

AGENDA FOR CLARK COUNTY BOARD OF SUPERVISORS
Thursday, July 28, 2016 at 7:30 pm
County Board Room, Courthouse, Neillsville, WI 54456

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

RESOLUTIONS:

19-6-16 Condolence to the Family of Arden Hinkelmann

20-6-16 Appointment of Administrative Coordinator

MISCELLANEOUS:

Approval of the Payroll

Approval of the June 23, 2016 Minutes

Public comment, on any item on the agenda, may be by call of the Chair, or by Rule 20 of the Board of Supervisors Rules and Regulations.

ADJOURNMENT



Christina M. Jensen
Clark County Clerk

Persons needing special accommodation to attend or participate in this meeting may call the County Clerk at (715) 743-5150 or TDD (715) 43-5192 or (715) 743-3157.

Posted in compliance with WI Open Meetings Laws: July 21, 2016

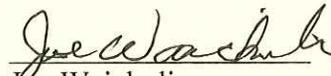
RESOLUTION # 19-7-16

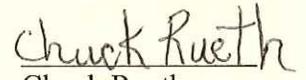
CONDOLENCE TO THE FAMILY OF
ARDEN HINKELMANN

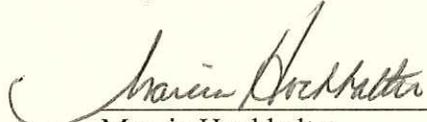
1. WHEREAS, on July 4, 2016, Arden Hinkelman, a former
2. member of the Clark County Board of Supervisors, passed away; and
- 3.
4. WHEREAS, Clark County has lost an honorable and esteemed
5. citizen;
- 6.
7. NOW, THEREFORE BE IT RESOLVED, that the Clark County
8. Board expresses its regret at the loss of its friend and offers their
9. deepest condolences to the family and friends of Arden Hinkelman.
- 10.
11. BE IT FURTHER RESOLVED that a copy of this resolution be sent
12. to the family of Arden Hinkelman.
- 13.
14. Dated this 28th day of July, 2016 at Neillsville, Wisconsin

EXECUTIVE COMMITTEE


Wayne Hendrickson


Joe Waichulis


Chuck Rueth


Marcia Hochhalter


Duane Boon

FINANCIAL IMPACT STATEMENT:

Projected new positions:	None
Anticipated revenues:	None
Wages & Benefits:	None
All other costs:	None
Space requirements:	None

Reviewed by: _____,
Corp Counsel
Reviewed by: _____,
Comptroller

RESOLUTION 20-7-16

APPOINTMENT OF ADMINISTRATIVE COORDINATOR

1. WHEREAS, Wis. Stat. 59.19 allows Clark County to establish a system of
2. county governance with the appointment of an Administrative Coordinator
3. with the Clark County Board of Supervisors assigning any administrative
4. authorities and duties as the body deems appropriate; and
- 5.
6. WHEREAS, the Clark County Board of Supervisors has established the
7. position of Administrative Coordinator effective January 1, 1987; and
- 8.
9. WHEREAS, the Clark County Board Chairperson has historically been
10. designated as Administrative Coordinator with the most recent designation
11. occurring pursuant to Resolution No. 13-4-16; and
- 12.
13. WHEREAS, the duties and authorities as set forth in Exhibit A
14. (Administrative Coordinator job description) will promote efficiency,
15. transparency, accountability, and long term planning for Clark County as a
16. municipal corporation; and
- 17.
18. WHEREAS, effective county administration is achieved through collaborative
19. decision making with subject matter experts and elected officials; and
- 20.
21. WHEREAS, Clinton Langreck is believed to continue the tradition of
22. competent administration in Clark County and move the county forward in
23. efforts to provide cost effective and efficient collaboration and services to
24. Clark County residents.
- 25.
26. NOW, THEREFORE BE IT RESOLVED, the Clark County Board of
27. Supervisors hereby appoints Clinton Langreck as the Administrative
28. Coordinator of Clark County with duties and authorities as set forth in
29. Exhibit A with such position reporting to the Executive, Legislative, and
30. Judicial Committee effective January 1, 2017.
- 31.
32. BE IT FURTHER RESOLVED, the Clark County Board Chairperson shall
33. work with and act as an advisor and consultant to the Administrative
34. Coordinator effective January 1, 2017.
- 35.
36. BE IT FURTHER RESOLVED, any additional compensation to Clinton
37. Langreck and/or Clark County Board Chairperson shall be included in their
38. respective departmental budgets with an additional \$20,000 being included in
39. the 2017 Personnel Department budget to cover Administrative Coordinator's
40. wages, benefits, and expenses as well as \$7,200 in the Board of Supervisors'
41. 2017 budget to cover wages and benefits for the Clark County Board
42. Chairperson.
- 43.
44. BE IT FURTHER RESOLVED, the Clark County Board Chairperson shall
45. act as temporary Administrative Coordinator with duties and authorities as
46. set forth in Resolution 13-4-16 with rescission of such resolution effective
47. January 1, 2017.
- 48.
49. BE IT FURTHER RESOLVED, the Clark County Board of
50. Supervisors shall review the Administrative Coordinator appointment
51. in the summer of 2017.

