



****REVISED** ADMINISTRATIVE POLICY COMMITTEE MEETING AGENDA**

October 17, 2024 at 5:30 PM

Kronenwetter Municipal Center - 1582 Kronenwetter Drive Board Room (Lower Level)

1. CALL MEETING TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

2. ANNOUNCEMENT OF CLOSED SESSION

3. PUBLIC COMMENT

Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this Village that Public Comment will take no longer than 15 minutes with a three-minute time period, per person, with time extension per the Chief Presiding Officer's discretion. Be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.

4. APPROVAL OF MINUTES

- [C.](#) August 15, 2024 APC Minutes
- [D.](#) September 26, 2024, Special APC Minutes
- [E.](#) September 19, 2024, APC Minutes

5. REPORTS AND DISCUSSIONS

- [F.](#) Treasurer's Report

6. NEW BUSINESS

- [G.](#) Discussion & Possible Action: Increase of the Right of Way Excavation Permits Fees
- [H.](#) Discussion & Possible Action: Budget Amendment # 9
- [I.](#) Discussion & Possible Action: Possible Increase compensation for Municipal Court Judge
- [J.](#) Discussion & Possible Action: Fire Department Surplus Auction Items
- [K.](#) Discussion & Possible Action: Vestis Contract

7. CLOSED SESSION

Consideration of motion to convene into closed session pursuant to Wis. Stat. 19.85 (1)(c) for consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – to wit Administrator candidates.

8. RECONVENE OPEN SESSION

Consideration of motion to reconvene into open session.

9. ACTION AFTER CLOSED SESSION

10. OLD BUSINESS

- [L.](#) Discussion and Possible Action: Onboarding Process/Materials for Village Board and Committee Members
- [M.](#) Discussion and Possible Action: Policy GEN-010-Public Comment - for citizens unable to attend Village Committees, Commissions & Boards

N. Discussion and Possible Action: To review and select a firm to conduct the executive search for the Administrator position

11. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

12. NEXT MEETING: November 21, 2024

13. ADJOURNMENT

NOTE: Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made at least 24 hours in advance to the Village Clerk's office at (715) 693-4200 during business hours.

Posted: 10/16/2024 Kronenwetter Municipal Center and www.kronenwetter.org

Faxed: WAOW, WSAU, City Pages, Mosinee Times | Emailed: Wausau Daily Herald, WSAW, WAOW, Mosinee Times, Wausau Pilot and Review, City Pages



ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES

August 15, 2024 at 5:30 PM

Kronenwetter Municipal Center - 1582 Kronenwetter Drive Board Room (Lower Level)

All Agenda Items Listed Are For Discussion And Possible Action

1. CALL MEETING TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

2. PUBLIC COMMENT

Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this Village that Public Comment will take no longer than 15 minutes with a three-minute time period, per person, with time extension per the Chief Presiding Officer’s discretion. Be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.

David Baker- 690 Happy Hallow Rd, Mr. Baker discussed that he has interest in the Administrator position as a part time employee.

Bernie Kramer-2150 E State HWY 153, Mr. Kramer discusses budget, agenda items, code of conduct, and fund caps and budget overages.

3. APPROVAL OF MINUTES

- C. June 06, 2024, Special Administrative Policy Committee Minutes
Motion by Coyle/Voll to approve both June 6th and July 18 APC minutes as presented. Motion carried 3:0 by voice vote.
- D. July 18, 2024, Administrative Policy Committee Minutes

4. REPORTS AND DISCUSSIONS

- E. Treasurer’s Report
Lisa Kerstner-Treasurer- discusses June Financials are not complete but will be next meeting. She states that she has been working on TID projects and budget meetings with Department Heads.

5. OLD BUSINESS

- F. New Ordinance No.: 24-04: Chapter 115 Village Board; Creating Section 115-13, pertaining to the establishment of a Code of Conduct for elected officials
Lee Turonie-Village Attorney- discusses Code of Conduct that he put together and what each part of the ordinance means. There was discussion about term lengths of complaints. APC Mary Solheim asked some clarification questions. Trustee Coyle discusses that he would like to see interaction expectations as part of the code of conduct ordinance. Motion by Voll/Solheim to recommend Village Board approve as amended. Motion caried 3:0 by voice vote.
- G. Revision of Ordinance 153-12; Legal custodians
Motion by Coyle/Voll to recommend Village Board approve amended Ordinance section 153-12. Motion caried 3:0 by voice vote.
- H. Revision of Ordinance 180-3; Village Board Meetings
APC recommends staff correct ordinance and GEN-009 and bring it back to the next meeting.
- I. Removal of Policy Gen-009

No action

J. Municipal Park Dugouts

Motion by Coyle/Voll to Recommend Village Board approve the contract with Preston Hallas Contracting for repairs to dugouts and Security Fence and Supply Company for repairs to fencing as previously budgeted. Motion carried 3:0 by voice vote.

6. NEW BUSINESS

K. Removal of Policy GEN-010

Motion by Coyle/ Solheim to recommend Village Board Remove GEN-010. Motion carried 3:0 by voice vote.

L. Executive Search

APC directed staff to get updated quotes and bring back to next APC meeting.

M. FIN-006 Disposal of surplus property

APC recommends FIN-006 go back to staff for recycle clause, bring back to next meeting.

N. HR-008 Fitness Room

APC directed staff to update policy and bring back to next meeting.

O. Northway communications 2024-2025 contract

Motion by Coyle/Voll to recommend Village Board approve Northway 2024-2025 contract. Motion carried 3:0 by voice vote.

P. Budget Amendment #8 – General Legal

Motion by Coyle/Voll to recommend Village Board approve Budget Amendment #8 as presented. Motion carried 3:0 by voice vote.

7. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

none

8. NEXT MEETING: September 19, 2024

9. ADJOURNMENT

Motion by Voll/Coyle to adjourn. Motion carried 3:0 by voice vote at 7:14PM.

NOTE: Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made at least 24 hours in advance to the Village Clerk’s office at (715) 693-4200 during business hours.

Posted: 08/13/2024 Kronenwetter Municipal Center and www.kronenwetter.org

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SPECIAL ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES

September 26, 2024 at 6:00 PM

Kronenwetter Municipal Center - 1582 Kronenwetter Drive Board Room (Lower Level)

1. CALL MEETING TO ORDER

- A. Pledge of Allegiance
- B. Roll Call
- PRESENT
- Kelly Coyle
- Chris Voll
- Mary Solheim
- Jordyn Wadle-Leff
- Terry Lewis-Birkett

2. ANNOUNCEMENT OF CLOSED SESSION

CLOSED SESSION

Consideration of motion to convene into closed session pursuant to Wis. Stat. 19.85 (1)(c) for consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – to wit review of potential Administrator candidates.

Motion by Wadle-Leff/Solheim to convene into closed session. Motion carried 5:0 by roll call.

RECONVENE OPEN SESSION

Consideration of motion to reconvene into open session.

ACTION AFTER CLOSED SESSION

Consideration of Administrator Candidates

Motion by Voll/Wadle-Leff to take no action due to unqualified candidates. Motion carried 5:0 by voice vote.

3. NEW BUSINESS

- C. Discussion and Possible Action: To review and select a firm to conduct the executive search for the Administrator position
- Wadle-Leff asked for Treasurer Lisa Kerstner to take the contracts back and to try to renegotiate to get a better price for recruitment firms. Additionally, to look into a national executive firm.

4. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

none.

5. NEXT MEETING: October 17, 2024

6. ADJOURNMENT

Motion by Voll/ Wadle-Leff to adjourn. Motion carried 5:0 by voice vote.

NOTE: Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made at least 24 hours in advance to the Village Clerk's office at (715) 693-4200 during business hours.

Posted: 09/23/2024 Kronenwetter Municipal Center and www.kronenwetter.org

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****REVISED** ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES**

September 19, 2024 at 5:30 PM

Kronenwetter Municipal Center - 1582 Kronenwetter Drive Board Room (Lower Level)

1. CALL MEETING TO ORDER

- A. Pledge of Allegiance
- B. Roll Call
 - PRESENT
 - Kelly Coyle
 - Mary Solheim
 - Jordyn Wadle-Leff
 - Terry Lewis-Birkett

- ABSENT
- Chris Voll

2. PUBLIC COMMENT

Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this Village that Public Comment will take no longer than 15 minutes with a three-minute time period, per person, with time extension per the Chief Presiding Officer’s discretion. Be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.

none.

3. REPORTS AND DISCUSSIONS

- C. Treasurer’s Report

Lisa Kerstner stated she is reviewing the audit financials and making entries into the accounting software, additionally she is working on TID 2 projects trying to get them completed by expiration date. Jordyn Wadle-Leff asked about the 2024 Budget progress Treasure stated she would have to look into exact amount.

4. OLD BUSINESS

- D. Discussion and Possible Action: HR-008 Fitness Room

Motion by Coyle/ Wadle-Leff to approve and recommend Village Board approve HR-008 as presented pending review by Village Attorney. Motion carried 4:0 by voice vote.
- E. Discussion and Possible Action: FIN-006 Disposal of surplus property

Motion by Coyle/ Wadle-Leff to recommend Village Board approve HR-006. Motion carried 4:0 by voice vote.

5. NEW BUSINESS

- F. Discussion and Possible Action: Reconstruction of Kronenwetter Drive North

Motion by Wadle-Leff/ Lewis-Birkett to take no action. Motion carried 3:1 by voice vote with Coyle saying NAY.

- G. Discussion and Possible Action: Village of Kronenwetter 2024-25 Municipal Property Insurance Company (MPIC) Premium Renewal
Motion by Wadle-Leff/ Lewis-Birkett to recommend Village Board approve contract renewal with Municipal Property Insurance Company (MPIC). Motion carried 4:0 by voice vote.
- H. To partner with Marathon County on a recycling agreement to apply for grant funding
Motion by Coyle/ Lewis-Birkett to recommend Village Board approve the partnership with Marathon County on recycling agreement to apply for grant funding. Motion carried 4:0 by voice vote.
- I. Discussion & Possible Action: Ambulance Purchase Contract Recommendation
Motion by Coyle/Lewis-Birkett to recommend Village Board approve the Ambulance Purchase Contract. Motion carried 3:0 by voice vote with Wadle-Leff abstaining.

6. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

7. NEXT MEETING: October 17, 2024

8. ADJOURNMENT

Motion by Wadle-Leff/ Coyle to adjourn. Motion carried 4:0 by voice vote.

NOTE: Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made at least 24 hours in advance to the Village Clerk's office at (715) 693-4200 during business hours.

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REPORT TO APC

ITEM NAME:	Treasurer's Report
MEETING DATE:	10/17/24
PRESENTING COMMITTEE:	APC
COMMITTEE CONTACT:	
STAFF CONTACT:	Lisa Kerstner
PREPARED BY:	Lisa Kerstner

- Prepare for meetings, putting agendas and packet material together – CLIPP, UC, RDA, JRB, VB, APC.
- Working with staff & Ehlers, Quarles and Brady and S&P to complete TID 2 project plan and financing.
- Working on the Budget and meeting with department heads and committees.
- Working on the 2025 draft budget spreadsheet.
- Getting updates from RPS on LS 2 & LS 6
- Getting updates from Becher Hoppe Water Filtration Project.
- Talking with firms about an helping the Village fill the Administrator position.
- Attending trainings/workshops.

VILLAGE OF KRONENWETTER
CASH AND INVESTMENTS

Aug-24

Section 5, Item F.

Cash and Investments - Balance By Institution		
	Interest Rate	Balance
INCREDIBLE BANK ACCOUNTS		
TAX SAVINGS ACCOUNT	4.50%	1,137,520.72
General Fund #100		7,673.10
Debt Service Fund (350)	Interest	0.00
TIF #1 - Fd. #451	Earned:	351,000.74
TIF #2 - Fd. #452	\$ 3,339.84	546,389.50
TIF #3 - Fd. #453		13,687.06
TIF #4 - Fd. #454		0.00
Capital Projects - Fd. #410		216,217.61
Equipment Replacement - Fd. #750		2,552.71
GENERAL CHECKING (ICS)	4.50%	2,381,341.22
General Fund (100)		(646,771.85)
Municipal Court (221)		(16,725.04)
Park Fund (250)		4,159.48
Fire Department Donation (260)	Interest	20,044.01
2% Fire Dues (270)	Earned:	83,385.22
Debt Service Fund (350)	\$ 5,939.17	412,041.90
Capital Projects (410)		448,364.71
TIF 1 (451)		(998,315.70)
TIF 2 (452)		1,025,316.70
TIF 3 (453)		118,322.27
TIF 4 (454)		(108,175.91)
ARPA (500)		-
Water Utility (601)		1,284,589.13
Sewer Utility (650)		475,584.99
Equipment Replacement Fund (750)		279,521.31
LOCAL GOVERNMENT INVESTMENT POOL (LGIP)		
	5.23%	3,743,063.36
General Fund		1,630,828.50
Water Utility Fund	Interest	354,526.80
TIF 1	Earned:	27,008.97
TIF 2	\$ 15,984.82	95.10
TIF 4		11,584.96
Parks		69,811.66
Water Utility Replacement Fund		551,941.43
Sewer Utility Fund		214,805.10
Sewer Utility Replacement Fund		625,930.88
Water Utility Debt Retainage		256,529.96
Valley Communities Credit Union		
	0.850%	6,842.01
General Fund	Interest	6,842.01
TIF 2	Earned:	-
TIF 3	\$ 4.78	-
CoVantage Credit Union (qtrly stmt)		
	0.995%	101.93
General Fund	Interest	101.93
	Earned:	-
	\$ 0.27	-
Total Cash and Investments:		7,268,869.24

Rate of Earnings:

Total Interest Earned \$ 25,268.88 0.347632%

Cash and Investments - Balance By Fund	
Fund	Balance
General Fund	
General Checking	(646,771.85)
Tax Savings Account	7,673.10
Local Government Investment Pool	1,630,828.50
Valley Communities Credit Union	6,842.01
CoVantage Credit Union	101.93
General Fund Total	998,673.69
Municipal Court Fund	
General Checking	(16,725.04)
Court Fund Total	(16,725.04)

Cash and Investments - Balance By Fund	
Fund	Balance
Park Fund	
General Checking	4,159.48
Local Government Investment Pool	69,811.66
Park Fund Total	73,971.14
Fire Department Donation	
General Checking	20,044.01
Fire Department Donation Total	20,044.01
2% Fire Dues	
General Checking	83,385.22
2% Fire Dues Total	83,385.22
Debt Service Fund	
General Checking	412,041.90
Tax Savings Account	-
Debt Service Fund Total	412,041.90
Capital Projects Fund	
General Checking	448,364.71
Tax Savings Account	216,217.61
Capital Projects Fund Total	664,582.32
TIF #1	
General Checking	(998,315.70)
Tax Savings Account	351,000.74
Local Government Investment Pool	27,008.97
TIF #1 Total	(620,305.99)
TIF #2	
General Checking	1,025,316.70
Tax Savings Account	546,389.50
Local Government Investment Pool	95.10
TIF #2 Total	1,571,801.30
TIF #3	
General Checking	118,322.27
Tax Savings Account	13,687.06
Local Government Investment Pool	256,529.96
TIF #3 Total	388,539.29
TIF #4	
General Checking	(108,175.91)
Tax Savings Account	-
Local Government Investment Pool	11,584.96
TIF #4 Total	(96,590.95)
Water Utility Fund	
General Checking	1,284,589.13
Local Government Investment Pool	906,468.23
Water Utility Fund Total	2,191,057.36
Sewer Utility Fund	
General Checking	475,584.99
Local Government Investment Pool	840,735.98
Sewer Utility Fund Total	1,316,320.97
Equipment Replacement Fund	
General Checking	279,521.31
Tax Savings Account	2,552.71
Equipment Replacement Fund Total	282,074.02
Total Cash and Investments:	7,268,869.24

VILLAGE OF KRONENWETTER
VILLAGE - CASH AND INVESTMENTS

Aug-24

Cash and Investments - Balance By Institution		
	Interest Rate	Balance
INCREDIBLE BANK ACCCOUNTS		
TAX SAVINGS ACCOUNT	4.50%	1,137,520.72
General Fund #100		7,673.10
Debt Service Fund (350)	Interest	0.00
TIF #1 - Fd. #451	Earned:	351,000.74
TIF #2 - Fd. #452	\$ 3,339.84	546,389.50
TIF #3 - Fd. #453		13,687.06
TIF #4 - Fd. #454		0.00
Capital Projects - Fd. #410		216,217.61
Equipment Replacement - Fd. #750		2,552.71
GENERAL CHECKING (ICS)	4.50%	621,167.10
General Fund (100)		(646,771.85)
Municipal Court (221)		(16,725.04)
Park Fund (250)		4,159.48
Fire Department Donation (260)	Interest	20,044.01
2% Fire Dues (270)	Earned:	83,385.22
Debt Service Fund (350)	\$ 3,815.40	412,041.90
Capital Projects (410)		448,364.71
TIF 1 (451)		(998,315.70)
TIF 2 (452)		1,025,316.70
TIF 3 (453)		118,322.27
TIF 4 (454)		(108,175.91)
ARPA (500)		-
Water Utility (601)		
Sewer Utility (650)		
Equipment Replacement Fund (750)		279,521.31
LOCAL GOVERNMENT INVESTMENT POOL (LGIP)		
	5.23%	1,739,329.19
General Fund		1,630,828.50
Water Utility Fund	Interest	
TIF 1	Earned:	27,008.97
TIF 2	\$ 7,390.26	95.10
TIF 4		11,584.96
Parks		69,811.66
Water Utility Replacement Fund		
Sewer Utility Fund		
Sewer Utility Replacement Fund		
Water Utility Debt Retainage		
Valley Communities Credit Union		
	0.850%	6,842.01
General Fund	Interest	6,842.01
TIF 2	Earned:	-
TIF 3	\$ 4.78	-
CoVantage Credit Union		
	0.995%	101.93
General Fund	Interest	101.93
	Earned:	-
	\$ 0.27	-
Total Cash and Investments:		3,504,960.95

Total Interest Earned \$ 14,550.28 0.415134%
Rate of Earnings:

Cash and Investments - Balance By Fund	
Fund	Balance
General Fund	
General Checking	(646,771.85)
Tax Savings Account	7,673.10
Local Government Investment Pool	1,630,828.50
Valley Communities Credit Union	6,842.01
General Fund Total	998,571.76
Municipal Court Fund	
General Checking	(16,725.04)
Court Fund Total	(16,725.04)

Cash and Investments - Balance By Fund	
Fund	Balance
Park Fund	
General Checking	4,159.48
Local Government Investment Pool	69,811.66
Park Fund Total	73,971.14
Fire Department Donation	
General Checking	20,044.01
Fire Department Donation Total	20,044.01
2% Fire Dues	
General Checking	83,385.22
2% Fire Dues Total	83,385.22
Debt Service Fund	
General Checking	412,041.90
Tax Savings Account	-
Debt Service Fund Total	412,041.90
Capital Projects Fund	
General Checking	448,364.71
Tax Savings Account	216,217.61
Capital Projects Fund Total	664,582.32
TIF #1	
General Checking	(998,315.70)
Tax Savings Account	351,000.74
Local Government Investment Pool	27,008.97
TIF #1 Total	(620,305.99)
TIF #2	
General Checking	1,025,316.70
Tax Savings Account	546,389.50
Local Government Investment Pool	95.10
TIF #2 Total	1,571,801.30
TIF #3	
General Checking	118,322.27
Tax Savings Account	13,687.06
Local Government Investment Pool	-
TIF #3 Total	132,009.33
TIF #4	
General Checking	(108,175.91)
Tax Savings Account	-
Local Government Investment Pool	11,584.96
TIF #4 Total	(96,590.95)
Water Utility Fund	
General Checking	-
Local Government Investment Pool	-
Water Utility Fund Total	-
Sewer Utility Fund	
General Checking	-
Local Government Investment Pool	-
Sewer Utility Fund Total	-
Equipment Replacement Fund	
General Checking	279,521.31
Tax Savings Account	2,552.71
Equipment Replacement Fund Total	282,074.02
Total Cash and Investments:	3,504,859.02

VILLAGE OF KRONENWETTER
SEWER & WATER - CASH AND INVESTMENTS
Aug-24

Cash and Investments - Balance By Institution		
	Interest Rate	Balance
INCREDIBLE BANK ACCOUNTS		
TAX SAVINGS ACCOUNT	4.60%	-
General Fund #100		-
Debt Service Fund (350)	Interest	
TIF #1 - Fd. #451	Earned:	
TIF #2 - Fd. #452	\$ -	
TIF #3 - Fd. #453		
TIF #4 - Fd. #454		
Capital Projects - Fd. #410		
Equipment Replacement - Fd. #750		
GENERAL CHECKING (ICS)	4.50%	1,760,174.12
General Fund (100)		-
Municipal Court (221)		-
Park Fund (250)		-
Fire Department Donation (260)	Interest	
2% Fire Dues (270)	Earned:	
Debt Service Fund (350)	\$ 2,123.77	
Capital Projects (410)		
TIF 1 (451)		-
TIF 2 (452)		-
TIF 3 (453)		-
TIF 4 (454)		-
ARPA (500)		-
Water Utility (601)		1,284,589.13
Sewer Utility (650)		475,584.99
Equipment Replacement Fund (750)		-
LOCAL GOVERNMENT INVESTMENT POOL (LGIP)		
	5.23%	1,747,204.21
General Fund		-
Water Utility Fund	Interest	354,526.80
TIF 1	Earned:	
TIF 2	\$ 8,594.56	
TIF 4		
Parks		-
Water Utility Replacement Fund		551,941.43
Sewer Utility Fund		214,805.10
Sewer Utility Replacement Fund		625,930.88
Water Utility Debt Retainage		256,529.96
Valley Communities Credit Union		
	0.850%	-
General Fund	Interest	
TIF 2	Earned:	
TIF 3	\$ -	
Total Cash and Investments:		3,507,378.33

