

**Walworth County Board of Supervisors
Executive Committee Meeting Minutes
Monday, June 19, 2023
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; Supervisors Sheila T. Reiff and Rick Stacey, and Vice-Chair Brian Holt (Remote). Supervisor Al Stanek was absent. A quorum was declared.

Others in Attendance

County Staff: Walworth County Administrator Mark W. Luberda; Corporation Counsel/Director-Land Use and Resource Management Michael Cotter; Undersheriff Tom Hausner, and Walworth County Sheriff's Department Captain Joshua Staggs.

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

On motion by Supervisor Reiff, second by Supervisor Stacey, the May 15, 2023, Executive Committee meeting minutes were approved.

Public Comment – There was none.

Consent Items – expense/mileage reimbursement claims submitted by:

- 7a. David Held, Board of Adjustment, in the amount of \$44.52
- 7b. Rose Smith-Miller, Board of Adjustment, in the amount of \$54.10

Supervisor Reiff, offered a motion, second by Supervisor Stacey, to approve the expense/mileage reimbursement claims submitted by David Held and Rose Smith-Miller. Motion carried 4-0.

8. New Business

8a. Ordinance No. **** - 07/23 Amending Section 2-215 of the Walworth County Code of Ordinances Relating to Library Board Appointments (pages 9-11).

Walworth County Administrator Mark W. Luberda referred to the Ordinance on Pages 9-11 of the packet. Luberda indicated Walworth County is required to appoint members to the Library Board annually. Luberda went over the differences in the amount of appointees for each library. Luberda informed the Committee there is a vacancy so we will not have to give anyone notice that they are being removed from the board. There was discussion on how the number of members for each library board is determined. Luberda stated the number is based on appropriations. The number of members is relative to the amount of money the municipality gives towards the library, and the amount of the county's allotment to the library. The more money the county funds the library, the more representatives we have on the board.

Supervisor Stacey offered a motion, second by Supervisor Reiff, to approve the Ordinance Amending Section 2-215 of the Walworth County Code of Ordinances Relating to Library Board Appointments. Motion carried 4-0.

8b. Committee Authorization to Participate in and/or Implement Certain Data Collection Initiatives/Surveys (pages 12-17)

Luberda referred to and went over his June 15, 2023 Memorandum in regards to Committee Authorization to Participate in and/or Implement Certain Data Collection Initiatives/Surveys found in the packet on Pages 12-17. Luberda asked the Executive Committee to take the following actions: implement and/or participate in the SEWRPC Origin-Destination Survey, the BEAD Program Planning Grant survey and data collections efforts consistent with the draft plan, and the statewide WISER process. Discussion did ensue whether or not Walworth County is required to have a taskforce committee for the BEAD Program Planning Grant. Luberda reiterated a few times he has reviewed thoroughly and spoke to the BEAD Program Director a couple times, and there is no indication there is a need to have a taskforce committee. Luberda indicated there is no real output purpose or authority for such a committee. He discussed the state wants us to

identify groups to provide information regarding the BEAD grant, and record the information we gather to give to the state. The state will provide the information we provide to the Federal Government. Luberda informed the Executive Committee we were updated last Thursday and need to get the information gathered and reported by the middle of July. The state will then use the information we obtain to gather data in August or September. Luberda requested the motion on the bottom of his Memorandum be made for the record.

Vice Chair Holt offered a motion, second by Supervisor Stacey, to authorize the County Administrator to implement and/or participate in the SEWRPC Origin-Destination Survey, the BEAD Program Planning Grant survey and data collections efforts consistent with the draft plan, and the statewide WISER process. Motion carried 4-0.

8c. Schedule an Inspection of the Walworth County Jail in Accordance with Section 2-131 (10) of the Walworth County Code of Ordinance and with Wis. Stats. 59.54(15)

Luberda discussed the requirement according to Wis. Stats 59.54 for the County Board to conduct an inspection of the Walworth County Jail. Luberda informed the committee that according to Section 2-131(1) of the Walworth County Code of Ordinances, the County Board designated the Executive Committee to fulfill this requirement. Luberda stated there were two options for the scheduling of the inspection: 1) to have it done on the same day as next month's Executive Committee Meeting, and reconvene for the monthly meeting on July 17, or 2) to schedule a special meeting at any time that is convenient for the Executive Committee. Discussion ensued and it was decided to have a Special Executive Committee Meeting at the Walworth County Jail on July 17, 2023 at 9:00 a.m. for the inspection, and then reconvene at the Walworth County Government Center for the regular Executive Committee at 10:30 a.m. In addition, Corporation Counsel/Director-Land Use and Resource Management Michael Cotter and Undersheriff Tom Hausner discussed the requirement to have the list of prisoners available in hard copy for the tour, or accessible if needed. Cotter will research this concern.

8d. ARPA LEA Grant Budget Reallocation of Tax Levy to Fund W2022 Squad Replacement Shortage & Real-Time Computer-Aided Dispatch Displays (page 18)

8e. Change in Scope to 2022 Squad Replacement Project W2233 (pages 18-19)

8f. Request for New CIP "Real-Time Computer-Aided Dispatch Displays" (page 18 and 20)

Luberda indicated the above three items 8d, 8e, and 8f were related issues. Hausner spoke about the ARPA fund restrictions. Hausner requested the \$73,935 of gasoline tax levy budget being replaced by grant funds be reallocated to the existing 2022 Squad Replacement Project. Walworth County Sheriff's Department Captain Joshua Staggs informed the committee he found a Chevy truck which can be purchased at municipal pricing and have it available in September or October. Hausner also discussed the funding for the real time visual management project which allows for real-time computer-aided dispatch information throughout the Sheriff's Department leading to more effective communication and management.

Supervisor Stacey offered a motion, second by Supervisor Reiff, to approve Items 8d, ARPA LEA Grant Budget Reallocation of Tax Levy to Fund W2022 Squad Replacement Shortage & Real-Time Computer-Aided Dispatch Displays; 8e, Change in Scope to 2022 Squad Replacement Project W2233; and 8f, Request for New CIP "Real-Time Computer-Aided Dispatch Displays." Motion carried 4-0.

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

Confirmation of next meeting date and time: The Executive Committee will have a Special Executive Committee on Monday, July 17, 2023 at 9:00 a.m. to inspect the Walworth County Jail. The Executive Committee will then reconvene at the Walworth County Government Center for the regular Executive Committee meeting at 10:30 a.m.

On motion and second by Supervisor Reiff, and Supervisor Stacey, Chair Pruessing adjourned the meeting at 10:37 a.m.

Submitted by Kathleen Aukland, Administrative Assistant. Meeting minutes were approved by the Executive Committee at the July 17, 2023 scheduled meeting.