Resolution #20-7-16

EXECUTIVE, LEGISLATIVE, & JUDICIAL COMMITTEE

Wayne Hendrickson

Joe Waichulis

Marcia Hochhalter

Chuck Rueth

Duane Boon

FINANCIAL IMPACT STATEMENT:

Projected new positions:	none
Anticipated revenues:	none
Wages & Benefits:	<u>2017</u> \$20,000 in Personnel Dept. budget
All other costs:	none
Space requirements:	none

Reviewed by: _____,
Corp Counsel
Reviewed by: _____,
Comptroller

Clark County Wisconsin Position Description



Job Title: Administrative Coordinator
Department: N/A
Reports To: Executive, Legislative, and Judicial Committee and Board of Supervisors
Pay Schedule: Additional pay as approved by supervisory committee through Budget
FLSA Status: *FLSA Exempt*
EEOC Job Code: *Admin Function*
EEOC Function: *Admin Function*

Purpose of Position:

The purpose of this position is to serve as chief administrative officer for Clark County in accordance with Wis. Stat. 59.19; to collaborate and coordinate the administrative and management functions for the County; to act in Clark County's best interests; and to perform other administrative duties as assigned by the County Board. This job description is subject to review and revision by the Executive, Legislative, and Judicial Committee with any revisions subject to approval by a majority vote of the County Board.

Minimum Training and Experience Required to Perform Essential Job Functions

Minimum requirement is appointment by the County Board under Wisconsin State Statute 59.19 Administrative Coordinator. *In any county which has not created the office of county executive or county administrator, the board shall designate, no later than January 1, 1987, an elected or appointed official to serve as administrative coordinator of the county. The administrative coordinator shall be responsible for coordinating all administrative and management functions of the county government not otherwise vested by law in boards or commissions, or in other elected officers.*

History: 1985 a. 29; 1995 a. 201 s. 103; Stats. s. 59.19.

A sitting member of a county board must resign the office of supervisor before being appointed to the permanent position of county administrative coordinator under this section. OAG 1-11.

Essential Duties and Responsibilities

The following duties are normal for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. The County Board grants the Administrative Coordinator the following duties and authority:

- Create and administer a comprehensive organizational policy that addresses county operations; county goals and vision; county strategies and planning; organizational authority/hierarchy; and organizational expectations.
- Collaborate, coordinate, advise, and make recommendations to the County Board, committees, and departments on operational issues.
- Assist in developing countywide policies and administrative procedures.
- Create and present an annual report to the County Board on the condition of county operations in light of the county's comprehensive organizational policy. Additional reports shall be presented upon County Board request.
- Act as the county's spokesperson.
- Attend all County Board meetings.
- Conduct regular staff meetings with the department heads.

Clark County Position Description
Administrative Coordinator
Revised 07/13/2016

Accountability, Responsibility, Tenure, Removal

- The Administrative Coordinator is accountable to the County Board for administrative coordinator's conduct as a responsible public official.
- No provision of this description is intended to vest in the Administrative Coordinator any duty, or grant the Administrative Coordinator any authority which is vested by law in any other county officer, employee, commission, committee, or board. In the absence of specific authority vested by statute, ordinance, resolution, or policy, Administrative Coordinator shall solicit direction from the County Board.
- The Administrative Coordinator is an appointed county officer and may be removed by majority vote of County Board.
- A vacancy in the office of Administrative Coordinator created by reason of death, resignation, or removal shall be filled by appointment as provided by Wisconsin state statutes and/or county ordinance.

OTHER SKILLS AND ABILITIES

A list of additional, but not essential job functions. A few ideas are listed below, but may vary from position to position.

Computer and Office Equipment

- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, camera, etc.
- Must be proficient in Microsoft Office programs and ability to use the Outlook, Word and Excel functions with the ability to develop and expand detailed and complicated word processing techniques and programs.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages, and make use of principles of descriptive statistics.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to provide leadership and guidance to county personnel.
- Ability to write routine reports and correspondence. Ability to speak effectively before groups of customer or employees of the organization.
- Ability to use and interpret accounting, legal, medical and personnel management terminology.
- Ability to exercise discretion and maintain confidentiality in general and in particular as it relates to sensitive materials and matters being handled in the office.

Reasoning Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Environmental Adaptability

- Ability to work effectively in an office environment.
- Must be able to meet required deadlines, which may be stressful.
- Must have ability to interact positively with other staff, county and State department personnel and the general public.

CONDITIONS OF EMPLOYMENT

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
LIFT/CARRY				
1 – 10 lbs.		X		
11 – 20 lbs.		X		
21 – 50 lbs.		X		
51 – 75 lbs.	X			
76 – 100 lbs.	X			

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
PUSH/PULL				
1 – 10 lbs.		X		
11 – 20 lbs.		X		
21 – 50 lbs.		X		
51 – 75 lbs.	X			
76 – 100 lbs.	X			

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
MOVEMENT				
Bend/Stoop/Twist		X		
Crouch/Squat		X		
Kneel/Crawl	X			
Reach above shoulders		X		
Reach below shoulders		X		
Repetitive Arm Use		X		
Repetitive Wrist Use		X		
Repetitive Hand Use		X		
Grasping		X		
Squeezing		X		
Climb Stairs/Ladder		X		
Uneven Walking Surface		X		
Even Walking Surface		X		

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
EQUIPMENT USE & OPERATION				
Motor Vehicles		X		
Operate Foot Pedals		X		

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
WORK WITH/NEAR				
Machinery	X			
Electricity	X			
Power Tools	X			
Impact Tools	X			
Chemicals	X			
Fumes	X			
Height	X			

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
ENVIRONMENT				
Indoors				X
Outdoors		X		
Extreme Heat		X		
Extreme Cold		X		
Dusty		X		
Excessive Noise		X		
Other (explain)				

ENDURANCE		
Task	Hours at one time	Total Hours in 8 Hr Day
Sit	4	8
Stand	2	8
Walk	1	1

VISION REQUIREMENTS	
Depth Perception	N/A
Less than 20 inches	N/A
Color Vision	N/A
Peripheral Vision	N/A

ADDITIONAL CONSIDERATIONS (Including clarification of any of the above)

Clark County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

By signing below, I certify that I have read the above information and am able to perform the essential job functions as it pertains to this position.

Employee's Signature

Chairman Signature

Date

Date