

VILLAGE OF WALWORTH
SPECIAL GENERAL SERVICES COMMITTEE MEETING

Monday, January 4, 2021, 8 a.m.
Village Hall, 227 N. Main St., Walworth, WI

MINUTES

Call to order: the meeting was called to order by Chair Reiersen at 8:02 a.m.

Roll Call: Present were Trustees Dan Mizialko, Joan Sallee and Kristi Reiersen. Also present were Police Chief Ryan Milligan and Trustees Louise Czaja and Bob Ball as well as Director of Public Works Tim Boss.

Comments from the public: none

Approval of minutes from December 7, 2021 Special General Services Meeting. Sallee/Mizialko motion to approve the minutes as presented. Unanimously carried.

Discussion, Consideration & Action on the following:

Emergency Government Review and workshop: the team focused on planning in the following areas:

- *Communications.* A mass notification system for the Village was discussed for improved communication with village residents. Chief Milligan discussed an option, Nixel, which is used in Lake Geneva. Trustee Reiersen mentioned receiving information on a system, GOGov, which is used by other municipalities. Trustee Sallee has also researched possible systems. Committee members will further research these options and present their findings at the next meeting.
- *Documents.*
 - “Resident Information Form” The document template that was previously used following the Oak Knolls flooding incident will be revised to include the following information: lot number and tax key number; square footage of living space; itemized expenses. Other items may also be added, but it was stressed that the form should remain as simple as possible so residents can complete it easily.

- “Department Expense Sheet” This document will need to be created and include the following: time spent; resources used; cost of resources. Other items may also be added that are relevant to the expenditures of each department.
- “Calling tree”. Trustee Sallee discussed the effectiveness of creating a line of communication between departments and village officials.
- *Timeline.* The committee has set the deadline to complete their work by May 2021.
- *Procedures.*
 - Current procedures will be located and reviewed for possible updating. Chief Milligan has already begun updating materials that relate to the Police Department. Trustee Reiersen will contact Fire/Rescue Chief Austin for materials concerning the Fire/Rescue Department.
 - Contact with Jason Rowland from Emergency Management for Walworth County will be made in order to coordinate efforts.

Next meeting: The next meeting will be held on Monday, February 1 at 8 a.m. at Village Hall.

Adjournment: Sallee/Mizialko motion to adjourn at 9:01 a.m. Motion carried.