Total Interest Earned \$ 10,718.33 **Rate of Earnings:** 0.305594%

Cash and Investments - Balance By Fund	
Fund	Balance
General Fund	
General Checking	-
Tax Savings Account	-
Local Government Investment Pool	-
Valley Communities Credit Union	-
General Fund Total	-
Municipal Court Fund	
General Checking	-
Court Fund Total	-

Cash and Investments - Balance By Fund	
Fund	Balance
Park Fund	
General Checking	-
Local Government Investment Pool	-
Park Fund Total	-
Fire Department Donation	
General Checking	-
Fire Department Donation Total	-
2% Fire Dues	
General Checking	-
2% Fire Dues Total	-
Debt Service Fund	
General Checking	-
Tax Savings Account	-
Debt Service Fund Total	-
Capital Projects Fund	
General Checking	-
Tax Savings Account	-
Capital Projects Fund Total	-
TIF #1	
General Checking	-
Tax Savings Account	-
Local Government Investment Pool	-
TIF #1 Total	-
TIF #2	
General Checking	-
Tax Savings Account	-
Local Government Investment Pool	-
TIF #2 Total	-
TIF #3	
General Checking	-
Tax Savings Account	-
Local Government Investment Pool	256,529.96
TIF #3 Total	256,529.96
TIF #4	
General Checking	-
Tax Savings Account	-
Local Government Investment Pool	-
TIF #4 Total	-
Water Utility Fund	
General Checking	1,284,589.13
Local Government Investment Pool	906,468.23
Water Utility Fund Total	2,191,057.36
Sewer Utility Fund	
General Checking	475,584.99
Local Government Investment Pool	840,735.98
Sewer Utility Fund Total	1,316,320.97
Equipment Replacement Fund	
General Checking	-
Tax Savings Account	-
Equipment Replacement Fund Total	-
Total Cash and Investments:	3,763,908.29

VILLAGE OF KRONENWETTER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2024

Section 5, Item F.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>						
100-41000-110	GENERAL PROPERTY TAXES	.00	1,655,461.00	1,655,461.00	.00	100.0
100-41000-140	MOBILE HOME FEES (MONTHLY)	515.02	4,253.02	4,500.00	246.98	94.5
100-41000-141	MOBILE HOME LOTTERY CREDIT	.00	2,588.04	235.00	(2,353.04)	1101.3
100-41000-151	MANAGED FOREST LAW (MFL)	.00	.00	31,000.00	31,000.00	.0
	TOTAL TAXES	515.02	1,662,302.06	1,691,196.00	28,893.94	98.3
<u>INTERGOVERNMENTAL REVENUE</u>						
100-43000-001	STATE; SHARED REVENUES	.00	287,292.78	462,532.50	175,239.72	62.1
100-43000-003	ALL OTHER INTERGOVERNMENTAL	.00	.00	20,000.00	20,000.00	.0
100-43000-005	ENVIRONMENTAL IMPACT FEES	.00	34,627.00	34,627.00	.00	100.0
100-43000-410	SHARED TAXES-WESTON 4	.00	.00	1,452,752.71	1,452,752.71	.0
100-43000-531	STATE; QUARTERLY HIGHWAY AID	.00	245,534.52	327,330.97	81,796.45	75.0
100-43000-540	LOCAL ROADS IMPROVEMENT GRANTS	.00	.00	25,000.00	25,000.00	.0
100-43000-541	COUNTY; CULVERT REIMBURSEMENT	.00	9,541.95	35,000.00	25,458.05	27.3
100-43000-545	STATE; RECYCLING AID	.00	28,816.52	28,500.00	(316.52)	101.1
100-43000-550	STATE; COMPUTER AID	.00	404.27	404.27	.00	100.0
100-43000-560	VIDEO SERVICE PROVIDER AID	.00	12,078.85	12,078.85	.00	100.0
100-43000-650	CROSSING GUARD FEES	.00	2,942.17	2,500.00	(442.17)	117.7
100-43650-000	FOREST CROP/MAN FOREST LAND	.00	3,827.66	3,800.00	(27.66)	100.7
100-43670-000	PERSONAL PROPERTY STATE AID	.00	15,505.25	15,505.25	.00	100.0
100-43790-000	OTHER LOCAL GOVERNMENT GRANTS	2,000.00	2,000.00	4,000.00	2,000.00	50.0
	TOTAL INTERGOVERNMENTAL REVENUE	2,000.00	642,570.97	2,424,031.55	1,781,460.58	26.5
<u>REGULATION & COMPLINCE RE</u>						
100-44000-002	ALL OTHER PERMITS & LICENSES	1,250.00	1,488.00	.00	(1,488.00)	.0
100-44000-110	LIQUOR & BEER LICENSES	.00	2,910.00	2,400.00	(510.00)	121.3
100-44000-120	OPERATOR LICENSES	35.00	190.00	1,000.00	810.00	19.0
100-44000-121	CIGARETTE LICENSES	.00	.00	100.00	100.00	.0
100-44000-122	KENNEL LICENSES & PERMITS	.00	75.00	.00	(75.00)	.0
100-44000-123	MOBILE HOME COURT LICENSES	.00	100.00	100.00	.00	100.0
100-44000-124	DOG LICENSE LATE FEES	.00	3.50	150.00	146.50	2.3
100-44000-131	FARMERS MARKET PERMIT	.00	1,000.00	1,000.00	.00	100.0
100-44000-200	DOG LICENSES	30.00	2,946.00	2,200.00	(746.00)	133.9
100-44000-210	SIGN PERMITS/MISC LIC/PERMITS	.00	1,754.58	500.00	(1,254.58)	350.9
100-44000-300	BUILDING PERMITS	3,747.56	24,310.46	65,000.00	40,689.54	37.4
100-44000-400	ZONING & VARIANCE CHANGES	100.00	1,700.00	1,000.00	(700.00)	170.0
100-44000-401	CONDITIONAL USE PERMITS	.00	750.00	1,250.00	500.00	60.0
100-44000-402	PLAT/CSM/SITE PLAN REVIEWS	.00	3,422.54	2,500.00	(922.54)	136.9
100-44000-900	EXCAVATING PERMITS	400.00	1,700.00	500.00	(1,200.00)	340.0
	TOTAL REGULATION & COMPLINCE RE	5,562.56	42,350.08	77,700.00	35,349.92	54.5

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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FINES, FORFEITURES AND PENALT</u>					
100-45100-100 FINES	3,206.88	27,096.86	34,000.00	6,903.14	79.7
TOTAL FINES, FORFEITURES AND PENALT	3,206.88	27,096.86	34,000.00	6,903.14	79.7
<u>PUBLIC CHARGES FOR SERVIC</u>					
100-46000-200 SPECIAL ASSESSMENT SEARCH	485.33	2,870.17	3,200.00	329.83	89.7
100-46000-210 POLICE DEPARTMENT SERVICES	.60	90.60	100.00	9.40	90.6
100-46000-221 FIRE DEPARTMENT SERVICES	.00	.00	2,500.00	2,500.00	.0
100-46000-420 GARBAGE COLLECTION FEES	.00	527,902.87	514,500.00	(13,402.87)	102.6
TOTAL PUBLIC CHARGES FOR SERVIC	485.93	530,863.64	520,300.00	(10,563.64)	102.0
<u>INTERGOV'T. CHARGES FOR S</u>					
100-47000-323 TOWN OF GUENTHER-STANDBY FEES	.00	.00	5,100.00	5,100.00	.0
TOTAL INTERGOV'T. CHARGES FOR S	.00	.00	5,100.00	5,100.00	.0
<u>MISCELLANEOUS REVENUES</u>					
100-48000-100 INTEREST EARNED ON INVESTMENTS	7,439.83	124,242.81	120,000.00	(4,242.81)	103.5
100-48000-200 MUNICIPAL CENTER & PARK RENTAL	2,490.00	8,730.00	7,500.00	(1,230.00)	116.4
100-48000-201 ATHLETIC/SOCCER FIELD RENTAL	(40.00)	2,710.00	3,100.00	390.00	87.4
100-48000-306 SALE OF SCRAP AND USED OIL	.00	2,811.67	1,500.00	(1,311.67)	187.4
100-48000-309 WOOD SALES-COUNTY FOREST LAND	.00	6,961.74	11,500.00	4,538.26	60.5
100-48000-311 MISCELLANEOUS REVENUE	191.11	6,549.69	11,000.00	4,450.31	59.5
100-48000-312 SALE OF OFFICE SUPPLIES	.90	1,261.94	100.00	(1,161.94)	1261.9
100-48000-314 CULVERT & ROADWAY WORK/SALE	.00	1,350.00	7,500.00	6,150.00	18.0
100-48000-316 FRANCHISE FEE	12,844.10	52,784.16	71,000.00	18,215.84	74.3
100-48000-500 DONATIONS; OTHER	.00	.00	500.00	500.00	.0
100-48000-530 DONATIONS-POLICE DEPARTMENT	.00	1,399.26	500.00	(899.26)	279.9
100-48301-000 SALE OF LAW ENFORCEMENT EQUIPM	.00	7,625.00	7,625.00	.00	100.0
100-48302-000 SALE OF FIRE DEPT EQUIPMENT	.00	15,326.00	.00	(15,326.00)	.0
100-48400-000 INSURANCE CLAIM PROCEEDS	12,494.14	27,706.70	.00	(27,706.70)	.0
100-48510-000 COMMUNITY EVENTS SPONSORSHIPS	.00	1,575.00	3,500.00	1,925.00	45.0
TOTAL MISCELLANEOUS REVENUES	35,420.08	261,033.97	245,325.00	(15,708.97)	106.4
<u>OTHER FINANCING SOURCES</u>					
100-49000-600 INSURANCE PROCEEDS; OTHER	90.02	90.02	2,500.00	2,409.98	3.6
100-49155-000 UNDESIGNATED FUND REVENUE	.00	402,438.05	402,438.05	.00	100.0
100-49900-000 CARRY OVER- PRIOR YEAR FUNDS	.00	178,165.61	178,165.61	.00	100.0
TOTAL OTHER FINANCING SOURCES	90.02	580,693.68	583,103.66	2,409.98	99.6

VILLAGE OF KRONENWETTER
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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
TOTAL FUND REVENUE	47,280.49	3,746,911.26	5,580,756.21	1,833,844.95	67.1

VILLAGE OF KRONENWETTER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2024

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GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVERNMENT</u>						
100-51000-108-110	BOARD MEMBERS SALARIES & WAGES	2,400.00	14,700.00	33,000.00	18,300.00	44.6
100-51000-108-151	FICA TAX - VILLAGE BOARD	183.63	1,124.69	2,524.50	1,399.81	44.6
100-51000-108-320	EXPENSES - BOARD MEMBERS	.00	1,101.46	2,000.00	898.54	55.1
	TOTAL GENERAL GOVERNMENT	2,583.63	16,926.15	37,524.50	20,598.35	45.1
<u>MUNICIPAL COURT</u>						
100-51200-100-333	MUNICIPAL COURT LEGAL FEES	1,515.20	12,178.90	15,000.00	2,821.10	81.2
100-51200-352-000	KRONENWETTER COURT EXPENDITURE	.00	.00	17,500.00	17,500.00	.0
	TOTAL MUNICIPAL COURT	1,515.20	12,178.90	32,500.00	20,321.10	37.5
<u>LEGAL</u>						
100-51300-302-000	LEGAL FEES-GENERAL	18,952.50	92,956.00	120,000.00	27,044.00	77.5
	TOTAL LEGAL	18,952.50	92,956.00	120,000.00	27,044.00	77.5
<u>GENERAL OFFICE</u>						
100-51400-460-000	OFFICE SUPPLIES	792.04	8,651.50	10,000.00	1,348.50	86.5
100-51400-470-000	OFFICE EQUIPMENT/SERVICE AGREE	700.20	7,312.84	13,000.00	5,687.16	56.3
100-51400-485-000	COMPUTER SUPPLIES, EXPENSES &	3,937.52	76,421.96	77,500.00	1,078.04	98.6
100-51400-510-000	INDEPENDENT AUDIT/ACCOUNTING	.00	21,839.90	30,000.00	8,160.10	72.8
100-51400-512-000	MUNICIPAL CODE UPDATE SERVICES	.00	.00	5,000.00	5,000.00	.0
100-51400-516-000	UNIFORMS/APPAREL	.00	.00	1,000.00	1,000.00	.0
100-51400-517-000	EMPLOYEE SAFETY/WELLNESS/GIFTS	.00	148.35	350.00	201.65	42.4
	TOTAL GENERAL OFFICE	5,429.76	114,374.55	136,850.00	22,475.45	83.6
<u>ADMINISTRATOR</u>						
100-51410-110-110	SALARIES & WAGES - ADMINISTRAT	4,339.04	42,937.63	90,562.50	47,624.87	47.4
100-51410-110-151	FICA TAX - ADMINISTRATOR	331.94	3,367.38	6,928.03	3,560.65	48.6
100-51410-110-152	RETIREMENT - ADMINISTRAT	228.89	2,723.74	6,248.81	3,525.07	43.6
100-51410-110-154	INSURANCE - ADMINISTRAT	.00	7,462.25	15,015.78	7,553.53	49.7
100-51410-131-000	EAP FRINGE - ADMINISTRATOR	.00	14.50	27.00	12.50	53.7
100-51410-322-000	MISC-BUSINESS/MTG EXPENSES	.00	360.29	1,500.00	1,139.71	24.0
100-51410-340-000	ADMIN; SEMINARS & MILEAGE	.00	2,232.70	2,500.00	267.30	89.3
	TOTAL ADMINISTRATOR	4,899.87	59,098.49	122,782.12	63,683.63	48.1

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	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>COMMUNITY DEVELOPMENT/ZON</u>						
100-51420-110-110	SALARIES & WAGES - ZONING ADM	4,653.03	47,432.63	82,110.00	34,677.37	57.8
100-51420-110-151	FICA TAX - ZONING ADMIN	346.52	3,563.11	6,281.41	2,718.30	56.7
100-51420-110-152	COMM. DEVELOP/ZONING; RETIREME	321.06	3,295.99	5,665.59	2,369.60	58.2
100-51420-110-154	COMM. DEVELOP/ZONING; HEALTH I	1,108.48	10,477.72	18,419.36	7,941.64	56.9
100-51420-131-000	COMM. DEVELOP/ZONING; EAP FRIN	.00	14.50	27.00	12.50	53.7
100-51420-340-000	CD/ZONING; SEMINARS & MILEAGE	.00	204.41	1,500.00	1,295.59	13.6
100-51420-345-000	CD/ZA MATERIALS AND SUPPLIES	.00	511.47	512.00	.53	99.9
100-51420-350-000	COMMUNITY EVENTS	915.00	4,100.18	11,050.00	6,949.82	37.1
100-51420-360-000	PUBLIC RELATIONS/MARKETING	.00	833.84	1,988.00	1,154.16	41.9
100-51420-370-000	ENGINEERING/SURVEYING/CONSULTI	.00	.00	5,000.00	5,000.00	.0
	TOTAL COMMUNITY DEVELOPMENT/ZON	7,344.09	70,433.85	132,553.36	62,119.51	53.1
<u>CLERK</u>						
100-51421-110-110	SALARIES & WAGES - CLERK	4,615.40	36,847.01	66,150.00	29,302.99	55.7
100-51421-110-151	FICA TAX - CLERK	338.20	2,712.16	5,060.47	2,348.31	53.6
100-51421-110-152	RETIREMENT - CLERK	318.46	2,542.03	4,564.35	2,022.32	55.7
100-51421-110-154	INSURANCE - CLERK	1,540.08	12,022.95	20,041.00	8,018.05	60.0
100-51421-131-000	EAP FRINGE - CLERK	.00	14.50	27.00	12.50	53.7
100-51421-322-000	MISC - BONDING	.00	.00	150.00	150.00	.0
100-51421-340-000	CLERK; SEMINARS & MILEAGE	.00	1,079.00	4,000.00	2,921.00	27.0
	TOTAL CLERK	6,812.14	55,217.65	99,992.82	44,775.17	55.2
<u>DEPUTY CLERK</u>						
100-51422-110-110	SALARIES & WAGES - DEPUTY CLER	378.24	3,191.40	5,026.18	1,834.78	63.5
100-51422-110-151	FICA TAX - DEPUTY CLERK	27.64	233.68	384.49	150.81	60.8
100-51422-110-152	RETIREMENT - DEPUTY CLER	26.10	220.26	346.81	126.55	63.5
100-51422-110-154	INSURANCE - DEPUTY CLER	154.00	1,206.00	2,002.10	796.10	60.2
100-51422-322-000	DEPUTY CLERK; MUNICIPAL BONDIN	.00	.00	150.00	150.00	.0
100-51422-340-000	DEPUTY CLERK; SEMINARS & MILEAG	.00	.00	1,000.00	1,000.00	.0
	TOTAL DEPUTY CLERK	585.98	4,851.34	8,909.58	4,058.24	54.5
<u>ADMIN ASSIST</u>						
100-51423-110-110	SALARIES & WAGES - AA	3,782.40	31,382.11	50,262.00	18,879.89	62.4
100-51423-110-151	FICA TAX - AA	276.26	2,297.83	3,845.04	1,547.21	59.8
100-51423-110-152	RETIREMENT - AA	260.98	2,167.96	3,468.08	1,300.12	62.5
100-51423-110-154	INSURANCE - AA	1,540.08	12,059.28	20,041.00	7,981.72	60.2
100-51423-340-000	ADMIN ASSIST; SEMINARS & MILEA	.00	539.00	1,500.00	961.00	35.9
	TOTAL ADMIN ASSIST	5,859.72	48,446.18	79,116.12	30,669.94	61.2

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GENERAL FUND

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<u>PLANNING TECHNICIAN</u>						
100-51425-110-110	SALARY & WAGES - PLAN TECH	2,408.92	15,157.20	44,100.00	28,942.80	34.4
100-51425-110-151	FICA TAX - PLAN TECH	177.74	1,105.37	3,373.65	2,268.28	32.8
100-51425-110-152	RETIREMENT - PLAN TECH	166.23	1,046.53	3,042.90	1,996.37	34.4
100-51425-110-154	INSURANCE - PLAN TECH	914.54	6,416.83	20,021.04	13,604.21	32.1
100-51425-131-000	EAP FRINGE - PLAN TECH	.00	.00	27.00	27.00	.0
100-51425-340-000	PLAN TECH; SEMINARS & MILEAGE	.00	8.24	500.00	491.76	1.7
	TOTAL PLANNING TECHNICIAN	3,667.43	23,734.17	71,064.59	47,330.42	33.4
<u>ACCT CLERK</u>						
100-51427-110-110	SALARIES & WAGES - ACCT CLERK	3,025.90	25,126.21	50,262.00	25,135.79	50.0
100-51427-110-151	FICA TAX - ACCT CLERK	219.91	1,835.60	3,845.04	2,009.44	47.7
100-51427-110-152	RETIREMENT - ACCT CLERK	208.78	1,735.19	3,468.08	1,732.89	50.0
100-51427-110-154	INSURANCE - ACCT CLERK	1,189.08	9,604.12	20,041.00	10,436.88	47.9
100-51427-131-000	EAP FRINGE - ACCT CLERK	.00	14.50	27.00	12.50	53.7
100-51427-322-000	MISC - BONDING - ACCT CLERK	.00	.00	300.00	300.00	.0
100-51427-340-000	ACCT CLERK; SEMINARS & MILEAGE	.00	464.08	1,000.00	535.92	46.4
	TOTAL ACCT CLERK	4,643.67	38,779.70	78,943.12	40,163.42	49.1
<u>ELECTIONS</u>						
100-51440-110-110	SALARIES & WAGES - ELECTIONS	8,215.07	19,582.67	20,000.00	417.33	97.9
100-51440-110-151	FICA TAX - ELECTIONS	.00	.00	1,530.00	1,530.00	.0
100-51440-350-000	OTHER EXPENSES & SUPPLIES	4,251.35	9,012.97	27,000.00	17,987.03	33.4
	TOTAL ELECTIONS	12,466.42	28,595.64	48,530.00	19,934.36	58.9
<u>COMMISSIONS, COMMITTEES,</u>						
100-51500-535-110	PFC COMMITTEE WAGES	.00	.00	1,200.00	1,200.00	.0
100-51500-535-151	PFC COMMITTEE FICA	.00	.00	100.00	100.00	.0
100-51500-540-110	CLIPP - WAGES	.00	.00	900.00	900.00	.0
100-51500-540-151	CLIPP - FICA	.00	.00	100.00	100.00	.0
100-51500-560-110	PLANNING COMMISSION WAGES	.00	250.00	1,900.00	1,650.00	13.2
100-51500-560-151	PLANNING COMMISSION FICA	.00	20.56	100.00	79.44	20.6
100-51500-580-000	RECRUITMENT & BACKGROUND CHECK	7.00	49.00	5,000.00	4,951.00	1.0
100-51500-590-110	ADMINISTRATIVE POLICY WAGES	.00	.00	950.00	950.00	.0
100-51500-590-151	ADMINISTRATIVE POLICY FICA	.00	.00	100.00	100.00	.0
100-51500-595-110	SPECIAL / AD HOC COMMITTEES WA	.00	.00	450.00	450.00	.0
100-51500-595-151	SPECIAL / AD HOC COMMITTEES FI	.00	.00	50.00	50.00	.0
100-51500-596-110	KOWALSKI INTERCHANGE WAGES	.00	25.00	225.00	200.00	11.1
100-51500-596-151	KOWALSKI INTERCHANGE FICA	.00	1.91	25.00	23.09	7.6
	TOTAL COMMISSIONS, COMMITTEES,	7.00	346.47	11,100.00	10,753.53	3.1

