

**VILLAGE OF WALWORTH
SPECIAL VILLAGE BOARD**

Wednesday, March 18, 2020, 5:00 p.m.
Village Hall, 227 N. Main St., Walworth, WI

MINUTES

Call to Order: President Connelly called the meeting to order at 5:00 p.m.

Roll Call: Present: President Tom Connelly, Trustees Louise Czaja, Pat McMahon, Kristi Reiersen, Randy Maynard, Dan Mizialko (via Phone). Also Present: Lt. Joaquin Alonzo, DPW Tim Boss, Judge Pat Hubertz, Clerk Treasurer Sabrina Waswo, Fire/Rescue Chief Dave Austin (via phone).

Discussion/Action related to Village Operations during COVID-19 outbreak including but not limited to:

Village Office Hours/Public Access/Staffing

Other municipalities are starting to limit hours due to the coronavirus pandemic. President Connelly doesn't feel that limiting hours and forcing people to show up all at the same time is safe. The clerk's office has in-person absentee voting until Friday, April 3. CT Waswo spoke with the Wisconsin Elections Commission who stated we can limit our hours as long as it's posted, and we are available for absentee voting. Village of Fontana, Village of Williams Bay, Village of Darien, City of Lake Geneva are all closed to the public and are doing business internally. A lot of these municipalities have enclosed lobby areas with slots for conducting business behind a barrier. They have also cancelled all committee meetings and are only holding Board meetings. She noted today, 33 people came in to vote absentee and several others came in to the office to request an absentee ballot be mailed to them. Per state statute the clerk's office must be open for voter registration. CT Waswo suggested being open half days a couple days a week to limit exposure. Trustee Czaja is in favor of limiting the open office hours. DPW Boss stated other places are closing bathrooms to the public. CT Waswo would like to revisit the office hours after the election.

The consensus was to limit office hours to Tuesday, 8:00 a.m. to noon, Thursday and Friday, noon to 5:00 p.m. and close the bathrooms to the public.

Police/Fire/Rescue and Public Works Department Hours/Staffing

Lt. Alonzo stated the Police Department has reestablished protocol for sanitizing and wiping down police vehicles. Officers are to wipe down the inside of the vehicle and spray with Lysol. They are taking more complaints over the phone to limit officer exposure. They are searching for cleaning supplies. Additional expenses are being tracked as they may be reimbursed by 75%. CT Waswo noted schools are closed the remainder of the year, which means the village may not be reimbursed for the School Resource Officer position. We may be able to obtain reimbursement for the loss of revenue for this position.

Chief Austin recommended wearing masks and posting a sign at village hall stating people are not to come in if they are exhibiting coronavirus symptoms. Chief is trying to procure several bottles of hand sanitizer, but they are in good shape with most of their supplies. He is limiting members to no more than 5 together on or off duty. All meetings and business have been postponed.

DPW Boss is limiting contact with other employees and only allowing one person to a vehicle. He is the only person going in and out of the wells.

Committee/Commission/Board Meetings

Discussed cancelling all nonessential committee meetings and handling all business at the board level.

Municipal Court

Judge Hubertz has adjourned court until May 20th. Several municipal courts announced June was the soonest they will open. He heard on the news the virus could be around until July.

Elections/Voting

Clerk will designate an election inspector to clean after each person.

Emergency Declaration/Resolution

President Connelly feels declaring a state of emergency would be redundant and could create more panic.

With the suggestion of the board, President Connelly created Resolution 2020-1 stating “That the Village Board temporarily authorizes the Village President, directing Village Staff, to modify Village office hours, public meeting schedules, municipal court schedules, and access to Village owned property and services as needed so as to reduce the need for large group meetings and to remain in effect until further direction of the Village Board. That Village payables each month and issuance of non-statutory licenses and permits may be temporarily undertaken by Village Staff, subject to a later ratification by the Village Board at a meeting called for that purpose.”

Czaja/Reierson motion to approve Resolution 2020-1 subject to review by Village Attorney. Unanimously carried.

Adjournment

Maynard/McMahon motion to adjourn at 5:40 p.m. Unanimously carried.

Sabrina Waswo, Clerk Treasurer