

TRANSITION PLAN FOR THE ECONOMIC DEVELOPMENT DIRECTOR

Position: Economic Development Director	Employee: Jasen Glasbrenner	Date of Hire: 04/01/2020
Last Day of County Employment: 04/04/2023	First Day of City Employment:	04/05/2023

EQUIPMENT – Purchased jointly with the City at a 60/40 split.

Type	Qty	Return to County	Notes
Laptop	2	No	County has 6YR replacement cycle, at halfway point.
Printer	1	No	
Monitor	2	No	
Keyboard	1	No	
Mouse	1	No	
Landline	2	YES	Will be returned within 15 business days post transition.
Switches	Misc	No	
Cell Phone	1	No	Transfer to City plan, keep current number.

REQUEST: Transfer ownership of equipment to the City at no cost with the exception of two landlines.

VACATION

YTD Balance	40 hours	Carry over from 2022
Accrual on 4/1/23	80 hours	County provides 80 hours vacation; City provides 120 hours
Balance at Transition	80 hours	Planned vacation from 3/23-3/29

REQUEST: County to void balance. **City to provide 120 hours vacation time per Policy 207 (revised 11/1/22).**

SICK LEAVE

Current Balance: 276 hours Accrual rate of one day (8 hours) per month

REQUEST: County to void balance. **City to honor the leave balance upon transition. Policy 208 (revised 11/1/22) allows accumulation of 1,088 hours.**

IT – Network Transition

- County G & H drives will be copied and provided to the City upon transition.
- County email will be forwarded to city email for 30 days.
- City email to be established by 4/4/2023 – jasen.glasbrenner@richlandcenterwi.gov
- A full network transition will be executed the week of April 10th (accommodating MIS schedule)

COUNTY PROJECTS

Open County Projects— Director to finish open projects post transition

1. Childcare	2. CDBG	3. EPA	4. USED A
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NEXT STEPS

City	County
<input checked="" type="checkbox"/> Plan approved by Personnel Committee on 3/20/23	<input type="checkbox"/> Request equipment to be transferred at no cost
<input checked="" type="checkbox"/> Provide approved plan to Cooperative Relations Team	<input type="checkbox"/> Provide letter stating employment is being relinquished
<input type="checkbox"/> Provide “new hire” paperwork – Request Submitted to BP	<input type="checkbox"/> Determine 2023 Financial Contribution. Requesting the County assume full responsibility for all expenses incurred between 1/1/23 and 4/4/23.
<input checked="" type="checkbox"/> Establish city email address – Request Submitted to JM	
<input type="checkbox"/> Submit final Notice of Withdrawal after 4/4 Council mtg	

Personnel & Insurance Committee Review

Date: 3/20/23

Summary: After reviewing the transition plan, the Committee unanimously passed the following motion:

“Motion to approve transitioning the employer of record from Richland County to the City of Richland Center and waiving a formal hiring process for the position of Economic Development Director, effective 4/5/2023.”

Collaborative Relations Team, County Board & RED Board Representatives Joint Review

Date: 3/23/23

Summary: The transition plan was reviewed, and the future of economic development was discussed. Breininger expressed concerns that the director position may transition to the role of administrative process facilitator rather than fully participating in traditional economic development largely executed through public engagement. No action taken.