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GENERAL FUND

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<u>TREASURER</u>						
100-51520-110-110	SALARIES & WAGES - TREASURER	2,826.06	27,285.47	46,410.00	19,124.53	58.8
100-51520-110-151	FICA TAX - TREASURER	210.70	2,063.48	3,550.37	1,486.89	58.1
100-51520-110-152	RETIREMENT - TREASURER	195.00	1,907.34	3,202.29	1,294.95	59.6
100-51520-110-154	INSURANCE - TREASURER	646.26	5,961.63	10,415.00	4,453.37	57.2
100-51520-131-000	EAP FRINGE - TREASURER	.00	14.50	27.00	12.50	53.7
100-51520-322-000	MISCELLANEOUS-BONDING	.00	.00	650.00	650.00	.0
100-51520-340-000	TREASURER; SEMINARS & MILEAGE	.00	1,551.80	3,000.00	1,448.20	51.7
	TOTAL TREASURER	3,878.02	38,784.22	67,254.66	28,470.44	57.7
<u>ASSESSOR</u>						
100-51530-110-000	ASSESSOR FEE	2,879.24	12,956.54	16,250.00	3,293.46	79.7
100-51530-113-000	ASSESSOR - MANUFACTURING	.00	.00	1,200.00	1,200.00	.0
	TOTAL ASSESSOR	2,879.24	12,956.54	17,450.00	4,493.46	74.3
<u>MUNICIPAL BUILDING</u>						
100-51600-110-110	WAGES -CLEANING/SNOW REMOVAL	1,512.33	11,197.53	16,500.00	5,302.47	67.9
100-51600-110-151	FICA - CLEANING/SNOW REMOVAL	115.69	856.62	1,262.25	405.63	67.9
100-51600-326-000	UTILITIES	2,625.69	28,715.98	35,000.00	6,284.02	82.1
100-51600-354-000	MATERIALS & SUPPLIES	446.75	3,810.86	4,500.00	689.14	84.7
100-51600-389-000	MAINTENANCE	15.64	20,293.61	35,000.00	14,706.39	58.0
100-51600-390-000	MAJOR REPAIRS	9,176.50	70,797.75	238,400.00	167,602.25	29.7
	TOTAL MUNICIPAL BUILDING	13,892.60	135,672.35	330,662.25	194,989.90	41.0
<u>OTHER GENERAL GOVERNMENT</u>						
100-51900-095-000	UNEMPLOYMENT	.00	12,907.46	19,875.00	6,967.54	64.9
100-51900-115-000	VILLAGE EMPLOYEE EVENT	.00	177.20	1,000.00	822.80	17.7
100-51900-120-000	EMPLOYEE SETTLEMENTS	.00	.00	7,875.00	7,875.00	.0
100-51900-938-000	PROPERTY & LIABILITY INSURANCE	.00	29,089.71	29,092.00	2.29	100.0
100-51900-960-000	PUBLICATIONS	.00	451.43	2,700.00	2,248.57	16.7
100-51900-970-000	NEWSLETTER	.00	1,470.00	5,600.00	4,130.00	26.3
100-51900-990-000	DUES & MEMBERSHIPS	.00	5,465.89	8,700.00	3,234.11	62.8
100-51900-991-000	BANK & INVESTMENT FEES	(641.00)	429.50	2,150.00	1,720.50	20.0
100-51900-994-000	WEIGHTS MEASURES INSPECTION	.00	750.00	750.00	.00	100.0
	TOTAL OTHER GENERAL GOVERNMENT	(641.00)	50,741.19	77,742.00	27,000.81	65.3

VILLAGE OF KRONENWETTER
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2024

Section 5, Item F.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPT</u>					
100-52000-110-110	SALARIES & WAGES - CROSS GUARD	.00	2,888.58	4,860.00	1,971.42 59.4
100-52000-110-151	FICA TAX - CROSSING GUARD	.00	220.98	371.79	150.81 59.4
100-52000-110-154	INSURANCE - CROSS GUARD	.00	914.92	915.00	.08 100.0
100-52000-120-138	TRAINING & CONF - POLICE CHIEF	.00	1,027.37	2,000.00	972.63 51.4
100-52000-120-140	EMPLOYEE ASSISTANCE PROG-CHIEF	.00	14.50	27.00	12.50 53.7
100-52000-120-146	PROFESSIONAL DUES-POLICE CHIEF	.00	510.00	575.00	65.00 88.7
100-52000-120-157	EAP-LIEUTENANT	.00	14.50	27.00	12.50 53.7
100-52000-120-159	PROFESSIONAL DUES - LIEUTENANT	.00	245.00	250.00	5.00 98.0
100-52000-120-160	TRAINING & CONF - LIEUTENANT	.00	.00	2,000.00	2,000.00 .0
100-52000-120-238	TRAINING - OFFICERS	.00	4,153.62	6,500.00	2,346.38 63.9
100-52000-120-240	EMERGENCY ASSIST PROG-OFFICERS	.00	130.50	250.00	119.50 52.2
100-52000-120-250	LEGAL SERVICES-POLICE DEPT	.00	282.00	1,000.00	718.00 28.2
100-52000-120-320	AMMUNITION	.00	556.76	3,000.00	2,443.24 18.6
100-52000-120-321	FT OFFICERS PROTECTIVE CLOTH	53.99	4,532.61	9,000.00	4,467.39 50.4
100-52000-120-322	PT OFFICERS PROTECTIVE CLOTH	.00	.00	500.00	500.00 .0
100-52000-120-323	PHYSICAL EXAMS	.00	.00	1,000.00	1,000.00 .0
100-52000-120-324	FUEL	2,925.22	17,227.64	48,460.00	31,232.36 35.6
100-52000-120-326	TELEPHONE & UTILITIES - POLICE	667.73	4,634.89	8,000.00	3,365.11 57.9
100-52000-120-380	EQUIPMENT REPAIRS/MAINTENANCE	1,771.77	14,461.26	20,000.00	5,538.74 72.3
100-52000-120-434	EMPLOYEE ASSIST PROG-PD CLERK	.00	14.50	27.00	12.50 53.7
100-52000-120-437	MILEAGE - POLICE CLERK	.00	.00	150.00	150.00 .0
100-52000-120-438	TRAIN/MEETINGS - POLICE CLERK	.00	.00	300.00	300.00 .0
100-52000-120-460	OFFICE SUPPLIES	185.00	2,750.94	5,500.00	2,749.06 50.0
100-52000-120-475	POSTAGE & SHIPPING	.00	144.52	550.00	405.48 26.3
100-52000-120-476	PROPERTY ROOM/EVIDENCE	.00	180.34	1,000.00	819.66 18.0
100-52000-120-811	OUTLAY-EQUIPMENT	.00	2,556.48	7,900.00	5,343.52 32.4
100-52000-120-812	PD GRANT EXPENDITURES	.00	.00	4,000.00	4,000.00 .0
100-52000-120-815	PD CONTRACTED SERVICES	.00	208.61	500.00	291.39 41.7
100-52000-120-820	PD: COMPUTER SUPPLIES, EXPENSE	.00	13,367.23	33,000.00	19,632.77 40.5
100-52000-120-938	POLICE DEPARTMENT INSURANCE	.00	32,909.07	32,925.00	15.93 100.0
100-52000-121-110	SALARY & WAGES - LIEUTENANT	7,888.98	63,111.83	101,091.61	37,979.78 62.4
100-52000-121-151	FICA - LIEUTENANT	590.40	4,726.37	7,733.51	3,007.14 61.1
100-52000-121-152	RETIREMENT - LIEUTENANT	1,129.70	9,037.57	14,456.10	5,418.53 62.5
100-52000-121-154	HEALTH INSURANCE - LIEUTENANT	1,540.08	12,059.28	20,041.00	7,981.72 60.2
100-52000-122-110	SALARIES & WAGES - FT OFFICERS	38,001.53	314,321.02	501,775.00	187,453.98 62.6
100-52000-122-151	FICA TAX - FT OFFICERS	2,868.53	23,794.32	38,385.79	14,591.47 62.0
100-52000-122-152	RETIREMENT (WRS) - FT OFFICERS	5,370.22	44,557.49	71,753.83	27,196.34 62.1
100-52000-122-154	HEALTH INSURANCE - FT OFFICERS	4,613.71	39,641.47	120,150.00	80,508.53 33.0
100-52000-123-110	SALARIES & WAGES - PT OFFICERS	.00	4,573.41	6,900.00	2,326.59 66.3
100-52000-123-151	FICA TAX - PT OFFICERS	.00	349.87	527.85	177.98 66.3
100-52000-124-110	SALARIES & WAGES - POLICE CLERK	2,117.45	17,468.28	28,788.60	11,320.32 60.7
100-52000-124-151	FICA TAX - POLICE CLERK	153.82	1,280.88	2,202.33	921.45 58.2
100-52000-124-152	RETIREMENT(WRS) - POLICE CLERK	146.10	1,228.48	1,986.41	757.93 61.8
100-52000-124-154	HEALTH INS - POLICE CLERK	754.59	5,908.41	10,093.00	4,184.59 58.5
100-52000-125-110	SALARIES & WAGES - PROPERTY RO	702.00	4,311.00	10,388.00	6,077.00 41.5
100-52000-125-151	FICA TAX - PROP ROOM MGR	53.70	329.78	794.68	464.90 41.5
100-52000-126-110	SALARIES & WAGES PT POLICE CLE	738.45	4,178.76	24,580.00	20,401.24 17.0
100-52000-126-151	PT POLICE CLERK; FICA TAX	56.48	319.66	3,760.74	3,441.08 8.5
100-52000-127-110	SALARY & WAGES - POLICE CHIEF	8,681.56	68,832.42	111,250.00	42,417.58 61.9
100-52000-127-151	FICA TAX - POLICE CHIEF	651.04	5,160.91	8,510.63	3,349.72 60.6
100-52000-127-152	RETIREMENT(WRS) - POLICE CHIEF	1,243.20	9,856.80	15,908.75	6,051.95 62.0
100-52000-127-154	HEALTH INS - POLICE CHIEF	1,540.08	12,059.28	20,041.00	7,981.72 60.2

VILLAGE OF KRONENWETTER
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GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
100-52000-128-110	SALARY & WAGES - SARGEANT	14,295.07	108,098.07	182,900.00	74,801.93	59.1
100-52000-128-151	FICA TAX - SARGEANT	1,093.58	8,276.59	13,991.85	5,715.26	59.2
100-52000-128-152	RETIREMENT(WRS) - SARGEANT	1,975.46	14,955.83	26,154.70	11,198.87	57.2
100-52000-128-154	HEALTH INS - SARGEANT	.00	.00	5,100.00	5,100.00	.0
	TOTAL POLICE DEPT	101,809.44	882,384.60	1,543,853.17	661,468.57	57.2
	<u>FIRE & EMS</u>					
100-52200-201-110	SALARIES & WAGES - FIRE DEPART	8,263.50	83,646.88	163,290.00	79,643.12	51.2
100-52200-201-131	EMPLOYEE ASSISTANCE PROGRAM	.00	145.00	750.00	605.00	19.3
100-52200-201-151	FICA TAX - FIRE DEPARTMENT	630.27	6,257.10	13,256.69	6,999.59	47.2
100-52200-201-152	RETIREMENT FIRE DEPARTMENT	390.36	4,524.40	8,000.00	3,475.60	56.6
100-52200-201-321	PROTECTIVE CLOTHING	6,924.95	9,213.19	20,000.00	10,786.81	46.1
100-52200-201-322	MISCELLANEOUS FD SUPPLIES	.00	421.48	1,000.00	578.52	42.2
100-52200-201-323	PHYSICAL EXAMS	195.50	1,168.00	1,500.00	332.00	77.9
100-52200-201-324	FUEL	465.51	3,214.47	7,000.00	3,785.53	45.9
100-52200-201-326	UTILITIES - SIREN	31.15	220.37	430.00	209.63	51.3
100-52200-201-327	RADIOS	.00	7,500.00	7,500.00	.00	100.0
100-52200-201-328	DISAB/ACCIDENT DEATH POLICY	.00	8,276.95	8,280.00	3.05	100.0
100-52200-201-330	PHONE REIMBURSEMENT	.00	200.00	960.00	760.00	20.8
100-52200-201-331	FD DUES & MEMBERSHIPS	.00	675.00	1,000.00	325.00	67.5
100-52200-201-340	TRAINING/SCHOOLING/MEETINGS	.00	2,208.53	4,000.00	1,791.47	55.2
100-52200-201-350	OFFICE EXPENSES & SUPPLIES	10.00	(4,317.61)	1,220.00	5,537.61	(353.9)
100-52200-201-380	EQUIPMENT REPAIRS/MAINTENANCE	1,993.59	16,642.90	30,000.00	13,357.10	55.5
100-52200-201-383	FIELD TOOLS OUTLAY	.00	2,328.95	7,500.00	5,171.05	31.1
100-52200-201-820	COMPUTER PURCHASE/SOFTWARE	.00	514.61	1,500.00	985.39	34.3
100-52200-201-938	FIRE DEPARTMENT INSURANCE	.00	18,951.07	19,000.00	48.93	99.7
100-52200-201-940	FD GRANT MATCHING	.00	6,068.66	10,000.00	3,931.34	60.7
100-52200-300-110	SALARIES & WAGES - FR/EMS	2,129.00	18,659.62	33,714.50	15,054.88	55.4
100-52200-300-151	FICA TAX - FIRST RESPONDERS	162.85	1,478.00	2,579.16	1,101.16	57.3
100-52200-300-152	RETIREMENT - EMS/FR	142.63	703.26	2,000.00	1,296.74	35.2
100-52200-301-000	EQUIPMENT SUPPLIES/MAINTENANCE	.00	.00	5,000.00	5,000.00	.0
100-52200-301-340	TRAINING/SCHOOLING/ADD'L MTGS	.00	201.00	1,600.00	1,399.00	12.6
100-52200-301-350	SUPPLIES, MILEAGE & EXPENSES	174.38	693.97	3,000.00	2,306.03	23.1
100-52200-301-360	MEDICAL/PHYSICALS	.00	.00	100.00	100.00	.0
100-52200-301-811	OUTLAY-EQUIPMENT	.00	98.00	4,000.00	3,902.00	2.5
100-52200-310-210	OUTSIDE SERVICES	4,500.00	9,900.00	22,000.00	12,100.00	45.0
100-52200-310-329	SERVICE/STANDBY FEE	.00	56,475.56	65,000.00	8,524.44	86.9
	TOTAL FIRE & EMS	26,013.69	256,069.36	445,180.35	189,110.99	57.5
	<u>BUILDING INSPECTOR</u>					
100-52400-400-250	CONTRACTED INSPECTOR SERVICES	.00	653.60	25,000.00	24,346.40	2.6
100-52400-400-353	HOUSE NUMBERS	.00	.00	600.00	600.00	.0
100-52400-400-354	COMPUTER SOFTWARE AND SUPPLIES	.00	.00	1,000.00	1,000.00	.0
	TOTAL BUILDING INSPECTOR	.00	653.60	26,600.00	25,946.40	2.5

VILLAGE OF KRONENWETTER
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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE & FIRE COMMISSION</u>					
100-52800-100-321	PFC POSTAGE	.00	50.00	50.00	.00 100.0
100-52800-100-340	PFC TRAINING/SCHOOLING	.00	.00	375.00	375.00 .0
100-52800-100-354	MATERIALS & SUPPLIES	.00	102.51	102.51	.00 100.0
100-52800-101-110	PFC CLERK SALARIES & WAGES	349.98	2,652.09	4,709.86	2,057.77 56.3
100-52800-101-151	PFC CLERK FICA TAX	25.78	196.13	360.30	164.17 54.4
100-52800-101-152	PFC CLERK RETIREMENT	17.92	147.93	324.98	177.05 45.5
100-52800-101-154	PFC CLERK-HEALTH INSURANCE	92.50	723.97	1,682.17	958.20 43.0
100-52800-330-000	LEGAL FEES-POLICE & FIRE COMM	.00	.00	47.49	47.49 .0
	TOTAL POLICE & FIRE COMMISSION	486.18	3,872.63	7,652.31	3,779.68 50.6

VILLAGE OF KRONENWETTER
EXPENDITURES WITH COMPARISON TO BUDGET
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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>PUBLIC WORKS</u>						
100-53000-300-000	ENGINEERING COSTS	.00	22,768.75	25,000.00	2,231.25	91.1
100-53000-302-110	SALARIES & WAGES - PW DIRECTOR	2,093.44	7,496.97	44,887.50	37,390.53	16.7
100-53000-302-131	EAP FRINGE - PW DIRECTOR	.00	.00	27.00	27.00	.0
100-53000-302-151	FICA TAX - PW DIRECTOR	154.59	558.39	3,433.89	2,875.50	16.3
100-53000-302-152	RETIREMENT (WRS) - PW DIRECTOR	144.45	518.12	3,097.24	2,579.12	16.7
100-53000-302-154	HEALTH INSURANCE - PW DIRECTOR	654.54	1,943.32	9,009.47	7,066.15	21.6
100-53000-302-322	PHONE EXPENSE - PW DIRECTOR	.00	.00	480.00	480.00	.0
100-53000-302-340	PWD; SEMINARS, TRAINING & MILE	.00	.00	4,500.00	4,500.00	.0
100-53000-311-110	SALARIES & WAGES - PW	26,705.30	223,994.43	267,605.36	43,610.93	83.7
100-53000-311-130	PW EMPLOYEES PHYSICALS	.00	110.00	350.00	240.00	31.4
100-53000-311-137	PW CREW EAP FRINGE	.00	72.50	150.00	77.50	48.3
100-53000-311-151	FICA - PW	1,974.20	16,622.21	20,475.00	3,852.79	81.2
100-53000-311-152	RETIREMENT - PW	1,842.68	15,525.27	18,465.00	2,939.73	84.1
100-53000-311-154	HEALTH INSURANCE - PW	8,085.42	61,948.86	94,100.00	32,151.14	65.8
100-53000-311-342	SALT/BRINE	.00	97,160.13	224,305.00	127,144.87	43.3
100-53000-311-344	PATCHING MATERIAL-ASPHALT	27,768.00	31,234.70	45,000.00	13,765.30	69.4
100-53000-311-345	SEAL COATING	.00	.00	300,000.00	300,000.00	.0
100-53000-311-346	CRACKFILLING	.00	.00	65,000.00	65,000.00	.0
100-53000-311-347	PAVEMENT MARKING	.00	.00	20,000.00	20,000.00	.0
100-53000-311-348	GRAVEL & ROAD BASE	297.96	347.96	25,000.00	24,652.04	1.4
100-53000-311-357	CULVERTS	1,865.36	5,053.32	15,000.00	9,946.68	33.7
100-53000-311-358	ROAD SIGNS	.00	1,736.92	4,300.00	2,563.08	40.4
100-53000-311-359	BRIDGE INSPECTIONS	.00	.00	2,000.00	2,000.00	.0
100-53000-311-360	STORM WATER	.00	2,500.00	2,500.00	.00	100.0
100-53000-311-380	EQUIPMENT; REPAIRS/MAINTENANCE	3,201.77	19,191.58	70,000.00	50,808.42	27.4
100-53000-311-381	TRAFFIC SIGNAL MAINT. & REPAIR	221.50	221.50	6,500.00	6,278.50	3.4
100-53000-311-384	PWKS; FUEL & OIL CHANGES	2,923.31	23,314.24	65,000.00	41,685.76	35.9
100-53000-311-814	PW; EQUIPMENT RENTALS	569.20	33,417.89	34,000.00	582.11	98.3
100-53000-312-326	GARAGE UTILITIES	231.86	5,795.85	15,000.00	9,204.15	38.6
100-53000-312-329	UNIFORMS & SAFETY EQUIPMENT	685.66	3,618.12	4,500.00	881.88	80.4
100-53000-312-354	OFFICE SUPPLIES	19.23	268.39	300.00	31.61	89.5
100-53000-312-355	WINTER MAINT-PLOW BLADES ETC	.00	.00	10,000.00	10,000.00	.0
100-53000-312-356	WINTER DAMAGE-PRIVATE PROPERTY	.00	.00	300.00	300.00	.0
100-53000-314-320	GARAGE SUPPLIES & EXPENSES	1,183.81	8,318.93	20,000.00	11,681.07	41.6
100-53000-314-422	WEATHER SIRENS	.00	.00	1,000.00	1,000.00	.0
100-53000-315-420	STREET LIGHTING	3,830.78	42,047.98	55,300.00	13,252.02	76.0
100-53000-620-315	RECYCLING EXPENSES	10,403.58	77,576.50	145,000.00	67,423.50	53.5
100-53000-620-317	YARD WASTE SITE EXP	.00	2,500.00	37,000.00	34,500.00	6.8
100-53000-620-320	SOLID WASTE COLLECTION EXPENSE	28,339.02	183,161.56	350,000.00	166,838.44	52.3
100-53000-938-000	PUBLIC WORKS INSURANCE	.00	21,582.66	40,000.00	18,417.34	54.0
100-53000-940-000	ROW TREE WORK	.00	750.00	2,000.00	1,250.00	37.5
	TOTAL PUBLIC WORKS	123,195.66	911,357.05	2,050,585.46	1,139,228.41	44.4
<u>ANIMAL CONTROL</u>						
100-54110-210-000	ANIMAL CONTROL	.00	.00	5,000.00	5,000.00	.0
	TOTAL ANIMAL CONTROL	.00	.00	5,000.00	5,000.00	.0

