nancy Russell. A quorum was declared.

**Others in Attendance**

County Board Supervisors: Ryan Simons and Kathy Ingersoll.

County staff: County Administrator Mark W. Luberda; Corporation Counsel/Director of Land Use and Resource Management (LURM) Michael Cotter; Sheriff Kurt Picknell; Superintendent of Institutions Elizabeth Aldred; Assistant Corporation Counsel and Child Support Supervisor Marylee Richmond; Human Resources Director Kate Bishop; Finance Director Jessica Conley; and Director-Public Works Richard Hough.

Members of the Public: DJ Lindfors, General Manager of Alpine Valley Music Theatre (Live Nation)

**On motion by Supervisor Russell, second by Supervisor Holt, the agenda was approved with no withdrawals.**

**On motion by Supervisor Holt, second by Supervisor Pruessing, the minutes of the November 16, 2020 Executive Committee Meeting were approved.**

**Public Comment** – There was none.

7. Public Hearing and Consideration of Alpine Valley Music Theatre 2021 Business and Sanitary License Application and Operations Plan

Corporation Counsel/Director of Land Use and Resource Management (LURM) Michael Cotter gave a brief overview of the Public Hearing Rules of Conduct.

Chair Weber opened the Public Hearing at 10:01 a.m. **Supervisor Russell offered a motion, second by Supervisor Holt, to enter into the public hearing. Motion carried 5-0.** Those present were the same as listed above.

Chair Weber asked if either County Administrator Mark W. Luberda or Sheriff Kurt Picknell had any further questions, comments, or concerns relative to the proposed plan. Both indicated they have reviewed the plan and have no further comments.

Chair Weber asked Mr. Lindfors, General Manager of Alpine Valley Music Theatre (Live Nation), if he plans to have a program for 2021. Lindfors replied by saying it depends on how effective the vaccine will be, but he highly anticipates opening for the season. Lindfors then indicated they will follow the jurisdictions of the local county, state, and health departments, as to what they are advising at any particular time.

Discussion then focused on correspondence from Jason Equitz, Director of Public Works & Utilities for the Village of East Troy, regarding sewer service (Pages 65-66) provided to the Alpine Valley Resort and Alpine Valley Music Theatre. Cotter noted that he has been in contact with Mr. Equitz who has been working with Live Nation. Mr. Equitz reported that Live Nation has been responsive to his letter. Cotter explained that the sanitary sewer agreement is a third party agreement most prominently between the Village of East Troy and

the resort, and then the theatre. Cotter stated Live Nation is doing their due diligence, but ultimately the problem lies with the resort. Cotter recommended that if the Committee were to vote to approve the plan that they not place any condition of the license contingent upon the sanitary sewer agreement.

Chair Weber inquired if there were any testimonies either in favor or opposition of the license. Hearing none, **Supervisor Russell offered a motion, second by Supervisor Holt, to close the public hearing. Motion carried 5-0.** Chair Weber closed the public hearing at 10:07 a.m.

**Supervisor Russell offered a motion, second by Supervisor Holt, to approve the Alpine Valley Music Theatre 2021 Business and Sanitary License. Motion carried 5-0.**

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

8a. Anna Seaver, citizen member on Board of Adjustment, in the amount of \$29.81

8b. Franklin Jones, citizen member on Board of Adjustment, in the amount of \$32.84

**Supervisor Russell offered a motion, second by Supervisor Holt, to approve the expense/mileage reimbursement claims submitted by Anna Seaver and Franklin Jones. Motion carried 5-0.**

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

9a. County Zoning Agency – re-appointment of Richard Kuhnke

Chair Weber noted Mr. Kuhnke was unable to attend the meeting due to a family emergency.

10. New business

a) Covid-19 Recovery Presentation Regarding Temporary Staffing and County Operational Response  
County Administrator Luberda reported the COVID-19 Recovery Presentation will also be viewed by the Health and Human Services Board, the Finance Committee, and the Human Resources Committee this week. He noted no specific action is required of the Executive Committee and stated the presentation provides the context for the following proposed Resolution No. \*-01/21 – Urging the State Legislature and Governor to Adopt Strategies to Assist Local Public Health Pandemic Response. Luberda stated due to the scope of the request the intent is to have a Special Order of Business at the January County Board meeting in order for all Supervisors to have a chance to take into consideration all of the components prior to taking action on them.

Director of Health and Human Services (HHS) Elizabeth Aldred explained how Public Health traditionally appeared in 2020 and how it may appear in 2021. She noted the State of Wisconsin has waived many of the Public Health requirements for 2020 and that the state is expecting the Public Health programs to be up and running again in 2021, even though the pandemic response is not expected to disappear. Aldred stated the presentation provides information relative to the request for support from the County Board and more specifically the recommendation for a resolution to be sent out to Governor Tony Evers, Legislators representing Walworth County, Secretary-Designee of the Wisconsin Department of Health Services Andrea Palm, and the Wisconsin Counties Association.

