

VILLAGE OF WALWORTH
SPECIAL GENERAL SERVICES COMMITTEE MEETING

Monday, April 5, 2021, 8 a.m.

Walworth Memorial Library, 525 Kenosha Street, Walworth, WI

MINUTES

Call to order: The meeting was called to order at 8:07 a.m. by Chair Reierson.

Roll Call: Present at the meeting were Trustees Dan Mizialko and Kristi Reierson. Also present were Police Chief Ryan Milligan and Trustee Louise Czaja.

Comments from the public: none

Discussion, Consideration & Action on the following:

Emergency Government Review and workshop:

The team continued its planning focusing on four areas: 1) communications; 2) documents; 3) timeline; and 4) procedures.

The team discussed protocols and dissected past events such as the 2019 flooding at Oak Knolls. The direction of the work of the team moving forward will depend on the focus of the Emergency Government Director.

A need for improved documentation was discussed. This includes but is not limited to timesheets and expense reports from all the department heads, resident information, etc.. Trustee Czaja spoke to the team about her contact with the coordinator of the Wisconsin Disaster Fund. She intends to contact Coordinator Kelsey Brown again about the procedures and documentation required in the event of an emergency situation. Trustee Reierson will also email Ms. Brown for information and required documents.

The roles and responsibilities of all participants was discussed and will be part of the procedures developed.

It was suggested that copies of the procedures that are developed be available in both paper and digital formats. An on-line version should be available for use by all Village participants. Paper (hard) copies should also be available and located in

the following areas: Clerk/Treasurer's office at Village Hall, Meeting Room/Court room at Village Hall, Police Department office at Village Hall, Fire/Rescue Department office, Public Works Department office/building, Walworth Memorial Library.

The original timeline to complete preliminary work for the Emergency Government team was May 2021. A Reierson/Mizialko motion to expand the timeline to include the entire year of 2021 was made and carried unanimously.

Next meeting: The next meeting will be held on Monday, May 3 at 8 a.m. Chair Reierson will contact Chief Austin about his availability to meet at that date to discuss the focus of the team. Chief Milligan will contact Lt. Jason Rowland, the new Walworth County Emergency Management Coordinator, and invite him to attend a future meeting.

Adjournment: Mizialko/Reierson motion to adjourn at 8:50 a.m. Motion carried.

/s/ Kristi Reierson, General Services Chair, Village of Walworth Trustee