VILLAGE OF KRONENWETTER
EXPENDITURES WITH COMPARISON TO BUDGET
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GENERAL FUND

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	<u>PARKS</u>					
100-55000-200-110	SALARY & WAGES - PARKS	7,590.15	31,785.01	53,200.00	21,414.99	59.8
100-55000-200-113	DUES/MEMBERSHIPS	.00	.00	400.00	400.00	.0
100-55000-200-116	PARKS SCHOOLING, TRAINING	.00	.00	200.00	200.00	.0
100-55000-200-140	PARKS DEPT PHYSICALS	.00	65.75	70.00	4.25	93.9
100-55000-200-151	FICA TAX - PARKS	580.64	2,431.56	4,069.80	1,638.24	59.8
100-55000-200-326	PARKS; UTILITIES	420.02	2,133.21	3,500.00	1,366.79	61.0
100-55000-200-327	PORTABLE RESTROOM/WASH STATION	.00	3,860.00	5,000.00	1,140.00	77.2
100-55000-200-329	UNIFORMS & SAFETY EQUIPMENT	.00	.00	450.00	450.00	.0
100-55000-200-355	PARKS; FUEL CHARGES	953.37	3,604.43	6,000.00	2,395.57	60.1
100-55000-200-361	MAINTENANCE SUPPLIES	242.25	3,644.97	8,000.00	4,355.03	45.6
100-55000-200-380	EQUIPMENT REPAIRS	273.36	3,317.61	5,000.00	1,682.39	66.4
100-55000-200-400	PARKS -OTHER PROJECTS	.00	1,608.24	28,000.00	26,391.76	5.7
100-55000-203-110	PW CREW - SALARY & WAGES	.00	.00	2,850.00	2,850.00	.0
100-55000-203-151	PW CREW - FICA	.00	.00	220.00	220.00	.0
100-55000-203-152	RETIREMENT - PW CREW	.00	.00	1,005.00	1,005.00	.0
100-55000-203-154	HEALTH INSURANCE - PW CREW	.00	.00	200.00	200.00	.0
100-55000-938-000	PARKS INSURANCE	.00	5,147.25	5,600.00	452.75	91.9
	TOTAL PARKS	10,059.79	57,598.03	123,764.80	66,166.77	46.5
	TOTAL FUND EXPENDITURES	356,341.03	2,916,028.66	5,675,611.21	2,759,582.55	51.4
	NET REVENUE OVER EXPENDITURES	(309,060.54)	830,882.60	(94,855.00)	(925,737.60)	876.0

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2024

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MUNICIPAL COURT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
221-45100-200 MUNICIPAL COURT REVENUE	1,649.20	14,944.77	31,000.00	16,055.23	48.2
221-45100-300 MUNICIPAL COURT COST SHARE	.00	.00	25,000.00	25,000.00	.0
TOTAL SOURCE 45	1,649.20	14,944.77	56,000.00	41,055.23	26.7
TOTAL FUND REVENUE	1,649.20	14,944.77	56,000.00	41,055.23	26.7

VILLAGE OF KRONENWETTER
EXPENDITURES WITH COMPARISON TO BUDGET
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MUNICIPAL COURT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
221-51200-100-110	JUDGE'S SALARIES & WAGES	458.33	3,208.31	5,500.00	2,291.69	58.3
221-51200-100-151	JUDGE FICA TAX	35.07	245.47	420.75	175.28	58.3
221-51200-100-320	COURT EXPENSE - BONDING	.00	.00	200.00	200.00	.0
221-51200-100-334	INTERPRETER/SUBSTITUTE JUDGE	.00	76.00	150.00	74.00	50.7
221-51200-100-354	MATERIAL & SUPPLIES	.00	690.55	2,500.00	1,809.45	27.6
221-51200-100-480	COMPUTER PROGRAM SUPPORT	.00	1,100.00	2,200.00	1,100.00	50.0
	TOTAL DEPARTMENT 200	493.40	5,320.33	10,970.75	5,650.42	48.5
DEPARTMENT 250						
221-51250-100-110	SALARIES & WAGES - COURT CLERK	2,622.77	19,882.24	28,788.60	8,906.36	69.1
221-51250-100-151	FICA - COURT CLERK	193.13	1,470.03	2,202.33	732.30	66.8
221-51250-100-152	RETIREMENT - COURT CLERK	134.18	1,108.48	1,986.41	877.93	55.8
221-51250-100-154	INSURANCE - COURT CLERK	692.99	5,426.90	10,010.52	4,583.62	54.2
	TOTAL DEPARTMENT 250	3,643.07	27,887.65	42,987.86	15,100.21	64.9
DEPARTMENT 252						
221-51252-330-000	MILEAGE - COURT CLERK	.00	.00	175.00	175.00	.0
221-51252-340-000	TRAINING/SCHOOL/MEETINGS - ALL	.00	1,083.00	1,500.00	417.00	72.2
221-51252-938-000	PROP & LIABILITY INSURANCE	.00	1,037.74	200.00	(837.74)	518.9
	TOTAL DEPARTMENT 252	.00	2,120.74	1,875.00	(245.74)	113.1
	TOTAL FUND EXPENDITURES	4,136.47	35,328.72	55,833.61	20,504.89	63.3
	NET REVENUE OVER EXPENDITURES	(2,487.27)	(20,383.95)	166.39	20,550.34	(12250)

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2024

Section 5, Item F.

PARK FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SOURCE 48</u>					
250-48130-000 INTEREST EARNED ON INVESTMENTS	317.27	2,514.68	.00	(2,514.68)	.0
TOTAL SOURCE 48	317.27	2,514.68	.00	(2,514.68)	.0
<u>SOURCE 49</u>					
250-49900-000 CARRY OVER FROM PRIOR YEAR	.00	1,500.00	1,500.00	.00	100.0
TOTAL SOURCE 49	.00	1,500.00	1,500.00	.00	100.0
 TOTAL FUND REVENUE	 317.27	 4,014.68	 1,500.00	 (2,514.68)	 267.7

VILLAGE OF KRONENWETTER
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2024

Section 5, Item F.

		PARK FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 300</u>						
250-57300-000-000	BIKE AND WALKWAY OUTLAY	.00	.00	1,500.00	1,500.00	.0
	TOTAL DEPARTMENT 300	.00	.00	1,500.00	1,500.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	1,500.00	1,500.00	.0
	NET REVENUE OVER EXPENDITURES	317.27	4,014.68	.00	(4,014.68)	.0

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2024

Section 5, Item F.

FIRE DEPARTMENT DONATION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
260-48000-001 INTEREST EARNED ON INVESTMENTS	.00	307.00	500.00	193.00	61.4
260-48000-009 FIRE DEPT DONATION - OTHER	1,200.00	3,841.32	15,000.00	11,158.68	25.6
TOTAL SOURCE 48	1,200.00	4,148.32	15,500.00	11,351.68	26.8
TOTAL FUND REVENUE	1,200.00	4,148.32	15,500.00	11,351.68	26.8

VILLAGE OF KRONENWETTER
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2024

Section 5, Item F.

FIRE DEPARTMENT DONATION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
260-55200-900-000 FD DONATION EXP - OTHER	472.95	3,817.19	15,000.00	11,182.81	25.5
TOTAL DEPARTMENT 200	472.95	3,817.19	15,000.00	11,182.81	25.5
TOTAL FUND EXPENDITURES	472.95	3,817.19	15,000.00	11,182.81	25.5
NET REVENUE OVER EXPENDITURES	727.05	331.13	500.00	168.87	66.2

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2024

Section 5, Item F.

2% FIRE DUES FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
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270-43420-000	2% FIRE DUES	.00	36,654.94	28,171.00	(8,483.94)	130.1
	TOTAL SOURCE 43	.00	36,654.94	28,171.00	(8,483.94)	130.1
	<hr/>					
	<u>SOURCE 47</u>					
270-47320-000	2% FIRE DUES FROM GUENTHER	.00	.00	1,352.00	1,352.00	.0
	TOTAL SOURCE 47	.00	.00	1,352.00	1,352.00	.0
	<hr/>					
	<u>SOURCE 48</u>					
270-48100-000	INTEREST ON INVESTMENTS	.00	958.54	1,000.00	41.46	95.9
	TOTAL SOURCE 48	.00	958.54	1,000.00	41.46	95.9
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	<u>SOURCE 49</u>					
270-49900-000	UNDESIGNATED FUNDS	.00	24,533.12	24,533.12	.00	100.0
	TOTAL SOURCE 49	.00	24,533.12	24,533.12	.00	100.0
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	TOTAL FUND REVENUE	.00	62,146.60	55,056.12	(7,090.48)	112.9

VILLAGE OF KRONENWETTER
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2024

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2% FIRE DUES FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
270-52200-110-110 SALARIES/WAGES - FIRE PREVENT	.00	.00	6,320.60	6,320.60	.0
270-52200-110-151 FICA - FIRE PREVENT	.00	.00	483.53	483.53	.0
270-52200-340-000 TRAINING/SCHOOLING/MEETINGS	.00	.00	5,000.00	5,000.00	.0
270-52200-351-000 FIRE PREVENTION SUPPLIES	.00	2,455.50	3,500.00	1,044.50	70.2
270-52200-383-000 FIRE TOOLS OUTLAY	.00	479.00	10,000.00	9,521.00	4.8
270-52200-811-000 OUTLAY-FIRE EQUIPMENT	.00	16,987.24	30,000.00	13,012.76	56.6
TOTAL DEPARTMENT 200	.00	19,921.74	55,304.13	35,382.39	36.0
TOTAL FUND EXPENDITURES	.00	19,921.74	55,304.13	35,382.39	36.0
NET REVENUE OVER EXPENDITURES	.00	42,224.86	(248.01)	(42,472.87)	17025.

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2024

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DEBT SERVICE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
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350-41112-000	PROPERTY TAX REVENUE	.00	193,012.00	193,012.00	.00	100.0
	TOTAL SOURCE 41	.00	193,012.00	193,012.00	.00	100.0
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	SOURCE 42					
350-42000-500	PRINCIPAL - GOLDEN POND	.00	.00	9,200.00	9,200.00	.0
350-42000-600	PRINCIPAL - VANDERWAAL	.00	17,254.30	11,652.00	(5,602.30)	148.1
	TOTAL SOURCE 42	.00	17,254.30	20,852.00	3,597.70	82.8
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	SOURCE 48					
350-48000-003	INTEREST EARNED ON INVESTMENTS	.00	3,046.10	19,000.00	15,953.90	16.0
350-48000-107	INTEREST - VANDERWAAL	.00	.00	3,146.00	3,146.00	.0
	TOTAL SOURCE 48	.00	3,046.10	22,146.00	19,099.90	13.8
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	TOTAL FUND REVENUE	.00	213,312.40	236,010.00	22,697.60	90.4

VILLAGE OF KRONENWETTER
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2024

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DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 000</u>					
350-58000-115-000	PRINCIPAL - \$4.685 GOREFI 2021	.00	395,000.00	395,000.00	.00 100.0
350-58000-116-000	PRINCIPAL - \$1.29M GOPN 2018	.00	150,000.00	150,000.00	.00 100.0
350-58000-120-000	PRINCIPAL - COVANTAGE	.00	61,178.77	61,178.77	.00 100.0
350-58000-231-000	INTEREST - \$4.685M	.00	42,000.00	76,100.00	34,100.00 55.2
350-58000-235-000	INTEREST \$1.29M GOPN 2018	9,525.00	21,300.00	21,300.00	.00 100.0
350-58000-240-000	INTEREST - COVANTAGE	.00	28,849.00	28,849.00	.00 100.0
	TOTAL DEPARTMENT 000	<u>9,525.00</u>	<u>698,327.77</u>	<u>732,427.77</u>	<u>34,100.00 95.3</u>
	TOTAL FUND EXPENDITURES	<u>9,525.00</u>	<u>698,327.77</u>	<u>732,427.77</u>	<u>34,100.00 95.3</u>
	NET REVENUE OVER EXPENDITURES	<u>(9,525.00)</u>	<u>(485,015.37)</u>	<u>(496,417.77)</u>	<u>(11,402.40) (97.7)</u>

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2024

Section 5, Item F.

CAPITAL PROJECTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
410-41000-000 TAX REVENUES	.00	200,000.00	200,000.00	.00	100.0
TOTAL SOURCE 41	.00	200,000.00	200,000.00	.00	100.0
<u>SOURCE 48</u>					
410-48000-000 INTEREST EARNED ON INVESTMENTS	656.14	10,252.69	15,000.00	4,747.31	68.4
TOTAL SOURCE 48	656.14	10,252.69	15,000.00	4,747.31	68.4
<u>SOURCE 49</u>					
410-49300-000 UNDESIGNATED FUND REVENUE	.00	202,000.00	202,000.00	.00	100.0
TOTAL SOURCE 49	.00	202,000.00	202,000.00	.00	100.0
TOTAL FUND REVENUE	656.14	412,252.69	417,000.00	4,747.31	98.9

VILLAGE OF KRONENWETTER
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2024

Section 5, Item F.

CAPITAL PROJECTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
410-57100-000-000 CAPITAL ROAD IMPROVEMENTS	9,200.00	44,436.45	247,000.00	202,563.55	18.0
410-57100-000-100 OTHER CAPITAL PROJECTS	.00	26,541.87	125,000.00	98,458.13	21.2
TOTAL DEPARTMENT 100	9,200.00	70,978.32	372,000.00	301,021.68	19.1
TOTAL FUND EXPENDITURES	9,200.00	70,978.32	372,000.00	301,021.68	19.1
NET REVENUE OVER EXPENDITURES	(8,543.86)	341,274.37	45,000.00	(296,274.37)	758.4

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2024

Section 5, Item F.

TAX INCREMENT DISTRICT 1

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
451-41000-110	PROPERTY TAX REVENUE	.00	252,278.47	252,278.37	(.10)	100.0
	TOTAL SOURCE 41	.00	252,278.47	252,278.37	(.10)	100.0
	<u>SOURCE 43</u>					
451-43000-550	STATE EXEMPT COMPUTER AID	.00	567.51	568.00	.49	99.9
	TOTAL SOURCE 43	.00	567.51	568.00	.49	99.9
	<u>SOURCE 47</u>					
451-47400-000	TAX GUARANTEE - DEVELOPERS	.00	56,463.88	49,415.26	(7,048.62)	114.3
	TOTAL SOURCE 47	.00	56,463.88	49,415.26	(7,048.62)	114.3
	<u>SOURCE 48</u>					
451-48000-000	INTEREST ON INVESTMENTS	1,187.91	10,083.05	15,000.00	4,916.95	67.2
	TOTAL SOURCE 48	1,187.91	10,083.05	15,000.00	4,916.95	67.2
	TOTAL FUND REVENUE	1,187.91	319,392.91	317,261.63	(2,131.28)	100.7

VILLAGE OF KRONENWETTER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2024

Section 5, Item F.

TAX INCREMENT DISTRICT 1

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 400</u>					
451-51400-450-000 FEES - BANK/INVESTMENT/ETC.	.00	150.00	1,000.00	850.00	15.0
451-51400-463-000 TIF AUDITING	.00	600.00	1,000.00	400.00	60.0
451-51400-464-000 TIF CONSULTING	.00	.00	388.00	388.00	.0
TOTAL DEPARTMENT 400	.00	750.00	2,388.00	1,638.00	31.4
<u>DEPARTMENT 410</u>					
451-51410-302-110 SALARIES & WAGES	190.66	1,684.25	2,935.50	1,251.25	57.4
451-51410-302-151 FICA TAXES	14.33	129.08	224.57	95.49	57.5
451-51410-302-152 RETIREMENT (WRS)	12.21	113.77	202.55	88.78	56.2
451-51410-302-154 HEALTH INSURANCE	31.00	323.84	600.63	276.79	53.9
TOTAL DEPARTMENT 410	248.20	2,250.94	3,963.25	1,712.31	56.8
<u>DEPARTMENT 500</u>					
451-51500-560-110 RDA COMMITTEE WAGES	.00	.00	550.00	550.00	.0
451-51500-560-151 RDA COMMITTEE FICA	.00	.00	50.00	50.00	.0
TOTAL DEPARTMENT 500	.00	.00	600.00	600.00	.0
<u>DEPARTMENT 000</u>					
451-58000-001-100 DEBT SERVICE - PRINCIPAL	.00	330,000.00	330,000.00	.00	100.0
451-58000-001-220 DEBT SERVICE - INTEREST	.00	52,554.00	101,107.50	48,553.50	52.0
451-58000-001-221 BOND ISSUANCE COSTS	.00	612.00	612.00	.00	100.0
TOTAL DEPARTMENT 000	.00	383,166.00	431,719.50	48,553.50	88.8
TOTAL FUND EXPENDITURES	248.20	386,166.94	438,670.75	52,503.81	88.0
NET REVENUE OVER EXPENDITURES	939.71	(66,774.03)	(121,409.12)	(54,635.09)	(55.0)

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2024

Section 5, Item F.

TAX INCREMENT DISTRICT 2

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
452-41000-110	PROPERTY TAX REVENUE	.00	844,012.16	844,012.52	.36	100.0
	TOTAL SOURCE 41	.00	844,012.16	844,012.52	.36	100.0
	<u>SOURCE 43</u>					
452-43000-550	STATE EXEMPT COMPUTER AID	.00	41,799.91	41,800.00	.09	100.0
452-43670-000	PERSONAL PROPERTY STATE AID	.00	2,495.22	2,500.00	4.78	99.8
	TOTAL SOURCE 43	.00	44,295.13	44,300.00	4.87	100.0
	<u>SOURCE 48</u>					
452-48000-000	MISCELLANEOUS REVENUE	.00	11.56	.00	(11.56)	.0
452-48000-001	INTEREST EARNED ON INVESTMENTS	1,658.52	19,427.40	24,000.00	4,572.60	81.0
	TOTAL SOURCE 48	1,658.52	19,438.96	24,000.00	4,561.04	81.0
	<u>SOURCE 49</u>					
452-49000-000	PROCEEDS; LOANS/FINANCING	.00	.00	4,795,712.86	4,795,712.86	.0
	TOTAL SOURCE 49	.00	.00	4,795,712.86	4,795,712.86	.0
	TOTAL FUND REVENUE	1,658.52	907,746.25	5,708,025.38	4,800,279.13	15.9

VILLAGE OF KRONENWETTER
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2024

Section 5, Item F.

TAX INCREMENT DISTRICT 2

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>DEPARTMENT 410</u>						
452-51410-302-110	SALARIES & WAGES	1,328.28	11,775.72	33,427.06	21,651.34	35.2
452-51410-302-151	FICA TAXES	99.98	904.26	2,557.17	1,652.91	35.4
452-51410-302-152	RETIREMENT (WRS)	82.25	784.38	2,306.47	1,522.09	34.0
452-51410-302-154	HEALTH INSURANCE	192.70	2,123.91	8,008.42	5,884.51	26.5
452-51410-302-330	MILEAGE	.00	.00	500.00	500.00	.0
	TOTAL DEPARTMENT 410	1,703.21	15,588.27	46,799.12	31,210.85	33.3
<u>DEPARTMENT 500</u>						
452-51500-560-110	RDA COMMITTEE WAGES	.00	.00	300.00	300.00	.0
	TOTAL DEPARTMENT 500	.00	.00	300.00	300.00	.0
<u>DEPARTMENT 000</u>						
452-57000-100-203	LAND PURCHASE	.00	.00	1,830,470.00	1,830,470.00	.0
	TOTAL DEPARTMENT 000	.00	.00	1,830,470.00	1,830,470.00	.0
<u>DEPARTMENT 000</u>						
452-58000-001-221	BOND ISSUANCE COSTS	.00	.00	1,000.00	1,000.00	.0
	TOTAL DEPARTMENT 000	.00	.00	1,000.00	1,000.00	.0
	TOTAL FUND EXPENDITURES	34,534.46	165,689.67	5,711,699.12	5,546,009.45	2.9
	NET REVENUE OVER EXPENDITURES	(32,875.94)	742,056.58	(3,673.74)	(745,730.32)	20198.

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2024

Section 5, Item F.

