

AD HOC COMMITTEE
For the Study of
Richland County Administration
February 8, 2019

The Ad Hoc Committee met on Friday, February 8, 2019 at 3:00 p.m., in the County Board Room, located on the Third Floor of the Courthouse, 181 West Seminary Street, Richland Center, Wisconsin.

Committee members present included: Marty Brewer, Linda Gentes, Melissa Luck, Buford Marshall, Shaun Murphy-Lopez, Larry Sebranek, Kerry Severson, Darin Gudgeon, Tom Rislow, Barb Scott, Jo Ann Krulatz, and Chris Storer. James Bindl was absent.

Others present included: Victor Vlasak, County Clerk; Jeanetta Kirkpatrick, County Board Chair; Tracy Thorsen, Health and Human Services Director; and John Hockhammer, Outreach Manager at the Wisconsin Counties Association.

County Board Chair Kirkpatrick called the meeting to order.

The Clerk verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members; a copy was posted on the Courthouse Bulletin Board and County web site; a copy was faxed to The Richland Observer; and a copy was sent by email to WRCO.

The first order of business was the election of a Committee Chair. Murphy-Lopez and Marshall nominated Luck. Luck and Brewer nominated Severson. Motion by Brewer, second by Storer to close the nominations. By a show of hands Luck was elected Chair of the Committee.

The next order of business was the election of a Committee Vice Chair. Gentes and Brewer nominated Severson. Motion by Krulatz, second by Rislow that the nominations be closed and the record show that all Committee members voted in favor of Severson as Vice Chair. Motion carried.

The next order of business was the appointment of a Secretary for the Committee. Motion by Krulatz, second by Murphy-Lopez that County Clerk Vlasak be appointed as Secretary. Motion carried.

Mr. Hockhammer reviewed county government authority, administrative structure options, and the roles and responsibilities of county board members. The three forms of the executive branch of county government were reviewed. The forms are county executive, county administrator and county administrative coordinator.

The county executive is an elected position. The county executive is the chief executive officer and coordinates and directs all administrative and management functions of county government. The executive appoints and supervises department heads subject to county board

confirmation, appoints members to boards and commissions where the statutes give this authority to the county board or its chair and submits the annual budget. The executive has veto authority over ordinances, resolutions and appropriations in whole or part. The county board can override a veto with a 2/3 vote.

The county administrator position is created by resolution of the county board or by petition and referendum. Appointment to the position is by majority vote of the county board. The county administrator serves as chief administrative officer of the county. The administrator coordinates and directs all administrative and management functions of county government. The administrator appoints and supervises departments, subject to county board confirmation; appoints members to boards and commissions where this authority is given to the county board or its chair; submits the annual budget; and answers to the county board of supervisors. The county board can remove a county administrator at any time that the county administrator's conduct of the county administration becomes unsatisfactory.

The administrative coordinator positions is similar to county administrator but the position does not have appointment authority and is responsible for coordinating rather than coordinating and directing. If a county does not have the position of executive or administrator, it must designate an administrative coordinator. The administrative coordinator shall be responsible for coordinating all administrative and management functions of county government not otherwise vested by law in boards or commissions or in other elected officers.

Committee members received a Wisconsin map illustrating the forms of administration in each county of the state. Committee members also received copies of a report on Wisconsin counties by population.

The following dates were set for meetings of the Ad Hoc Committee:

- February 15th at 9:00 a.m.
- February 26th at 1:00 p.m.
- March 26th at 1:00 p.m.

The Committee discussed videotaping the Ad Hoc Committee meetings as a way of disseminating information to the public and to employees of the County. The Committee will discuss, at their next meeting, how to provide information to the public and employees.

Motion by Scott, second by Gudgeon to adjourn. Motion carried. The meeting adjourned at 3:00 p.m.

Victor V. Vlasak
Richland County Clerk