

RICHLAND COUNTY

Clinton Langreck, County Administrator

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May 14, 2021

NOTICE OF MEETING

Please be advised that the Richland County Administrator Transition Committee will convene at 6:30 p.m., Tuesday, May 18th, 2021, at the Phoenix Center Banquet Hall, 100 South Orange St. Richland Center, WI 53581.

Agenda:

1. Call to Order
2. Proof of Notification
3. Agenda Approval
4. Minutes from the May 7th, 2021 Meeting
5. Extending the service period of the temporary, administrator transition committee
6. Adjourn

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Administrative Transition Committee.

Sincerely,

Clinton Langreck
Richland County Administrator

CC: Committee Members, Richland Observer, WRCO, Valley Sentinel, Bulletin Board and Our Files

ADMINISTRATOR TRANSITION COMMITTEE

May 7th, 2021

The Administrator Transition Meeting Committee met on Friday, May 7th, 2021 at 1:00pm on video teleconferencing platform webex.com

Committee members present included: Melissa Luck, Marty Brewer, Bob Frank, Ingrid Glasbrenner, and David Turk

Absent: none

Others in attendance: Several department heads, employees and members of the community

Committee Chair Luck called the meeting to order.

The Administrator verified the meeting was properly noticed. Copies of the agenda were emailed to all Administrator Transition Committee members; a copy was posted on the Courthouse Bulletin Board and County web site; a copy was emailed to The Richland Observer, WRCO and Valley Sentinel;

Agenda Approval: Motion by Brewer, seconded by Frank to approve the agenda. All Ayes. Motion Carried.

Minute from April 16th, 2021: Motion by Glasbrenner second by Turk for approval of the Minutes, as presented. All Ayes. Motion carried.

5. Discussion with Administrator Langreck on Administrative Support Staff:

Motion by Frank, seconded by Glasbrenner to recommend the MOU and Finance Officer position description to the Finance and Personnel Committee for consideration and forward to the County Board, with assessment of the effectiveness of the MOU and position given to the Finance and Personnel Committee after 6 months. Discussion had regarding capacity of the incoming Clerk with current workload, staff shortages and training needs. Discussion regarding this initiative's impacts on long-term goals. All Ayes. Motion Carried.

Motion Luck, and seconded by Brewer to recommend allocation of a 20-hour Assistant Administrator position to the County Administrator, with funding gained by reduction in the Highway Clerk position to half-time, pending agreeableness with the Highway Commissioner. Discussion had on capacity of Assistant to County Administrator and credential levels. Discussion regarding the reduction of Highway Clerk position and the Commissioner's and committee's agreeableness. All Ayes. Motion Carried

6. Future Agenda Items: The following items were proposed: Clerk/Administrator office floor space allocation, review of Handbook with changes to most recent issue, recommendations to extend the committee by 3 months.

7. Adjournment - Motion Brewer, seconded by Glasbrenner to adjourn to May 18th at 6:30pm in the Phoenix Center for a special meeting prior to County Board

Clinton Langreck, County Administrator

Richland County Committee

Agenda Item Cover

Agenda Item Name: Extending Service Life of Administrator Transition Committee

Department	Administration	Presented By:	Administrator
Date of Meeting:	18 May 2021	Action Needed:	Action request Resolution
Disclosure:	Open	Authority:	Rex No. 20-126
Date submitted:	14 May 2021	Referred by:	

Recommendation and/or action language:

Motion to... recommend resolution to the Richland County Board of Supervisors to extend the duration of the Administrator Transition Committee to September 1, 2021

Background: (preferred one page or less with focus on options and decision points)

Attachments and References:

Draft Resolution attached.	
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Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Pending per diem payments and claims

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

RESOLUTION NO. 21 - _____

A Resolution Amending Resolution No. 20-126 Which Created A Temporary County Administrator Transition Committee To Complete The Transition To The Administrative Form Of County Government.

WHEREAS, at its August 18, 2020 meeting, the County Board adopted Resolution No. 20-126 creating a Temporary County Administrator Transition Committee to complete the transition to the administrative form of County government, and

WHEREAS the service period and formation of the Temporary Committee is set to expire on June 1st 2021 County Board without further extension granted by the Richland County Board, and

WHEREAS the Temporary Committee has met multiple times and has been successful in facilitating public discussion and presenting recommendations on the transition to an administrator, and

WHEREAS the committee has several tasks they wish to finalize and make recommendation on.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that Resolution No. 20-126 relating to creating a Temporary County Administrator Transition Committee to complete the transition to the administrative form of County government is hereby amended by repealing the following crossed out material and adopting the following underlined material:

“ BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication and shall expire on ~~June~~ September 1, 2021, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION
AYES _____ NOES _____

RESOLUTION OFFERED BY THE ADMINISTATOR
TRANSITION COMMITTEE

RESOLUTION _____

FOR AGAINST

COUNTY CLERK

DATED _____

<u>Melissa Luck</u>	_____	_____	
<u>Marty Brewer</u>	_____	_____	
<u>David Turk</u>	_____	_____	
<u>Ingrid Glasbrenner</u>	_____	_____	
<u>Melvin (Bob) Frank</u>	_____	_____	