TAX INCREMENT DISTRICT 3

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
453-41000-110	PROPERTY TAX REVENUE	.00	34,130.77	34,130.78	.01	100.0
	TOTAL SOURCE 41	.00	34,130.77	34,130.78	.01	100.0
	<u>SOURCE 43</u>					
453-43670-000	PERSONAL PROPERTY STATE AID	.00	533.91	533.91	.00	100.0
	TOTAL SOURCE 43	.00	533.91	533.91	.00	100.0
	<u>SOURCE 48</u>					
453-48000-000	INTEREST ON INVESTMENTS	41.54	1,559.10	5,250.00	3,690.90	29.7
	TOTAL SOURCE 48	41.54	1,559.10	5,250.00	3,690.90	29.7
	TOTAL FUND REVENUE	41.54	36,223.78	39,914.69	3,690.91	90.8

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2024

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TAX INCREMENT DISTRICT 4

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
454-41000-110	PROPERTY TAX REVENUE	.00	129,408.86	129,408.91	.05	100.0
	TOTAL SOURCE 41	.00	129,408.86	129,408.91	.05	100.0
	<u>SOURCE 43</u>					
454-43000-550	STATE EXEMPT COMPUTER AID	.00	674.82	675.00	.18	100.0
454-43670-000	PERSONAL PROPERTY STATE AID	.00	361.75	362.00	.25	99.9
	TOTAL SOURCE 43	.00	1,036.57	1,037.00	.43	100.0
	<u>SOURCE 47</u>					
454-47400-000	TAX GUARANTEE - DEVELOPERS	.00	26,895.82	26,840.00	(55.82)	100.2
	TOTAL SOURCE 47	.00	26,895.82	26,840.00	(55.82)	100.2
	<u>SOURCE 48</u>					
454-48000-000	INTEREST ON INVESTMENTS	52.65	2,127.17	3,500.00	1,372.83	60.8
	TOTAL SOURCE 48	52.65	2,127.17	3,500.00	1,372.83	60.8
	TOTAL FUND REVENUE	52.65	159,468.42	160,785.91	1,317.49	99.2

VILLAGE OF KRONENWETTER
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2024

Section 5, Item F.

TAX INCREMENT DISTRICT 4

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 400</u>					
454-51400-450-000	FEES - BANK/INVESTMENT/ETC.	.00	150.00	150.00	.00 100.0
454-51400-460-000	OFFICE SUPPLIES	.00	.02	10.00	9.98 .2
454-51400-463-000	TIF AUDITING	.00	600.00	600.00	.00 100.0
454-51400-464-000	TIF CONSULTING	.00	.00	600.00	600.00 .0
TOTAL DEPARTMENT 400		.00	750.02	1,360.00	609.98 55.2
<u>DEPARTMENT 410</u>					
454-51410-302-110	SALARIES & WAGES	190.66	1,671.43	2,935.50	1,264.07 56.9
454-51410-302-151	FICA TAXES	14.35	127.69	224.57	96.88 56.9
454-51410-302-152	RETIREMENT (WRS)	12.22	112.88	202.55	89.67 55.7
454-51410-302-154	HEALTH INSURANCE	30.98	318.43	600.63	282.20 53.0
TOTAL DEPARTMENT 410		248.21	2,230.43	3,963.25	1,732.82 56.3
<u>DEPARTMENT 000</u>					
454-58000-001-100	DEBT SERVICE - PRINCIPAL	.00	165,000.00	165,000.00	.00 100.0
454-58000-001-220	DEBT SERVICE - INTEREST	.00	19,750.00	36,200.00	16,450.00 54.6
TOTAL DEPARTMENT 000		.00	184,750.00	201,200.00	16,450.00 91.8
TOTAL FUND EXPENDITURES		248.21	187,730.45	206,523.25	18,792.80 90.9
NET REVENUE OVER EXPENDITURES		(195.56)	(28,262.03)	(45,737.34)	(17,475.31) (61.8)

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2024

Section 5, Item F.

WATER UTILITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SOURCE 41</u>					
601-41900-000 INTEREST ON INVESTMENTS	5,285.48	51,534.98	34,500.00	(17,034.98)	149.4
TOTAL SOURCE 41	5,285.48	51,534.98	34,500.00	(17,034.98)	149.4
<u>SOURCE 42</u>					
601-42100-000 MISC NON-OPERATING INCOME	.00	.00	500.00	500.00	.0
TOTAL SOURCE 42	.00	.00	500.00	500.00	.0
<u>SOURCE 46</u>					
601-46100-470 FORFEITED DISCOUNT	294.32	2,185.66	.00	(2,185.66)	.0
601-46161-000 METERED SALES - RESIDENTIAL	30,449.80	247,711.91	465,000.00	217,288.09	53.3
601-46161-200 METERED SALES - COMMERCIAL	3,531.40	24,935.23	58,000.00	33,064.77	43.0
601-46161-300 METERED SALES - INDUSTRIAL	1,770.78	6,051.97	13,100.00	7,048.03	46.2
601-46162-000 PRIVATE FIRE PROTECTION	377.40	3,517.73	19,100.00	15,582.27	18.4
601-46163-000 PUBLIC FIRE PROTECTION	9,225.78	74,623.94	126,000.00	51,376.06	59.2
601-46163-030 INDUSTRIAL FIRE PROTECTION	475.20	1,118.62	.00	(1,118.62)	.0
601-46163-200 COMMERCIAL FIRE PROTECTION	559.80	4,240.33	.00	(4,240.33)	.0
601-46164-000 METERED SALES/PUBLIC AUTHORITY	23.38	265.70	600.00	334.30	44.3
601-46165-000 METERED SALES - MULTIFAM RESID	4,257.44	34,341.09	72,000.00	37,658.91	47.7
601-46172-000 CELL TOWER RENT ON WATER TOWER	.00	31,360.00	31,360.00	.00	100.0
601-46173-000 WATER; CONNECTION FEES	.00	675.00	14,500.00	13,825.00	4.7
601-46174-000 OTHER MISC WATER REVENUES	.00	861.93	.00	(861.93)	.0
601-46175-000 CLEAR WATER REVENUES	497,092.51	516,983.49	525,000.00	8,016.51	98.5
601-46425-000 SAFE WATER DRINKING LOAN	.00	1,558,610.29	3,385,500.00	1,826,889.71	46.0
TOTAL SOURCE 46	548,057.81	2,507,482.89	4,710,160.00	2,202,677.11	53.2
TOTAL FUND REVENUE	553,343.29	2,559,017.87	4,745,160.00	2,186,142.13	53.9

VILLAGE OF KRONENWETTER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2024

Section 5, Item F.

WATER UTILITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>UTILITY EXPENSE</u>						
601-53600-403-000	DEPRECIATION EXPENSE - WATER	.00	.00	200,000.00	200,000.00	.0
601-53600-427-000	SAFE DRINKING LOAN - INTEREST	.00	7,416.63	43,726.12	36,309.49	17.0
601-53600-608-001	MAINTENANCE METER REPLACEMENT	.00	12,375.00	20,000.00	7,625.00	61.9
	TOTAL UTILITY EXPENSE	.00	19,791.63	263,726.12	243,934.49	7.5
<u>PUMPING EXPENSE</u>						
601-53610-620-110	WATER OPERATION WAGES	1,152.08	21,688.61	25,335.00	3,646.39	85.6
601-53610-620-151	WATER OPERATION FICA	85.37	1,601.49	1,935.00	333.51	82.8
601-53610-620-152	WATER OPERATION RETIREMENT	79.49	1,411.16	1,771.00	359.84	79.7
601-53610-620-154	WATER OPERATION - INSURANCE	315.73	5,503.58	8,010.00	2,506.42	68.7
601-53610-621-110	UTILITY OPERATOR-PAID ON CALL	996.50	5,819.85	5,820.00	.15	100.0
601-53610-621-151	UTILITY OP-PAID ON CALL FICA	76.26	450.13	450.75	.62	99.9
601-53610-622-002	WPS ELECTRIC	2,355.61	17,963.49	40,000.00	22,036.51	44.9
601-53610-622-003	WPS GAS	.00	332.16	8,000.00	7,667.84	4.2
601-53610-623-002	TELEPHONE EXP-WELLHOUSE	.00	81.48	1,500.00	1,418.52	5.4
601-53610-623-003	PUMPING OPERATION EXPENSE	.00	.00	1,500.00	1,500.00	.0
601-53610-625-001	MAINTENANCE OF PUMPING PLANT	315.10	2,512.09	4,200.00	1,687.91	59.8
	TOTAL PUMPING EXPENSE	5,376.14	57,364.04	98,521.75	41,157.71	58.2
<u>WATER TREATMENT EXPENSE</u>						
601-53620-630-001	WATER TREAT OPERATION EXPENSE	.00	178.98	3,000.00	2,821.02	6.0
601-53620-630-010	MARATHON CO HEALTH LAB	120.00	1,174.00	1,600.00	426.00	73.4
601-53620-631-001	CHEMICALS	4,593.94	21,833.80	29,000.00	7,166.20	75.3
601-53620-632-002	CAPITAL PROJECTS	60,774.08	472,391.70	3,866,773.88	3,394,382.18	12.2
	TOTAL WATER TREATMENT EXPENSE	65,488.02	495,578.48	3,900,373.88	3,404,795.40	12.7
<u>TRANS/DISTRIBUTION EXPENSE</u>						
601-53630-640-110	TRANS/DISTRIBUTION WAGES	1,090.04	8,885.53	25,655.00	16,769.47	34.6
601-53630-640-151	TRANS/DISTRIBUTION FICA	80.80	661.01	1,965.00	1,303.99	33.6
601-53630-640-152	TRANS/DISTRIBUTION-WRS	75.21	607.68	1,771.00	1,163.32	34.3
601-53630-640-154	TRANS/DISTRIBUTION - INSURANCE	297.09	2,215.02	8,010.00	5,794.98	27.7
601-53630-641-001	TRANS/DIST OPERATION EXPENSE	.00	371.70	2,500.00	2,128.30	14.9
601-53630-641-002	WATER SAMPLING EXPENSE	29.00	2,295.75	8,500.00	6,204.25	27.0
601-53630-650-002	WATER STORAGE	.00	.00	22,000.00	22,000.00	.0
601-53630-651-001	MAINTENANCE OF MAINS	.00	.00	10,000.00	10,000.00	.0
601-53630-652-001	MAINTENANCE OF SERVICES	.00	4,060.00	8,000.00	3,940.00	50.8
601-53630-653-001	MAINTENANCE OF METERS PURCHASE	.00	43,750.20	45,000.00	1,249.80	97.2
601-53630-654-001	MAINTENANCE OF HYDRANTS	555.56	979.72	8,000.00	7,020.28	12.3
601-53630-655-001	MAINTENANCE OF OTHER PLANTS	.00	.00	8,000.00	8,000.00	.0
	TOTAL TRANS/DISTRIBUTION EXPENSE	2,127.70	63,826.61	149,401.00	85,574.39	42.7

VILLAGE OF KRONENWETTER
EXPENDITURES WITH COMPARISON TO BUDGET
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Section 5, Item F.

WATER UTILITY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>BILLING EXPENSE</u>						
601-53640-902-110	UTILITY CLERK WAGES BILLING	378.24	4,857.41	12,490.00	7,632.59	38.9
601-53640-902-151	UTILITY CLERK FICA BILLING	27.64	355.35	955.49	600.14	37.2
601-53640-902-152	UTILITY CLERK WRS BILLING	26.10	335.28	861.81	526.53	38.9
601-53640-902-154	UTILITY CLERK INS BILLING	154.00	1,866.30	5,010.25	3,143.95	37.3
601-53640-903-002	POSTAGE EXPENSE	200.00	7,407.97	8,000.00	592.03	92.6
601-53640-903-003	BANK FEES	20.00	156.25	1,800.00	1,643.75	8.7
601-53640-903-004	COMPUTER SOFTWARE & SUPPORT	1,798.56	4,778.81	18,000.00	13,221.19	26.6
601-53640-905-110	UTILITY OPERATOR WAGES INFORMA	1,090.04	7,471.99	25,655.00	18,183.01	29.1
601-53640-905-151	UTILITY OPERATOR FICA INFORMA	80.80	556.33	1,965.00	1,408.67	28.3
601-53640-905-152	UTILITY OPERATOR WRS INFORMA	75.21	516.08	1,771.00	1,254.92	29.1
601-53640-905-154	UTILITY OPERATOR INS.INFORMA	297.09	1,808.09	8,010.00	6,201.91	22.6
601-53640-906-007	CONSUMER CONFIDENCE REPORT	.00	795.16	1,500.00	704.84	53.0
	TOTAL BILLING EXPENSE	4,147.68	30,905.02	86,018.55	55,113.53	35.9
<u>ADMINISTRATION EXPENSE</u>						
601-53650-920-110	UTILITY CREW/BILLING WAGES	1,090.04	9,263.34	25,655.00	16,391.66	36.1
601-53650-920-151	UTILITY CREW/BILLING FICA	80.80	689.10	1,965.00	1,275.90	35.1
601-53650-920-152	UTILITY CREW/ BILLING - WRS	75.21	634.77	1,771.00	1,136.23	35.8
601-53650-920-154	UTILITY CREW/BILLING - INS	297.09	2,414.81	8,010.00	5,595.19	30.2
601-53650-921-001	OFFICE SUPPLY EXPENSE	.00	532.09	1,325.00	792.91	40.2
601-53650-921-003	OFFICE PHONE EXPENSE	100.08	1,738.06	1,740.00	1.94	99.9
601-53650-921-005	INTERNET ACCESS	.00	69.83	1,000.00	930.17	7.0
601-53650-921-006	FUEL	306.87	2,279.69	6,000.00	3,720.31	38.0
601-53650-921-007	MILEAGE - WATER UTILITY	.00	25.13	755.00	729.87	3.3
601-53650-921-008	EQUIPMENT PARTS & MAINTENANCE	.00	5,631.61	11,800.00	6,168.39	47.7
601-53650-921-009	UNIFORMS	241.35	1,858.64	1,860.00	1.36	99.9
601-53650-921-110	UTILITY CLERK WAGES BILLING AG	378.24	4,594.99	12,490.00	7,895.01	36.8
601-53650-921-151	UTILITY CLERK FICA BILLING AG	27.64	335.77	955.49	619.72	35.1
601-53650-921-152	UTILITY CLERK WRS BILLING AG	26.10	316.16	861.81	545.65	36.7
601-53650-921-154	UTILITY CLERK INS. BILLING AG	154.00	1,702.84	5,010.25	3,307.41	34.0
601-53650-921-160	UTILITY EAP OPERATION	.00	29.00	100.00	71.00	29.0
601-53650-922-110	ADMIN; PW DIRECTOR WAGES	781.87	5,191.16	24,465.00	19,273.84	21.2
601-53650-922-151	ADMIN; PW DIRECTOR FICA	57.52	386.54	1,875.00	1,488.46	20.6
601-53650-922-152	ADMIN; PW DIRECTOR RETIREMENT	53.94	352.45	1,688.00	1,335.55	20.9
601-53650-922-154	ADMIN; PW DIRECTOR INSURANCE	269.61	1,336.84	3,408.21	2,071.37	39.2
601-53650-923-001	ACCOUNTING SERVICES	.00	6,023.00	8,000.00	1,977.00	75.3
601-53650-923-002	ENGINEERING SERVICES	.00	23,030.68	25,000.00	1,969.32	92.1
601-53650-923-004	LEGAL SERVICES	.00	.00	1,100.00	1,100.00	.0
601-53650-923-005	DIGGERS HOTLINE	.00	325.31	1,000.00	674.69	32.5
601-53650-923-007	INSPECTION SERVICES	.00	2,500.00	4,000.00	1,500.00	62.5
601-53650-923-110	ADMIN; ADMIN/TREAS/ACCT CLERK	2,072.28	17,590.80	29,643.18	12,052.38	59.3
601-53650-923-151	ADMIN; ADMIN/TREAS/ACCT FICA	154.47	1,331.42	2,267.70	936.28	58.7
601-53650-923-152	ADMIN; ADMIN/TREAS/ACCT CLERK	137.35	1,204.37	7,207.57	6,003.20	16.7
601-53650-923-154	ADMIN; ADMIN/TREAS/ACCT CLERK	456.66	4,066.72	4,067.42	.70	100.0
	TOTAL ADMINISTRATION EXPENSE	6,761.12	95,455.12	195,020.63	99,565.51	49.0

VILLAGE OF KRONENWETTER
 EXPENDITURES WITH COMPARISON TO BUDGET
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WATER UTILITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MISC EXPENSE</u>					
601-53660-926-005	UTILITY CLERK EAP OPERATION	.00	14.50	25.00	10.50 58.0
601-53660-930-009	EDUCATION/SEMINARS EXPENSE	.00	844.00	13,000.00	12,156.00 6.5
601-53660-930-013	RECRUITING EXPENSE	.00	.00	1,000.00	1,000.00 .0
601-53660-930-015	PHYSICALS	.00	.00	40.00	40.00 .0
601-53660-930-110	PW CREW - MISC WAGES	1,549.83	12,044.30	12,120.00	75.70 99.4
601-53660-930-151	PW CREW - MISC FICA	113.65	887.01	908.00	20.99 97.7
601-53660-930-152	PW CREW - MISC - WRS	106.94	831.31	832.00	.69 99.9
601-53660-930-154	PW CREW - MISC - INS	577.54	3,926.50	3,927.00	.50 100.0
601-53660-931-001	INSURANCE EXPENSE	.00	2,992.70	6,475.00	3,482.30 46.2
601-53660-931-110	UTILITY OP WAGES MISC	1,090.04	8,885.54	25,655.00	16,769.46 34.6
601-53660-931-151	UTILITY OP FICA MISC	80.80	661.00	1,602.00	941.00 41.3
601-53660-931-152	UTILITY OP RETIRE OPERATION	75.21	607.69	1,434.00	826.31 42.4
601-53660-931-154	UTILITY OP; HEALTH INS.	297.09	2,215.02	6,588.00	4,372.98 33.6
	TOTAL MISC EXPENSE	3,891.10	33,909.57	73,606.00	39,696.43 46.1
	TOTAL FUND EXPENDITURES	87,791.76	796,830.47	4,766,667.93	3,969,837.46 16.7
	NET REVENUE OVER EXPENDITURES	465,551.53	1,762,187.40	(21,507.93)	(1,783,695.33) 8193.2

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2024

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SEWER UTILITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SOURCE 46</u>					
650-46222-001	METERED SALES-RESIDENTIAL	64,444.93	500,996.13	855,009.17	354,013.04 58.6
650-46222-002	METERED SALES-COMMERCIAL	6,656.97	56,179.78	116,211.65	60,031.87 48.3
650-46222-003	METERED SALES-INDUSTRIAL	5,220.59	16,409.53	30,689.16	14,279.63 53.5
650-46222-005	METERED SALES - MULTIFAM RES	14,597.45	106,509.97	194,152.28	87,642.31 54.9
650-46223-000	METERED SALES-PUBLIC AUTH	54.73	1,648.17	1,550.00	(98.17) 106.3
650-46231-000	FORFEITED DISCOUNT	1,500.18	8,393.83	4,500.00	(3,893.83) 186.5
650-46232-000	SEWER; CONNECTION FEES	.00	525.00	3,800.00	3,275.00 13.8
650-46235-000	OTHER SEWERAGE REVENUE	.00	.00	8,825.00	8,825.00 .0
TOTAL SOURCE 46		92,474.85	690,662.41	1,214,737.26	524,074.85 56.9
<u>SOURCE 48</u>					
650-48000-000	MISCELLANEOUS REVENUE	.00	564.78	.00	(564.78) .0
650-48001-100	INTEREST ON INVESTMENTS	3,820.89	36,981.30	19,500.00	(17,481.30) 189.7
650-48002-311	OTHER MISC. SEWER REVENUES	.00	.00	5,800.00	5,800.00 .0
TOTAL SOURCE 48		3,820.89	37,546.08	25,300.00	(12,246.08) 148.4
TOTAL FUND REVENUE		96,295.74	728,208.49	1,240,037.26	511,828.77 58.7

VILLAGE OF KRONENWETTER
EXPENDITURES WITH COMPARISON TO BUDGET
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SEWER UTILITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
650-53560-850-010 UTILITIES CLERK EAP FRINGE	.00	.00	13.00	13.00	.0
650-53560-850-110 PW CREW SALARIES & WAGES	1,549.81	13,313.59	14,120.00	806.41	94.3
650-53560-850-151 PW CREW FICA	113.64	977.94	1,080.50	102.56	90.5
650-53560-850-152 PW CREW RETIREMENT	106.94	919.80	978.00	58.20	94.1
650-53560-850-154 PW CREW INSURANCE	577.52	4,646.90	4,647.00	.10	100.0
650-53560-851-110 UTILITIES CLERK SALARIES/WAGES	756.48	9,714.35	24,980.00	15,265.65	38.9
650-53560-851-151 UTILITIES CLERK FICA	55.20	710.31	1,910.97	1,200.66	37.2
650-53560-851-152 UTILITIES CLERK RETIREMENT	52.18	670.47	1,723.62	1,053.15	38.9
650-53560-851-154 UTILITIES CLERK HEALTH INS	308.04	3,732.47	7,805.50	4,073.03	47.8
650-53560-852-110 PW DIRECTOR SALARIES & WAGES	781.87	3,402.56	24,465.00	21,062.44	13.9
650-53560-852-151 PW DIRECTOR FICA	57.52	253.50	1,871.57	1,618.07	13.5
650-53560-852-152 PW DIRECTOR RETIREMENT	53.95	235.21	1,690.00	1,454.79	13.9
650-53560-852-154 PW DIRECTOR HEALTH INSURANCE	269.61	891.55	2,929.34	2,037.79	30.4
650-53560-853-110 UTILITY OP SALARIES & WAGES	6,446.63	52,314.24	121,275.00	68,960.76	43.1
650-53560-853-151 UTILITY OPERATORS FICA	480.09	3,914.32	9,279.50	5,365.18	42.2
650-53560-853-152 UTILITY OP RETIREMENT	376.07	3,180.35	39,562.00	36,381.65	8.0
650-53560-853-154 UTILITY OP HEALTH INSURANCE	1,485.29	11,459.18	11,463.78	4.60	100.0
650-53560-854-110 ADMINISTRATION WAGES	2,072.28	17,590.80	27,161.18	9,570.38	64.8
650-53560-854-151 ADMINISTRATION FICA	154.42	1,331.19	2,267.70	936.51	58.7
650-53560-854-152 ADMINISTRATION RETIREMENT	137.34	1,204.24	7,207.57	6,003.33	16.7
650-53560-854-154 ADMINISTRATION HEALTH INS.	456.64	4,066.83	4,072.51	5.68	99.9
TOTAL DEPARTMENT 560	16,291.52	134,529.80	310,503.74	175,973.94	43.3