Aldred shared a presentation entitled Shared Vision and Shared Responsibility: Creating a Sustainable Approach for Pandemic Recovery. Discussion then focused on the size of the Public Health Department prior to the 31 individuals dedicated to the pandemic response; the various testing sites and the processes they are required to follow to ensure uniformity; creating a balance between the record keeping processes for contact tracing and vaccinations administered and the need for additional staff to perform these functions; who will be administering and making decisions as to who will be getting which type of the two dose vaccines and when; the duties of the Public Information Officer (PIO) who will be located within the County Administrator's Office; the legal opinions found on Chapter 252 and Department of Human Services (DHS) Admin. 145 requirements; the availability of vaccination data that will be entered and tracked through the Wisconsin Immunization System; the Department of Regulation and Licensing and Professional Services who has reached out to individuals that have allowed their licenses to lapse and asking them to return to the health

system to administer vaccinations; and how the public will react once the vaccine is distributed and the anticipated reduction in death rate.

Finance Director Jessica Conley stated Walworth County will seek grants to fund the Finance Plan first and foremost. She noted that as grant money is beginning to run out, a portion of the \$312,500 from the General Fund Balance that was previously set aside for use in 2020 is now being drawn upon. Conley recommended keeping the remaining balance of the HHS Service Fund for 2020 in place for pandemic related spending through 2021 rather than transferring those funds to the General Fund. Any unused funds would then be returned to the General Fund at the end of 2022. Discussion then focused on potential future funding.

Chair Weber expressed appreciation for Aldred and her staff.

b) Resolution No. \*\* 01/21 Urging the State Legislature and Governor to Adopt Strategies to Assist Local Public Health Pandemic Response

Luberda stated the proposed resolution addresses the last page of the Covid-19 Recovery Presentation, which addresses the intergovernmental affairs and requesting assistance from Governor Tony Evers, Legislators representing Walworth County, Secretary-Designee of the Wisconsin Department of Health Services Andrea Palm, and the Wisconsin Counties Association. **Supervisor Holt offered a motion, second by Supervisor Russell, to advance the proposed resolution. Motion carried 5-0.**

c) Monroe County Resolution No. 11-20-02 in Support of Increased County Child Support Funding Assistant Corporation Counsel and Child Support Supervisor Marylee Richmond requested the Committee's approval to create a Walworth County resolution supporting increased statewide funding for the Child Support Program and to include numbers specific to Walworth County. Richmond noted in 2019 there were some Department of Children and Families (DCF) administrative rule changes that significantly impacted Walworth County's funding received through General Purpose Revenue (GPR.) In conjunction with the rule changes, the Office of Child Support Enforcement at the national level announced Walworth County would no longer be eligible for a certain amount of matched funding by the federal government. Approximately sixty-six percent of the Walworth County Child Support Program expenses are reimbursed by the federal government, along with incentive grants, and some state GPR money. Richmond said if the State of Wisconsin were to distribute the \$4 million as requested, there would be a federal match on those funds, which would then be distributed to all counties. Administrator Luberda referred to his cover memo and explained the proposed recommendation. **Supervisor Russell offered a motion, second by Vice Chair Kilkenny, to approve a memo supporting funding for child support and directing the Corporation Counsel to prepare a similar resolution for County Board consideration at their January meeting.** Discussion then focused on the criteria of the proposed resolution, as it relates to Walworth County. **Motion carried 5-0.**

d) Preliminary review of a slate of goals for the County Administrator during 2021

Administrator Luberda gave a brief overview of the Preliminary Slate of Goals for the County Administrator During 2021 (Pages 102-103) and recommended bringing this item before the Executive Committee at their January meeting for consideration and final approval. Luberda was asked to consider the following:

- Consider adding the following language under **Project Specific:** L) "hire/train direct report to run the program"
- Consider adding an item under **Community:** Actively monitor and advise County Board Supervisors on social media activities, i.e. Facebook, YouTube, etc...
- Consider adding an item under **Ongoing Operations:** Work with Lakeland Health Care Center (LHCC) management to utilize wing of LHCC for community benefit, with positive financials.
- Consider adding an item under **General Management:** Determine if continued work at home program is appropriate "after COVID-19." If it is appropriate, develop measurements and authority of managers to implement.

- Consider setting a plan in place to provide for turnover of personnel by overlapping leadership positions for 30 days allowing the new employee to grasp the job responsibilities. Luberda suggested dealing with this matter on a case by case basis and to focus on the other 19 goals. Luberda will add this topic to the document for discussion purposes at the January Executive Committee meeting. Supervisor Russell spoke briefly regarding succession planning and stated it is unpredictable. Luberda noted there may be a need for a policy statement with the expectation for a case by case succession plan to be brought before the Executive Committee for review and approval.
- Consider a Leadership Academy for 2022.

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

**Confirmation of next meeting date and time:** The next meeting was confirmed for Monday, January 18, 2021 at 10:00 a.m.

**Claims and Litigation**

13. The committee may discuss the following topic(s) in open session. The committee may convene in closed session 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) Amended Summons and Complaint – D1341 Beach Road, LLC and 1341 Beach Road, LLC v. Walworth County and Walworth County Zoning Agency
- b) Summons and Complaint – WSPR Enterprises, LLC v. Town of Spring Prairie, Tom Bolfert, Lynn Lein, Donald Trimberger, II, and Walworth County

Corporation Counsel Michael Cotter stated an Answer has been filed by Corporation Counsel relative to both cases and there is no need to enter into closed session. Cotter asked if the Committee had any questions. Hearing none, Chair Weber called for adjournment.

**Adjournment**

**On motion and second by Supervisor Pruessing and Supervisor Russell, Chair Weber adjourned the meeting at 12:00 p.m.**

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Submitted by Patricia Sommers, Administrative Assistant. Meeting minutes were approved by the Executive Committee at the January 18, 2021 meeting.