VILLAGE OF KRONENWETTER
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SEWER UTILITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>DEPARTMENT 650</u>						
650-53650-403-000	DEPRECIATION EXPENSE-SEWER	.00	.00	280,000.00	280,000.00	.0
650-53650-653-001	MAINTENANCE OF METERS PURCHASE	.00	41,508.36	44,000.00	2,491.64	94.3
650-53650-821-001	WISCONSIN PUBLIC SERVICE-ELEC	2,395.28	19,829.90	60,000.00	40,170.10	33.1
650-53650-821-002	WISCONSIN PUBLIC SERVICE-GAS	.00	6.08	300.00	293.92	2.0
650-53650-826-000	CAPITAL OUTLAY EQUIPMENT	.00	68,820.33	760,500.00	691,679.67	9.1
650-53650-827-001	OPERATION-TELEPHONE EXP	.00	1,091.72	6,500.00	5,408.28	16.8
650-53650-831-000	MAINTEN OF COLLECTING SYSTEM	.00	41,713.63	41,800.00	86.37	99.8
650-53650-832-000	MAINTENANCE OF STATIONS	.00	85,279.16	86,200.00	920.84	98.9
650-53650-851-001	OFFICE SUPPLIES EXPENSE	.00	563.33	600.00	36.67	93.9
650-53650-851-002	POSTAGE EXPENSE	200.00	5,679.94	5,800.00	120.06	97.9
650-53650-851-003	OFFICE-PHONE EXPENSE	.00	158.52	550.00	391.48	28.8
650-53650-851-006	INTERNET ACCESS	.00	69.83	1,200.00	1,130.17	5.8
650-53650-851-007	BANK FEES	20.00	156.25	3,000.00	2,843.75	5.2
650-53650-851-008	EQUIPMENT PARTS & MAINTENANCE	481.65	1,843.92	5,500.00	3,656.08	33.5
650-53650-851-009	COMPUTER SUPPLIES & EXPENSES	1,798.57	9,439.32	13,650.00	4,210.68	69.2
650-53650-851-010	UNIFORMS	241.40	1,708.85	1,750.00	41.15	97.7
650-53650-852-001	ACCOUNTING SERVICES	.00	3,579.20	7,000.00	3,420.80	51.1
650-53650-852-002	ENGINEERING SERVICES	175.00	3,702.50	20,000.00	16,297.50	18.5
650-53650-852-003	LEGAL SERVICES	.00	.00	500.00	500.00	.0
650-53650-852-004	RIB MT SEWERAGE DISTRICT	45,413.31	284,837.47	397,800.00	112,962.53	71.6
650-53650-852-005	DIGGERS HOTLINE	.00	325.30	1,000.00	674.70	32.5
650-53650-853-000	INSURANCE EXPENSE	.00	2,372.69	3,350.00	977.31	70.8
650-53650-856-000	MISC GENERAL EXPENSE	41.98	(3,839.75)	3,000.00	6,839.75	(128.0)
650-53650-856-001	EDUCATION/SEMINARS EXPENSE	.00	.00	2,000.00	2,000.00	.0
650-53650-856-002	MILEAGE - SEWER UTILITY	.00	25.12	1,500.00	1,474.88	1.7
650-53650-856-003	FUEL	306.86	2,279.66	3,000.00	720.34	76.0
650-53650-856-013	RECRUITING EXPENSE	.00	.00	250.00	250.00	.0
650-53650-856-014	PHYSICALS	.00	.00	40.00	40.00	.0
TOTAL DEPARTMENT 650		51,074.05	571,151.33	1,750,790.00	1,179,638.67	32.6
TOTAL FUND EXPENDITURES		67,365.57	705,681.13	2,061,293.74	1,355,612.61	34.2
NET REVENUE OVER EXPENDITURES		28,930.17	22,527.36	(821,256.48)	(843,783.84)	2.7

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2024

Section 5, Item F.

INTERNAL EQUIPMENT REPLACEMENT

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
750-41000-000	TAX REVENUES	.00	428,500.00	428,500.00	.00	100.0
	TOTAL SOURCE 41	.00	428,500.00	428,500.00	.00	100.0
	<u>SOURCE 48</u>					
750-48000-100	INTEREST EARNED ON INVESTMENTS	7.75	323.41	7,500.00	7,176.59	4.3
	TOTAL SOURCE 48	7.75	323.41	7,500.00	7,176.59	4.3
	<u>SOURCE 49</u>					
750-49210-000	TRANSFER FROM GENERAL FUND	.00	10,000.00	10,000.00	.00	100.0
	TOTAL SOURCE 49	.00	10,000.00	10,000.00	.00	100.0
	TOTAL FUND REVENUE	7.75	438,823.41	446,000.00	7,176.59	98.4

VILLAGE OF KRONENWETTER
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2024

Section 5, Item F.

INTERNAL EQUIPMENT REPLACEMENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
750-51000-001-000 EQUIPMENT PURCHASES	.00	441,856.22	461,395.00	19,538.78	95.8
TOTAL DEPARTMENT 000	.00	441,856.22	461,395.00	19,538.78	95.8
<u>DEPARTMENT 900</u>					
750-51900-000-000 BANK & INVESTMENT FEES	.00	.00	2,000.00	2,000.00	.0
TOTAL DEPARTMENT 900	.00	.00	2,000.00	2,000.00	.0
TOTAL FUND EXPENDITURES	.00	441,856.22	463,395.00	21,538.78	95.4
NET REVENUE OVER EXPENDITURES	7.75	(3,032.81)	(17,395.00)	(14,362.19)	(17.4)



Report to Village Board

Agenda Item: Discussion and Possible Action: Right-of-Way Excavation Permit Fees

Meeting Date: October 17, 2024

Referring Body: APC

Committee Contact:

Staff Contact: Greg Ulman

Report Prepared by: Greg Ulman

AGENDA ITEM: Discussion and Possible Action: Right-of-Way Excavation Permit Fees

OBJECTIVE(S): Increase the revenue and cover our costs generated by contractors working in the Village

HISTORY/BACKGROUND: Currently the Village has a flat \$100 fee for all right-or-way permits taken out by any party working in the right-of-way. With the Village costs of locating utilities and inspecting proper restoration exceeding the fee, we are losing money with every large project. With my proposed fees, we will be able to recoup the costs associated with said projects and will have money available if the Village infrastructure would be compromised and not noticed until years down the road.

PROPOSAL: To raise the fees associated with each unique project that occurs in the Village.

RECOMMENDED ACTION: To approve the proposed fee schedule.

FINANCIAL

Financial Consideration/Action:

FUNDING SOURCE:

Account Number/Title:	#
Current Adopted Budget:	\$
Spent to Date:	\$
Remaining Budget:	\$
Requested Amount:	\$
Remainder of Budgeted Amount, if approved:	

ATTACHMENTS: Proposed right-of-way fee schedule and other select municipalities fee schedule.

Applicant Name:
Work Location:
Work Dates:
Paid:



Permit Fee Worksheet

Excavation Permit

	Quantity	Fee	Total
Misc. excavation permit project area less than 100' of roadway	0	\$100.00	\$0.00
Large utility project greater than 100' of roadway	0	\$500.00	\$0.00
Excavation in ROW outside of street per hole	0	\$50.00	\$0.00
Excavation in ROW inside of street per hole	0	\$250.00	\$0.00
Boring in ROW parallel to street, \$.10 per ft	0	\$0.10	\$0.00
Boring under street perpendicular to street – for every crossing	0	\$100.00	\$0.00
Open trench excavation outside of street, longer than 500'. \$.50 per ft	0	\$0.50	\$0.00
Open trench excavation inside of street, longer than 50'. \$5.00 per foot	0	\$5.00	\$0.00
		Total	\$0.00

In a project area less than 100', the excavation outside of street fees are waived; but the excavation inside, or boring under the street fees remain.

Payments can be mailed or pay online at our portal here:
<https://kronenwetterwi.ourcommunityconnect.com/register>



Approved and Adopted: 1/9/2024
 Resolution: 24-17
 Amended and Adopted: 8/29/2024
 Resolution: 24-489

2024 City of Oshkosh
 Fees and Charges

Type	Fee / Charge Description	2024 Rate / Amount	Prior Rate / Amount	Basis for the Fee
Fee	Crash Reports for paper copy	\$1.00 per report	\$1.00 per report	Cost recovery
Fee	Open records request - Printed Photographs-Safety City Summer Program - per child	\$0.25 per page / \$1.50 per disk	\$0.25 per page / \$1.50 per disk	Cost recovery
Fee	Parking permits per month	No charge	No charge	Market
		\$10.00 per month	\$10.00 per month	Market
PUBLIC WORKS				
SNOW REMOVAL:				
Infraction	First 100'	\$148.00	\$74.00	Cost Recovery
Infraction	Additional Length over 100'	\$1.38	\$0.75	Cost Recovery
Infraction	Handicap Ramp/Crosswalk Quadrant	\$98.00	\$69.00	Cost Recovery
SALT PLACEMENT:				
Infraction	First 100'	\$92.50	\$64.50	Cost Recovery
Infraction	Additional Length over 100'	\$0.90	\$0.65	Cost Recovery
UNUSUAL SNOW CONDITIONS:				
Infraction	Mobilization	\$100.00	\$120.00	Cost Recovery
Infraction	Loading Snow (per hour)	\$120.00	\$120.00	Cost Recovery
Infraction	Hauling Snow (per hour)	\$130.00	\$120.00	Cost Recovery
Infraction	Administrative Charge for each parcel	\$25.00	\$25.00	Partial Cost Recovery
Infraction	Remove Ice from Sump Pump Discharge (per hour)	\$85.00	\$120.00	Cost Recovery
PUBLIC WORKS / ENGINEERING				
Charge	Sale of plans / specifications	\$25.00	\$25.00	Partial Cost Recovery
Charge	Spec books / hard copies	\$25.00	\$25.00	Partial Cost Recovery
Charge	Storm Drainage Plan Approval (when required by Public Works Dept.)	Actual Cost + 2% Administrative Fee	Actual Cost + 2% Administrative Fee	Cost Recovery
STORM WATER UTILITY CREDIT APPLICATION				
Fee	Non-Residential Flow Controls Only	\$200.00	\$200.00	Partial Cost Recovery
Fee	Non-Residential Pollution Control Only	\$200.00	\$200.00	Partial Cost Recovery
Fee	Non-Residential Flow Control and Pollution Control	\$300.00	\$300.00	Partial Cost Recovery
Fee	Residential Property owners requesting Best Management Practice Credit	\$10.00	\$10.00	Partial Cost Recovery
Fee	Residential Property owners requesting Riparian Credit of 25%	\$10.00	\$10.00	Partial Cost Recovery
Fee	Residential Property owners requesting a Riparian Credit greater than 25%	\$10.00	\$10.00	Partial Cost Recovery
Fee	Residential Property owners requesting Best Management Practice Credit and 25% Riparian Credit	\$10.00	\$10.00	Partial Cost Recovery
Fee	Residential Property owners requesting Best Management Practice Credit and Riparian Credit greater than 25%	\$10.00	\$10.00	Partial Cost Recovery
RIGHT-OF-WAY PERMIT FEES				
Fee	Base Fee	\$15.00	\$15.00	Cost Recovery
Fee	Cost per foot	\$0.75	\$0.75	Cost Recovery
Fee	Cost per structure	\$25.00	\$25.00	Cost Recovery
RECYCLING				
Fee	Per year, per residential unit	\$35.00	\$35.00	Cost Recovery
Fee	More than one solid waste cart at a residential dwelling per year	\$180.00	\$180.00	Partial Cost Recovery
YARD WASTE DISPOSAL				
Fee	Use of City yard waste disposal site for a resident per year	\$25.00	\$25.00	Partial Cost Recovery
Fee	Use of City yard waste disposal site NON-resident per year	\$125.00	\$125.00	Partial Cost Recovery
GARBAGE PICK-UP FEES				

CITY OF NEENAH STREET EXCAVATION FEE SCHEDULE

	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
1. 4" or 6" sidewalk/driveway - sq.ft. including colored sidewalk	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00
2. Curb & gutter - lin.ft.	\$72.50	\$75.00	\$77.50	\$80.00	\$82.50

3. Concrete pavement

- a) Install concrete pavement patch per WDOT SDD 13 c 10-1
- b) Contact Engineer Department at (920)886-6240 to assist layout of saw cuts
- c) All saw cuts must be to full concrete pavement depth, no partial depth sawing and jack hammering is permitted
- d) Saw cut so that a minimum of 2' of the new concrete patch is installed on original ground

	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Final concrete patch - sq.ft. including colored concrete pavement	\$20.00	\$20.50	\$21.00	\$21.50	\$22.00

4. Asphalt pavement and oil & chip seal pavement (includes trails)

	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Final asphalt patch - sq.ft. 2 ft. wide perimeter around actual excavation	\$12.00	\$12.50	\$13.00	\$13.50	\$14.00

5. Street degradation fees (Asphalt and Concrete Streets)

Base Rate: \$4.00/sq.ft.

WISLR Rating	Rate/Sq.Ft.
1	\$0.00
2	\$0.00
3	\$0.00
4	\$0.00
5	\$0.67
6	\$1.33
7	\$2.00
8	\$2.67
9	\$3.33
10	\$4.00

	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
6. Terrace or grass turf area - sq.ft.	\$2.50	\$2.60	\$2.70	\$2.80	\$2.90

7. 2023 rates include City maintenance costs with 3% approximate annual increase from 2018-2022. 2023 final actual patch costs are based on 2022 actual bid prices with 3% approximate annual increase for 2023-2027
8. The contractor shall be responsible for the initial patch. Initial patch on all hard surfaces shall be hot mix asphalt, a minimum of 4" (two lifts) on pavement and 2" on sidewalks and trails. When hot mix is not available, (winter) cold mix asphalt may be used.
9. The contractor may install the final street or sidewalk restoration with the following conditions:
 - a) Proof of Responsibility on file with Public Works and Utilities Department
 - b) Provide City with Certificate of Insurance
 - c) Backfill trench with slurry backfill
 - d) Install per City specifications and inspected by City
 - e) Provide 1-year warranty (2-year warranty w/visual defect)
10. Permit Fees (Exceptions to \$200 fee below)

New Gas Service/Abandon Service/Maintenance	\$200 Each
Curb Cut	\$50 Each
Driveway (replacement, no change to width)	\$50 Each
	N/C
11. All tunneled, plowed, or directional bored underground utilities \$.50/Lin. Ft.
12. New Poles (less than 60 ft.)/Guywires/Smal Peds/Boxes \$30 Each

New Poles (60 ft and greater)	To be determinted
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13. All new overhead wires (each wire) \$.15/Lin. Ft.
14. New or replacement manholes, hand holes, and monitoring or purging wells \$75 Each
15. Larger cabinets, pedestals, control & switching "huts", transformers, underground vaults, or VRAD cabinets \$200 Each
16. Trees (Requires City approval to remove a terrace tree) \$300 Each
17. Marker Post / Post Mounted Signs \$5 Each
18. Replace Existing Pole (permit fee only) N/C
19. Failure to obtain a permit will result in an additional permit fee charge \$200 Each
(2 x \$200 = \$400)
20. New Utility Locations: Applicants shall indicate location of excavation with dimensions of trench and to nearest intersection and/or property lines. Dimensions to face of curb or edge of road and sidewalk, if present, are desirable. Please submit two(2) attached sketches with permits. All existing utilities shall be shown on sketch when new installation is proposed.
21. Fees for repair or replacement of private sewer laterals, (including sidewalk, asphalt, and terracing fees) will be reduced by 50%.

Waupaca County Highway Department

PERMIT FEE SCHEDULE

(Approved 4/15/2021 by Waupaca County Highway Commission and effective 5/1/2021)

ACCESS PERMITS

FEES

Access Application/Permit	\$100.00
Variance Request/Processing	\$150.00

UTILITY PERMITS

Utility Application/Permit	\$ 50.00
Each bore under the highway	\$ 75.00
Each open cut of the highway	\$250.00

SINGLE TRIP PERMITS – Oversize (O/S) and Overweight (O/W)

O/S and O/W Application/Permit	\$ 50.00
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PERMIT TO EXCAVATE/FILL IN HIGHWAY RIGHT OF WAY

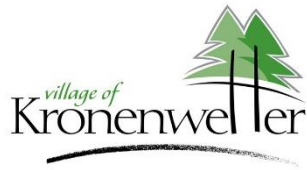
Permit/Application	\$ 50.00
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SEASONAL WEIGHT LIMIT PERMITS

Contact office for more information at 715-258-7152

Village of Kimberly Fee Schedule

Code Section	Fee Type	Description	Effective September 4, 2024	
			2023 Fee	2024 Fee (Last Updated)
418-6 F	Cedar Room	Resident	\$50.00	\$70.00
		Non-Resident		\$140.00
	Aspen or Birch Room	Resident	\$20.00	\$30.00
		Non-Resident		\$60.00
	Aspen and Birch Room	Resident	\$40.00	\$60.00
		Non-Resident		\$120.00
	Yard Waste			
	Tags		\$1.00/tag	\$1.00/tag
	Bags		\$.50/bag	\$.50/bag
	Annual Permit		\$5.00/yr.	\$5.00/yr.
418-6 F	Metal/ Rubbish Pickup "White Goods"			
	Non-freon appliance/metal		\$10.00	\$10.00
	Freon appliance		\$15.00	\$15.00
	Rubbish Cart Additional/Replacement		\$73.50/Cart (Village Cost)	\$73.50/Cart (Village Cost)
	Additional Rubbish Pick Up		\$120.00	\$120.00
	Recycle Cart Size Upgrade (65G to 95G)		\$38.50	\$38.50
	Recycle Cart Additional/Replacement		\$77/Cart (Village Cost)	\$77/Cart (Village Cost)
	Tires			\$15.00 per tire
	Grass Cutting/Weed Removal			
	Administrative Fee		\$25.00	\$25.00
	Labor		\$75.00/hr	\$75.00/hr
	Plus equipment rental		Varies on equipment used	Varies on equipment used
430-6	Right of Way Excavation Permits			
	Misc Excavation Permit	One parcel frontage or less	\$20.00	\$20.00
	Small Utility Project	<750' of roadway	\$50.00	\$50.00
	Medium Utility Project	Greater than 750' up to 2000' of roadway	\$75.00	\$75.00
	Large Utility Project	Greater than 2000' of roadway	\$100 + \$0.05/ft beyond 2000ft	\$100 + \$0.05/ft beyond 2000ft
	Excavation in ROW outside of street		\$50.00	\$50.00
	Excavation in ROW inside of street		\$250.00	\$250.00
	Boring in ROW	Parallel to street	\$0.10/ft	\$0.10/ft
	Boring under street	Perpendicular to street	\$100.00	\$100.00
430-10	Snow Removal			
	Administrative Fee		\$25.00	\$25.00
	Labor		\$75.00/hr	\$75.00/hr
	Plus equipment rental		Varies on equipment used	Varies on equipment used
372-7	Boat Launch Fees (Not including tax)			
	Daily - Resident & Non-Resident		\$5.00	\$5.00
	Annual - Resident		\$15.00	\$15.00



REPORT TO APC

ITEM NAME:	Budget Amendment # 9
MEETING DATE:	10/17/24
PRESENTING COMMITTEE:	APC
COMMITTEE CONTACT:	Chris Voll
STAFF CONTACT:	Lisa Kerstner
PREPARED BY:	Lisa Kerstner

OBJECTIVES: Amending 2024 Village Budget to move funds from one expense line to another expense line to cover the amount recorded in the 2023 audit for prepaid expenses. In 2024 these expenses were recognized in the expense account.

PROPOSAL: Complete a budget amendment to move \$900.00 from Computer program support to Prop & Liability Ins.

RECOMMENDED ACTION: Approve budget Amendment #9.

FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$

Remaining CFY
 Account Number: 221-51200-100-480
 Description: Computer Program Support
 Budgeted Amount: \$2,200
 Spent to Date: \$1,100
 Percentage Used: 50%
 Remaining: \$1,100

Account Number: 221-51252-938-000
 Description: Prop & Liability Insurance
 Budgeted Amount: \$200
 Spent to Date: \$1,037.74
 Percentage Used: 518.90%
 Remaining: (\$837.74)



ITEM NAME:	Municipal Judge Compensation
MEETING DATE:	10/17/24
PRESENTING COMMITTEE:	APC
COMMITTEE CONTACT:	Chris Voll
STAFF CONTACT:	Lisa Kerstner
PREPARED BY:	Lisa Kerstner

OBJECTIVES: The Administrative Policy Committee evaluated the current pay rate for those who serve on Village committees, commissions and boards. APC recommended Elected officials go up \$50.00 a month (\$400/month – trustee, \$700/month Village President), and committee/commission members for up \$15.00 a meeting (\$40.00/ meeting).

Asking APC to evaluate the Municipal Judge compensation who has not had an increase since he started in 2005. This will come out of Municipal Court Fund (Fund 221). Currently the rate is \$5,500 a year.

Marshfield municipal court wages are apx. \$20,800 and population is apx. 18,929.

755.01 Option of municipality.

- (1) There is created and established in and for each city, town and village, a municipal court designated “Municipal Court for the (city, town or village) of (name of municipality)”. A municipal court created under this subsection is a coequal branch of the municipal government, subject to the superintending authority of the supreme court, through the chief judge of the judicial administrative district. A court shall become operative and function after January 1, 2011, when the city council, town board, or village board adopts an ordinance or bylaw providing for the election of a judge and the operation and maintenance of the court, receives a certification from the chief judge of the judicial administrative district that the court meets the requirements under ss. 755.09, 755.10, 755.11, and 755.17, and provides written notification to the director of state courts of the adoption of the ordinance or bylaw. A permanent vacancy in the office of municipal judge shall be filled under s. 8.50 (4) (fm). Any municipal court established under this section is not a court of record. The court shall be maintained at the expense of the municipality. The municipal governing body shall determine the amount budgeted for court maintenance and operations. The budget of the municipal court shall be separate from, or contained on a separate line item from, the budget or line items of all other municipal departments, including the budget or line items of the municipal prosecuting attorney and the municipal law enforcement agency.
- (2) The governing body may by ordinance or bylaw abolish the municipal court as part of a consolidation under s. 66.0229 or at the end of any term for which the judge has been elected or appointed, but only if the ordinance or bylaw abolishing the court is submitted to the appropriate filing officer under s. 5.02 (4v) (c) or to the ethics commission, and to the director of state courts prior to October 1 of the year preceding the end of the term for which the judge has been elected or appointed. The governing body may not abolish the municipal court while an agreement under sub. (4) is in effect.

NOTE: Sub. (2) is shown as amended eff. 7-1-25 by 2023 Wis. Act 126. Prior to 7-1-25 it reads:

- (2) The governing body may by ordinance or bylaw abolish the municipal court as part of a consolidation under s. 66.0229 or at the end of any term for which the judge has been elected or appointed, but only if the ordinance or bylaw abolishing the court is submitted to the appropriate filing office under s. 11.0102 (1) (c) and to the director of state courts prior to October 1 of the year preceding the end of the term for which the judge has been elected or appointed. The governing body may not abolish the municipal court while an agreement under sub. (4) is in effect.
- (3) A municipality may establish as many branches of municipal court as it deems necessary.
- (4) Two or more cities, towns or villages of this state may enter into an agreement under s. 66.0301 for the joint exercise of the power granted under sub. (1), except that for purposes of this subsection, any agreement under s. 66.0301 shall be effected by the enactment of identical ordinances by each affected city, town or village. Electors of each municipality entering into the agreement shall be eligible to vote for the judge of the municipal court so established. If a municipality enters into an agreement with a municipality that already has a municipal court, the municipalities may provide by ordinance or resolution that the judge for the existing municipal court shall serve as the judge for the joint court until the end of the term or until a special election is held under s. 8.50 (4) (fm). Each municipality shall adopt an ordinance or bylaw under sub. (1) prior to entering into the agreement. The contracting municipalities need not be contiguous and need not all be in the same county. Upon entering into or discontinuing such an agreement, the contracting municipalities shall each transmit a certified copy of the ordinance or bylaw effecting or discontinuing the agreement to the appropriate filing officer under s. 5.02 (4v) (c) or to the ethics commission. Any court formed under this subsection, including the formation of a new court by a change in the municipalities that have entered into an agreement under s. 66.0301, shall become operative and function when the requirements under this subsection are met, the court receives a certification from the chief judge of the judicial administrative district that the court meets the requirements under ss. 755.09, 755.10, 755.11, and 755.17, and the court provides written notification to the director of state courts. Discontinuation of an agreement under this subsection shall be effective at the end of the term for which the judge has been elected or appointed but only if the ordinance or bylaw discontinuing the agreement is submitted to the appropriate filing officer under s. 5.02 (4v) (c) or to the ethics commission and to the director of state courts prior to October 1 of the year preceding the end of the term for which the judge has been elected or appointed. When a municipal judge is elected under this subsection, candidates shall be nominated by filing nomination papers under s. 8.10 (6) (bm), and shall register with the filing officer specified under s. 5.02 (4v) (c) or with the ethics commission.

NOTE: Sub. (4) is shown as amended eff. 7-1-25 by 2023 Wis. Act 126. Prior to 7-1-25 it reads:

- (4) Two or more cities, towns or villages of this state may enter into an agreement under s. 66.0301 for the joint exercise of the power granted under sub. (1), except that for purposes of this subsection, any agreement under s. 66.0301 shall be effected by the enactment of identical ordinances by each affected city, town or village. Electors of each municipality entering into the agreement shall be eligible to vote for the judge of the municipal court so established. If a municipality enters into an agreement with a municipality that already has a municipal court, the municipalities may provide by ordinance or resolu

that the judge for the existing municipal court shall serve as the judge for the joint court until the end of the special election is held under s. 8.50 (4) (fm). Each municipality shall adopt an ordinance or bylaw under entering into the agreement. The contracting municipalities need not be contiguous and need not all be in the same county. Upon entering into or discontinuing such an agreement, the contracting municipalities shall each transmit a certified copy of the ordinance or bylaw effecting or discontinuing the agreement to the appropriate filing officer under s. 11.0102 (1) (c). Any court formed under this subsection, including the formation of a new court by a change in the municipalities that have entered into an agreement under s. 66.0301, shall become operative and function when the requirements under this subsection are met, the court receives a certification from the chief judge of the judicial administrative district that the court meets the requirements under ss. 755.09, 755.10, 755.11, and 755.17, and the court provides written notification to the director of state courts. Discontinuation of an agreement under this subsection shall be effective at the end of the term for which the judge has been elected or appointed but only if the ordinance or bylaw discontinuing the agreement is submitted to the appropriate filing office under s. 11.0102 (1) (c) and to the director of state courts prior to October 1 of the year preceding the end of the term for which the judge has been elected or appointed. When a municipal judge is elected under this subsection, candidates shall be nominated by filing nomination papers under s. 8.10 (6) (bm), and shall register with the filing officer specified in s. 11.0102 (1) (c).

History: 1977 c. 187 s. 94; 1977 c. 305; Stats. 1977 s. 755.01; 1985 a. 89, 304; 1987 a. 389; 1989 a. 274; 1997 a. 208; 1999 a. 150 s. 672; 1999 a. 182; 2001 a. 109; 2009 a. 402; 2015 a. 117; 2017 a. 366; 2019 a. 70; 2023 a. 126.

755.02 Term. The judges shall be elected at large for a term of 4 years unless a different term, not exceeding 4 years nor less than 2 years, is provided by charter ordinance enacted under s. 66.0101. The term shall commence on May 1 of the year of the judge’s election.

History: 1977 c. 187 s. 94; 1977 c. 273, 305, 447; Stats. 1977 s. 755.02; 2009 a. 402.





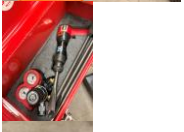



755.03 Oath and bond.

- (1) The judge shall, after election or appointment, take and file the official oath as prescribed in s. 757.02 (1) and at the same time, if required to do so by a city’s, village’s, or town’s governing body, execute and file an official bond in an amount to be fixed by the governing body. If the governing body does not require the judge to execute and file an official bond, the governing body shall obtain a dishonesty insurance policy or other appropriate insurance policy that covers the judge, in an amount fixed by the governing body, in lieu of the bond requirement. The governing body shall pay the costs of the bond or insurance policy. No judge may act as such until he or she has complied with the requirements of sub. (2).
- (2) Within 10 days after a municipal judge takes the oath, the judge shall file the oath and, if required to do so as described in sub. (1), the official bond with the clerk of the city, town or village where the judge was elected or appointed. If the municipal judge is elected under s. 755.01 (4), the judge shall file copies of the oath and bond with each applicable municipal clerk. The judge shall file a certified copy of the oath with the office of director of state courts within the 10-day time period after the judge takes the oath.

History: 1977 c. 187 s. 94; 1977 c. 305; Stats. 1977 s. 755.03; Sup. Ct. Order, 88 Wis. 2d xiii (1979); 1983 a. 192; 1985 a. 89, 304; 2009 a. 402; 2017 a. 51; 2019 a. 113.

755.04 Salary. The governing body shall fix a salary for the judge. The salary may be increased by the governing body before the start of the 2nd or a subsequent year of service of the term of the judge, but shall not be decreased during a term. The salary of a municipal judge who is designated or appointed under s. 8.50 (4) (fm) or 800.06 shall be determined by contract between the municipality and the judge. The judge may not serve until the contract is entered into. Salaries may be paid annually or in equal installments as determined by the governing body, but no judge may be paid a salary for any time during the term during which the judge has not executed and filed his or her official bond or official oath, as required by s. 755.03.

History: 1977 c. 187 s. 94; 1977 c. 305 s. 64; Stats. 1977 s. 755.04; 1985 a. 304; 2009 a. 402.

ITEM	ITEM PICTURE	ITEM DESCRIPTION
2005 HD2500 Chevy Pickup		2005 HD2500 Chevy Pickup, extended cab, 2 WD, 8Ft Box, Major mechanical issues
Tires (x2)		Size 315/80R225 Bridgestone
Stream Lights (x2)		Telescopic Stream lights - bad batteries
Brooms X2		
Air bags (x2)		Air bags with regulators (out of date)
Air Hammer		Air hammer with attachments
Air Hose		50 Ft air hose
Fire Extinguishers		20 fire extinguishers - multiple sizes
Extension Cord		50 FT extension cord

Wooden Box

Wooden box

Extension cords x2

2 - 25 Ft extension cords

EMS Bags (x2)

Older EMS bags - stained/damaged zippers

Draeger RIT Pack

Draeger RIT Pack with 1 mask and 1 bottle

Safety Harnesses

4 Safety Harnesses (out of date)

ARGUS Thermal Image Camera

ARGUS Thermal Image Camera - 2 batteries no charger

Fiberglass SCBA Bottle

Fiberglass SCBA Bottle 2216 PSI

Steel SCBA Bottle

Steel SCBA Bottle 2216

Headsets with Mic x3

TAIT Headsets with mic x3

Chock Blocks - Small

Chock Blocks - Small

Chock Blocks - Large

Chock Blocks - Large



Shovel



Shovel

Bolt Cutter



Bolt Cutter

Crowbars (x5 multiple sizes)



Crowbars (x5 multiple sizes)

Long Board



Long Board

John Deere UTV Box



John Deere UTV Box

Rope Bags with Rope x2



Rope Bags with Rope x2 - out of date /not tested

Rope Rescue Bag with Rope



Rope Rescue Bag with Rope - out of date/not tested

Rope Rescue equipment



Rope Rescue equipment - out of date/not tested

Gated Wye



4in Storz to 2 1/2 Gated Wye

Misc Spanner Wrenches x20



Misc Spanner Wrenches x20

Misc. Fittings and caps



Misc. Fittings and caps

Foam Nozzle (1 1/2")



Hydrant Wrenches x3/Rubber Mallet



Gated Wye



Gated Wye



Pepsi Machine



Foam Nozzle (1 1/2")

Hydrant Wrenches x3/Rubber Mallet

1" Gated Wye

2 1/2" Gated Wye

Pepsi Machine - non working - no freon

SERVICE AGREEMENT

 Customer #: **7809001 & 792549798** *Use only for current customers*
Customer's Service Location (for multiple locations, see attached list)

Customer's Billing Address (if different)

CUSTOMER NAME: Village of Kronenwetter	CUSTOMER NAME: SAME
ADDRESS: 1582 Kronenwetter DR	ADDRESS:
CITY / STATE / ZIP: MOSINEE, WI 54455	CITY / STATE / ZIP:

GARMENTS AND SERVICES ORDERED

No. of Wearers	MERCHANDISE <small>(More lines available on page 3)</small>	NUMBER OF ITEMS PER WEARER*	RATE <small>(per item)**</small>	EASYCARE® RATE <small>(per item)</small>	FREQUENCY	REPLACEMENT CHARGE <small>(per item)</small>
	GP0766 Dickies Carpenter Jeans	Varies	\$0.32	\$0.10	Weekly	\$50.00
	GS2460 Flex Fit T-Shirt HVYL	Varies	\$0.30	\$0.10	Weekly	\$50.00
	GO0356 Navy Jacket Splash pkt	Varies	\$0.37	\$0.12	Weekly	\$65.00
	GP1062 BRWN Pant Dickies Carpenter duck	Varies	\$0.34	\$0.10	Weekly	\$50.00
	GS0019 ONMC Shirt Work SS	Varies	\$0.23	\$0.10	Weekly	\$40.00
	GS0019 MDGY Shirt Work SS	Varies	\$0.23	\$0.10	Weekly	\$40.00

NON-GARMENT MERCHANDISE AND SERVICES ORDERED

MERCHANDISE <small>(More lines available on page 3)</small>	QUANTITY*	RATE <small>(per item)</small>	FREQUENCY	MINIMUM BILLED PERCENTAGE	EASYCARE® RATE <small>(per item)</small>	REPLACEMENT CHARGE <small>(per item)</small>
DM0001 DKGY Mat Nylon Rubber 3X10	14	\$2.50	Weekly	50%	-	\$175.00
DM0001 DKGY Mat Nylon Rubber 4X6	2	\$2.00	Weekly	50%	-	\$150.00
DM0001 DKGY Mat Nylon Rubber 3X4	6	\$1.50	Weekly	50%	-	\$125.00
DM0025 Mat Scraper Mat 3X5	2	\$1.50	Weekly	100%	-	\$100.00
TS0002 Redd Shop towel plain 18x18	200	\$0.05	Weekly	100%	\$0.01	\$0.75
XX0297 Grey Lndry Bag Ergo	3	\$0.10	Weekly	100%	-	\$15.00

*Represents total allocated units, including items at Customer's location(s) and items in the process of being laundered.

**There will be an extra charge reflected on your invoice for any non-standard sized garments.

ADDITIONAL CHARGES:

DESCRIPTION	RATE	DESCRIPTION	RATE
Garment Preparation	\$0.50 per Garment	Service Charge	\$5.00 per Week
Company Emblem	\$3.00 per Emblem		
Name Emblem	\$1.50 per Emblem		
Embroidery	per Embroidery	Multi-day Stop Charge	per Additional Stop

Additional Terms/Charges:
 7% API Cap Only per previous agreement

Vestis™ will provide Customer with a uniform, apparel and/or non-garment workplace supplies (Merchandise) rental, lease and/or processing of customer-owned-goods program. Customer agrees to pay for all of Customer's requirements for rented and/or leased Merchandise according to the terms and conditions of this Agreement and any addendums (which constitute our entire agreement), including increases in inventories or additions in Merchandise. A rental program will be provided unless otherwise specified. Vestis will provide regularly scheduled deliveries of rented Merchandise, freshly processed, repaired and finished, and will replace rented and leased Merchandise that is worn out through normal wear at no additional charge. Customer may reduce standard Merchandise and services to accommodate normal turnover of employees. Customer must notify Vestis of an employee's termination and will promptly return Merchandise issued to that employee. All other Merchandise reductions may be made with the approval of Vestis. Customer agrees that Vestis is its exclusive provider of rented and/or leased Merchandise and related services.

This Agreement is effective on the date of the last signature to this Agreement, and will continue for 36 consecutive months following the later of such date or the date Merchandise is first installed. This Agreement will automatically renew for consecutive like terms unless either party gives the other party written notice of termination at least 90 days, but not more than 180 days, before the end of the then current term by certified mail, return receipt requested. All rented or leased Merchandise is the property of Vestis. Rented and leased Merchandise that is lost or ruined will be promptly paid for by Customer at the then current replacement charge. Merchandise ruined through normal wear and tear will be replaced without additional replacement charge.

Terms and Conditions Continued on Next Page

TERMS AND CONDITIONS (continued)

Section 6, Item K.

If an "EasyCare[®]" charge is included, Vestis will replace the corresponding garment Merchandise that is ruined by Customer and non-garment Merchandise that is lost or ruined by Customer, in each case without any additional replacement charge. Merchandise that is lost or ruined as a result of willful misconduct or intentional abuse is not covered by EasyCare and Customer is still responsible for preparation, embroidery and emblem charges. Either party may discontinue EasyCare on garment Merchandise by providing written notice to the other party, in which case standard loss and ruin charges will apply.

process any Merchandise soiled with toxic or hazardous Merchandise designated as flame resistant or "FR" (FR M... agrees to notify all employees of Customer who will be wearing the FR Merchandise that the FR Merchandise is designed for the prevention of clothing ignition during short term and emergency flame exposure only and is not designed for long term high heat exposure or for use around open flames, and that no representation is made by Vestis as to the ability of the FR Merchandise to protect users from injury or death. For reflective Merchandise, any garments supplied satisfy specific ANSI/ISEA standards only if so labeled. Customer acknowledges that Vestis makes no representation, warranty or covenant regarding the visibility performance of any reflective Merchandise and that reflective properties may be reduced or ultimately lost through laundering.

~~Each year, on or after the beginning of the month in which the anniversary date of this Agreement occurs, Vestis may increase the charges then in effect by the greater of the percentage change in the Consumer Price Index over the previous 12 months or 3%. Charges may be additionally increased upon written notice (which may be by invoice or monthly statement). Customer may reject any such additional increase by notifying Vestis in writing within 15 days of receiving notice of such increase. If Customer rejects an additional increase, Vestis reserves the right to terminate this Agreement in whole or in part. Vestis may add surcharges or other ancillary charges upon written notice (which may be by invoice or monthly statement) at any time. In consideration of the sizeable investment Vestis is making in Merchandise, Customer agrees that Vestis may impose minimum per invoice recurring Merchandise charges equal to the greater of (a) \$25 or (b) 75% of the initial amount of such charges. Vestis will charge customer for every week during this Agreement even if Customer requests reduced or no service for a particular week or weeks.~~

7% Apicap only 38

For customers extended credit, payment terms are net 10 days after the end of the month of delivery. A late payment charge equal to the lesser of 1.5% per month (18% per year) or the maximum permitted by law will be charged by Vestis on all past due amounts. Vestis may elect at any time to revoke credit privileges. Customer acknowledges that a signed invoice is not required for payment. Customer may be assessed a returned check fee of \$25.00. Customer is responsible for all sales and use taxes.

Customer agrees that Customer has selected the Merchandise and is responsible for determining its appropriateness and for the safe and proper use, placement and securing of the Merchandise. **Except as set forth herein, the Merchandise and related services are provided "as is" without warranty of any kind, whether express or implied or statutory, and Vestis disclaims any and all implied warranties, including but not limited to any implied warranties of merchantability, fitness for a particular purpose, good and workmanlike manner and non-infringement of third party rights.** Customer assumes all risk associated with the use of the Merchandise, releases Vestis from any and all liability of any kind or nature whatsoever related to the provision or use of the Merchandise and agrees to indemnify, defend and hold harmless Vestis from and against any loss, claim, expense, including attorney's fees, or liability incurred by Vestis as a result of the use or misuse of, or the inability to use, the Merchandise, or the degradation or loss of the reflectivity of any reflective Merchandise or the flame-resistant properties of any FR Merchandise. In no event will Vestis, its affiliates and their respective officers, directors or employees be liable to Customer for any indirect, special, incidental, consequential (including lost revenue or profits), punitive or extraordinary damages.

Service Guaranty: Customer may terminate this Agreement at a location for material deficiencies in service at such location by informing Vestis in writing (by certified mail, return receipt requested) of the precise nature of the service deficiencies and allowing Vestis a reasonable period of time of at least 30 days to correct or begin to correct the deficiencies. If Vestis has not corrected or begun to correct the deficiencies at the location, Customer may then terminate this Agreement at the location by giving Vestis 30 days written notice (by certified mail, return receipt requested) containing an explanation of the material deficiencies that Vestis has not begun to correct. While Vestis will work in good faith to resolve orally communicated issues, Customer agrees that the above writings-based procedure must be followed to terminate this Agreement.

Any controversy or claim arising out of or relating to this Agreement will be settled by binding arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgment on an arbitration award may be entered in any court having jurisdiction. The parties agree to utilize a single arbitrator and the most expedited process available in the forum where the arbitration is held. In this business-to-business Agreement, the terms are tailored to your specific requirements. Based on the foregoing, you agree to waive any right to bring any class and/or representative action based on any business dispute(s) between us. In the event any action, lawsuit or arbitration is required to be brought for collection of any amount due under this Agreement, Customer agrees to pay all Vestis's fees and costs involved in collection, including reasonable attorney's fees.

Customer agrees to pay all loss or ruin charges and all unpaid statements upon any termination or expiration of this Agreement. EasyCare does not cover lost or ruined Merchandise identified in connection with any reduction or elimination of Merchandise or any termination or expiration of this Agreement. If Customer breaches this Agreement or terminates this Agreement early (except in accordance with the above Service Guaranty), in whole or in part, Customer agrees to pay vestis liquidated damages (intended as a good faith pre-estimate of the actual damages Vestis would incur and not as a penalty), equal to the greater of (a) 50% of the average weekly charges during the three months prior to termination multiplied by the number of weeks remaining in the current term, or (b) a buyback of all Merchandise in inventory at the then current replacement charge. Upon any expiration or termination of this Agreement, or any reduction or elimination of "Special Merchandise" under this Agreement, Customer will purchase, at the then current replacement charge, all Special Merchandise. "Special Merchandise" is Merchandise that is not part of Company's standard product line, is flame resistant or is embroidered, silkscreened, logoed or otherwise customized.

The performance of Vestis's duties under this Agreement may be subject to circumstances beyond Vestis's control, including strikes, lockouts, product availability, government acts, wars, and acts of God. Vestis's failure to perform under this Agreement because of such events will not be considered a breach.

If Customer sells or transfers its business (whether by asset sale, stock sale or otherwise), Customer agrees to require the new owner or operator to assume and become bound by this Agreement.

Customer confirms that, by signing this Agreement, Customer will not breach any existing contract and the person signing this Agreement is duly authorized to do so. This Agreement, the pricing contained in this Agreement and all invoices and other related information provided by Vestis shall be considered confidential information of Vestis and Customer agrees to hold such information in confidence and not share it with any third party, without the prior written consent of Vestis. The parties agree that this Agreement may be signed electronically and in counterparts and that a signed copy of this Agreement delivered by e-mail or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement. This Agreement is not binding on Vestis until executed by the General Manager of the Vestis facility that will provide service to Customer. This Agreement can only be amended in writing signed by a Vestis General Manager.

Unless specified in writing in this Agreement, the Merchandise supplied is not flame resistant or resistant to hazardous substances and is not designed for use in areas where it may catch fire or where contact with hazardous substances is possible. Customer will immediately notify Vestis of any toxic or hazardous substance introduced onto the Merchandise and agrees to be responsible for any loss, damage or injury experienced by Vestis or its employees as a result of the existence of such substances. Vestis reserves the right not to handle or

By signing below, Customer agrees to order the merchandise and services referenced herein and further agrees to the terms and conditions contained in this Agreement.

Vestis Services, LLC.

Bobbi Birk-LaBarge Village Clerk

Jordan Pagel Territory Manager

Name of Customer

Customer Phone Number

Vestis Representative Name & Title

Name & Title of Customer Contact

Signature - Vestis Representative

Date

By

Signature of Authorized Customer Representative

Date

Signature - Vestis General Manager

Date

Use for Additional Line Items

Section 6, ItemK.

CUSTOMER NAME: _____

CID #: _____ Use only for current customers

ADDRESS: _____

CITY / STATE / ZIP: _____

GARMENTS AND SERVICES ORDERED:

No. of Wearers	MERCHANDISE	NUMBER OF ITEMS PER WEARER*	RATE (per item)**	EASYCARE [®] RATE (per item)	FREQUENCY	REPLACEMENT CHARGE (per item)
	GO0011 Coverall LS Char	Varies	\$0.44	\$0.12	Weekly	\$68.00
	GO0575 Char Jacket Team knit cuff	Varies	\$0.42	\$0.12	Weekly	\$65.00

NON-GARMENT MERCHANDISE AND SERVICES ORDERED:

MERCHANDISE	QUANTITY*	RATE (per item)	FREQUENCY	MINIMUM BILLED PERCENTAGE	EASYCARE [®] RATE (per item)	REPLACEMENT CHARGE (per item)
DL6000 Logo Mat Custom	2	\$4.00	Weekly	50%	-	\$175.00
CE0750 1st Aid Supply	1	\$14.99	Weekly	100%	-	Current Rate
CE0102 Blak Dust Mop Handle	1	\$0.00	Weekly	100%	-	\$15.00
DP0020 Gren 36" Dust Mop	2	\$0.50	Weekly	100%	-	\$15.00

*Represents total allocated units, including items at Customer's location(s) and items in the process of being laundered.
 **There will be an extra charge reflected on your invoice for any non-standard sized garments.



REPORT TO APC

ITEM NAME:	Discussion and Possible Action: Onboarding Process/Materials for Village Board and Committee Members
MEETING DATE:	9/19/24
PRESENTING COMMITTEE:	APC
COMMITTEE CONTACT:	
STAFF CONTACT:	Lisa Kerstner
PREPARED BY:	Lisa Kerstner

OBJECTIVES: Create a checklist for onboarding new staff and elected officials.

RECOMMENDED ACTION: Approve checklist and handouts for elected officials and new staff.

ATTACHMENTS (describe briefly): Checklists and additional documents

New Hire Checklist for HR

Task	Done	Not applicable	Note
New hire paperwork checklist			
Signed and documented offer letter and contract, outlining the terms and conditions of employment	<input type="checkbox"/>	<input type="checkbox"/>	
Tax forms	<input type="checkbox"/>	<input type="checkbox"/>	
Copies of identification documents (e.g., passport or driver's license)	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency contact information	<input type="checkbox"/>	<input type="checkbox"/>	
Benefits enrollment forms (including health insurance, pension, and other benefit plans)	<input type="checkbox"/>	<input type="checkbox"/>	
Non-disclosure agreement (NDA) or confidentiality agreement	<input type="checkbox"/>	<input type="checkbox"/>	
Onboarding tasks			
Input new hire's information into the payroll system accurately	<input type="checkbox"/>	<input type="checkbox"/>	
Create profiles in the necessary internal systems	<input type="checkbox"/>	<input type="checkbox"/>	
Arrange office access cards or passwords	<input type="checkbox"/>	<input type="checkbox"/>	
Set up all IT accounts (including email accounts, software installations, and access to shared drives)	<input type="checkbox"/>	<input type="checkbox"/>	
Conduct health and safety training	<input type="checkbox"/>	<input type="checkbox"/>	
Welcome pack for new employee			
A company overview that includes mission, vision, values, and organizational structure	<input type="checkbox"/>	<input type="checkbox"/>	
An employee handbook outlining policies, procedures, and code of conduct	<input type="checkbox"/>	<input type="checkbox"/>	
The first week's schedule with a full orientation and introduction phase itinerary	<input type="checkbox"/>	<input type="checkbox"/>	
A directory of relevant team members, departments, and their roles	<input type="checkbox"/>	<input type="checkbox"/>	

Task	Done	Not applicable	Note
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Welcome announcement for new employee			
Email or a notice on the intranet introducing the new hire, their role, and background	<input type="checkbox"/>	<input type="checkbox"/>	
A scheduled meeting with direct teammates and supervisors, either in person or virtually	<input type="checkbox"/>	<input type="checkbox"/>	
Add new employee to the organizational chart	<input type="checkbox"/>	<input type="checkbox"/>	
Mentorship or buddy system implementation			
Pair a new employee with a seasoned team member to ease the transition, and to offer guidance, insights, and a friendly point of contact	<input type="checkbox"/>	<input type="checkbox"/>	
Continuous feedback and support			
Schedule regular check-ins including HR and immediate supervisors during the first few months to provide continuous support and address any concerns	<input type="checkbox"/>	<input type="checkbox"/>	
A formal review after the initial 90 days to assess progress, alignment with company goals, and set further development plans	<input type="checkbox"/>	<input type="checkbox"/>	
Cultural integration and social engagement			
Provide insights into the company culture, traditions, and values through cultural onboarding sessions	<input type="checkbox"/>	<input type="checkbox"/>	
Organize informal gatherings or team-building activities to facilitate social integration within the team	<input type="checkbox"/>	<input type="checkbox"/>	
Professional development and training plans			
Depending on the role, lay out specific training or development courses that align with the job description and future growth within the organization	<input type="checkbox"/>	<input type="checkbox"/>	
Offer access to online platforms or in-house training materials to encourage continuous learning	<input type="checkbox"/>	<input type="checkbox"/>	

Task	Done	Not applicable	Note
------	------	----------------	------

Accessibility and inclusivity measures			
Ensure that any specific requirements related to disabilities are addressed	<input type="checkbox"/>	<input type="checkbox"/>	
Provide training on diversity and inclusivity to create a respectful and supportive environment	<input type="checkbox"/>	<input type="checkbox"/>	
Exit strategy from the onboarding program			
Create a planned transition from the onboarding program into full engagement with the team, marked by clear milestones and communicated expectations	<input type="checkbox"/>	<input type="checkbox"/>	
Gather insights from the new hire on their experience with the onboarding process, for continuous improvement	<input type="checkbox"/>	<input type="checkbox"/>	

Employee name: _____
Date of hire: _____
Job title: _____
Department: _____

- Personnel file created.
- Confidential medical file created.
- Reference checks completed and filed.
- Background check results received and reviewed.
- Drug test received and reviewed.
- Personnel email created. Dirk's Group Help Desk help@dirksgroup.com
- I-9 documents reviewed & completed.
- Employee Acknowledgment Form.
- Employee handbook received & acknowledgement form.
- Department of Treasury W-4 completed.
- State of Wisconsin WT-4 completed.
- New Hire Reporting/State of Wisconsin [Home - Wisconsin New Hire Reporting Center \(wi- newhire.com\)](#)
- Direct Deposit Authorization Form completed.
- Employee Emergency Contact Form completed.
- Employee information entered in payroll systems.
- Personnel credit card form completed. Policy issued FIN-001.
- Welcome Gifts.
- Business Cards Issued.
- Company Cell Phone Issued & Policy FIN-002.
- Staff Profile Brochures Issued.

Received from Employee:

- Application form.
- Authorizations for background check, physical & drug screen.
- Offer letter.
- Key/security policies acknowledgement.

Benefit enrollment forms.

- ✓ Advantage Group Supplemental Insurance (Voluntary)
(Contact Josh Mulder 715-944-6604 or 1-844-441-5372)
 - Critical Illness
 - Accident Expense
 - Short-Term Disability
 - Hospital Indemnity
 - TransAmerica Life Insurance (Whole Life)
- ✓ TeamCare (Health, Pharmacy, Vision, Dental)
 - TeamCare Contact Flyer
 - TeamCare Welcome Brochure
 - Life Insurance Beneficiary Form
 - Plan Benefit Profile
 - Summary Benefits Coverage
- ✓ Employee Trust Funds (State of Wisconsin)
 - Life Insurance 101
 - Income Continuation Insurance
 - Beneficiary Designation Form
 - Clerk Enter Employee into ETF Enrollment System (if applicable) Form P060
- ✓ Wisconsin Deferred Compensation Program (Voluntary)
(Contact Shawn Bresnahan 715-210-1474 or 1-608-241-6604)
 - WDC Program Start
 - Investment Options
 - Program Benefits
 - WDC Enrollment Form
 - WDC Mobile App Download Instructions

✓ Ascension Employee Assistance Program 1-800-540-3758

- Covers spouse and qualified dependent children
 - Mental Health Crisis
 - Grief Support
 - Substance Abuse
 - Unplanned event or crisis, etc.
- Covers 8 sessions per issue

✓ Affordable Care Act Notice

The Affordable Care Act (ACA) requires employers to notify all workers, regardless of their benefits eligibility status, about the availability of the Health Insurance Marketplaces. All employers, with limited exceptions, are required to distribute the notice to new employees within 14 days of hire.

Received by: _____ Date: _____



VILLAGE BOARD AND COMMITTEE MEMBER
ONBOARDING CHECKLIST

- Swear in with Village Clerk
- Complete W4 Form with Village Clerk for Payment
- Waived Payment Form (if requested)
- Obtain village electronic device if needed
- Familiarize yourself with Board and Committee members and rolls
- Acquaint oneself with Village Website (www.kronenwetter.org)
- Review Organizational Chart
- Review Roberts Rules (league of Municipalities manual)
- Review Wisconsin Code of Ethics (<https://docs.legis.wisconsin.gov/statutes/statutes/19/iii/59>)
- Review meeting attendance policy
- Open Meetings Law
- Facility Visits – organize with department heads

- Department Head/Staff meet & greet – prior to facility visits – break into groups/departments for tours
- Code of ordinances - digital
- Policies & procedures - digital
- Meeting minutes from 1st of year to April – digital
- Recent studies – water, sewer, parks/properties



Village of Kronenwetter Handbook for Committees and Commissions

Section I: General Information

1.0 Introduction

Citizen commissions and committees are, for the most part, established by the Village Board to assist in its efforts to meet the needs of the community. Some committees are created to meet immediate, short-term needs and are disbanded once their purpose has been accomplished. Others are created to meet ongoing needs and continue to exist for as long as they provide assistance to the Board. Still others are mandated by state law. The structure, duties, and responsibilities of these bodies vary depending upon their specific purposes. However, all committees have one feature in common – they were established to improve the quality of life for the citizens of Kronenwetter. Thus, by serving on one of these committees, citizens of our Village have an opportunity to join with local government and administrative staff to ensure their local government is serving the needs of its residents.

This handbook was prepared to provide information that will help new and current committee members become active participants in the activities of the committee on which they serve. The first section of the handbook consists of general information about Village government, committees, qualifications of committee members, duties and responsibilities of committee members, meetings, policies, and procedures, terms of appointment, vacancies, staff support, gifts, purchasing and conflict of interest, liability and open meetings. The remaining sections will contain information that is specific to the committee on which a person serves.

1.1 Village Government

The Village of Kronenwetter has an elected Village Board with a Village Administrator.

The Village's policy-making body is the Village Board; it consists of the President and six elected trustees. The Board enacts ordinances encompassing all the activities the Village is empowered to carry out, determines the annual budget, authorizes loans, establishes taxes and fees, issues liquor licenses, makes assessment for public services, approves contracts, and hires the Village Administrator to serve at its pleasure.

The President is the presiding officer of the Board. In addition, The President may be given other duties and responsibilities at the request of the Village Board.

The Village's chief administrative officer is the Village Administrator. The Administrator directly supervises the Village administration, appoints and dismisses department heads, coordinates governmental activities, advises the Board in the formulation and revision of policy, and prepares and submits the annual budget.

1.2 Village Committees

Village committees are legal bodies created by the Kronenwetter Municipal Code or by the Code of Wisconsin. (with the Village Board as the appointment authority). The most common types of committees are: administrative, advisory, and quasi-judicial review and fact-finding committees.

According to state law, **administrative** committees may be created by the Board by ordinance to develop or recommend rules within the agency's scope, penalties for violations of the rules which have been adopted by ordinance, and to oversee the implementation and conduct of programs and services. Administrative committees study and give advice on public issues, policies, programs, and services within the scope of the committee; review alternatives; and, recommend courses of action. The Village Board, by ordinance, assigns agency title, powers and duties, methods of selection of members and length of terms, and other appropriate matters.

Advisory committees are established to provide information and recommendations on policy and programs. These committees study community issues within the scope of the committee, review alternatives, and recommend courses of action. However, they are not responsible for selecting courses of action or for preparing policies or programs. In addition, the Board may make these committees responsible for carrying out other functions, such as educating the public on matters related to the committee's purposes and serving as a mechanism for public input on community issues.

Quasi-judicial committees and **fact finding** committees are created to ensure Village codes and ordinances are administered and enforced fairly and as the Board intended. These committees hear and decide citizen appeals of Village officials' decisions, review Village service and program performance, and

investigate and decide citizen complaints of discriminatory actions within the community.

1.3 Staff Support

To assist the committees in carrying out their responsibilities, the Village Administrator provides staff support. The number of Village staff members available to assist each committee and the functions performed varies from committee to committee. The primary purpose of staff support is to provide professional and technical advice and information on issues being addressed by the Board, Village ordinances, state law, Village policy, and Village administration policies and procedures. In addition, staff may perform other functions such as preparing and sending out committee agendas and packets.

It should be emphasized that staff members who work for the Village Administrator are responsible first to the policy direction of the Board and trustees. Therefore, there might be times when requests made by committees or commissions are in conflict with established Village policy or require an excessive amount of time for response. In these instances, the staff member may have to obtain approval from the Board or Administrator before undertaking further action.

1.4 Selection and Appointment

In general, all committee members are appointed by the President with the advice and consent of the trustees. Although selection criteria may vary depending upon the type of committee and its purpose, the following characteristics are common to all committee members:

- An interest in the committee's area of concern
- The ability and willingness to work
- The ability to work with other people in a tactful, respectful and cooperative manner
- The time to carry out committee duties/responsibilities
- A community point of view

1.5 Duties and Responsibilities

The specific duties and responsibilities of committee members are established by state law and/or ordinances which created the specific committee. Duties and responsibilities which are common to all committees, regardless of their specific area of concern, include:

- Attending and participating in committee meetings
- Being objective and willing to listen with an open mind
- Helping the committee arrive at group decisions
- Being aware of the changing needs of the Village

- Being aware of the activities and needs of other committees
- Being aware of and following Board policies and procedures

1.6 Terms of Appointment

The terms of appointment and reappointment vary from committee to committee.

1.7 Vacancies

Vacancies may occur due to member resignation, or the Village Board may, by written order, remove a member if it is felt that the committee member is unable to perform his/her duties and responsibilities or for other stated reasons. When a vacancy occurs, a replacement will be appointed by the President with approval of the Village Board.

1.8 Meeting Preparation

Citizens who accept a position on one of the Village's committees also accept responsibility for committing a portion of their time to preparing for meetings. To assist members in preparing for their committee's meeting, an agenda is usually sent out about a week prior to the meeting. In addition to the agenda, members may also receive staff reports containing information on the issues that committee will be addressing and staff's recommendation.

Each member is responsible for reviewing his/her committee packet prior to the meeting. Being thoroughly prepared enhances the member's ability to be an active participant in the discussion and decision-making process and helps ensure that sound, factually-based decisions will be made in a timely manner. If members have any questions or feel that additional information is necessary, they are responsible for contacting staff prior to the meeting.

1.9 Meeting Attendance

Prior to accepting a position on a committee, citizens should be aware of the committee's meeting schedule to ensure they will be able to make the necessary time commitment.

The number of regularly-scheduled meetings varies from committee to committee. For some committees, state law or municipal code sections specify a minimum number of meetings; for others, meeting schedules are determined by the committee. For information regarding meeting schedules for specific committees, members should refer to the appropriate chapter in the Municipal Code, the ordinance/resolution establishing the committee or the committee's by-laws.

Regular meeting attendance by all committee members is essential if the board is to effectively carry out its activities. Committee members who do not attend regularly can not be expected to make well informed decisions. Issues can not be fairly and thoroughly considered without input from all committee members. In addition, if a quorum can not be established, no official business can be conducted.

If a member has valid reason for not attending a meeting, he/she is responsible for giving advance notification of his/her absence. Generally, the staff person or committee chairperson should be contacted as soon as possible.

1.10 Committee Meetings

Committees customarily follow the rules and procedures contained in Robert's Rules of Order. The following suggestions will assist the committee in conducting its business in a timely and productive manner.

General Information:

- Start the meeting on time with a roll call
- Focus on issues at hand
- Follow agenda and order of business
- Follow procedures for public participation
- Allow time at the end of the meeting to review and evaluate meeting progress and decisions

How to handle a motion:

- Address the chair
- Get recognition
- Make a motion (“I move....”)
- Second the motion
- Clearly state the motion
- Discuss the motion
- Restate the motion
- Vote on the motion
- Announce the results

Do's and Don'ts:

The Chair

DO prepare yourself for the responsibility you have accepted
 DO start the meeting on time – and DO end it on time
 DO have an agenda and follow it
 DON'T use the gavel except to preserve order
 DON'T be afraid to try new procedures

DON'T talk too much from the Chair (and run the risk of intimidating other members)

DON'T let members wander from the matter under discussion

DON'T lose your sense of humor or take yourself too seriously

DON'T say "My committee", "My commission", "My year."

DON'T say "I recognize" or "I rule"; say "The Chair..."

Members

DO observe the rules courtesy and good taste.

DO say "I move..." (not "I make a motion...")

DO take part in the discussion.

DO accept some responsibility for the committee's welfare and activities.

A committee is only as effective as its weakest member.

DO be as ready with praise as you are with criticism. Ask yourself, "Could I do as well?" or "Am I willing to take over and do a better job?"

DON'T say, "I don't know what I'm supposed to do." You have accepted a responsibility. It's your business to find out your duties.

DON'T sign minutes "respectfully submitted."

DON'T accept an office for which you are not qualified or on the theory that there will be nothing to do.

DON'T criticize unless you have something better to offer.

1.11 Minutes

Minutes are **public documents** that are written by an appointed secretary from among the members on the committee. Some committees may choose to have the secretarial responsibilities rotate so that no one member will be burdened every meeting. In order to maintain files of uniform minutes, several points should be kept in mind. These include:

1. Write what is done; summarize what is said.
2. Always take the minutes in third person and use past tense.
3. Begin all minutes for a given meeting with the name of the committee, the date, the location, the time of day, and the members present.
4. State whether the meeting is regular or special.
5. List the chairperson of the meeting and the secretary.
6. State whether the minutes of the previous meeting were read and approved or dispensed with (approved without reading).
7. Write out all main motions, including both those adopted and denied.
8. State the name (at least the last name) of both the person making a motion and the person seconding that motion.
9. Record sustained and overruled points of order and appeals.
10. Summarize reports of committees and staff.
11. Record all appointments of committees and election of delegates.

12. Record the number of votes on both sides during formal voting.
13. State the name of each person and their vote during a roll call vote.
14. Record the time of adjournment.
15. The recording secretary needs to sign the minutes.

Corrections to the minutes may be made at the next meeting or any other meeting in the future. Always keep personal opinions of praise or criticism out of these public documents.

1.12 Open Meetings

All meetings of committees and commissions shall be open to the public. Notice of all meetings shall be given at least 24 hours prior to the meeting. The notice must give the time, date, place of meeting, and tentative agenda. If 24-hour notice can not be given, the reason must be stated in the minutes.

Chapter 19.85 Wis. Stats. outlines the rules for closed meetings. A brief overview of this law includes the following acceptable circumstances for closed meetings.

1. Discussion or review of records authorized by state or federal law to be kept confidential.
2. Discussion of litigation strategy with counsel.
3. Discussion of contents of licensing examinations or disciplinary proceedings.
4. Evaluation of the professional competency of an individual whose appointment/hiring, performance, or discharge is being considered (when necessary to prevent needless and irreparable injury to that individual's reputation) and the individual requests a closed session.

When a session is closed, it must be approved by public vote of either two-thirds of all members or all of the members present at the meeting. The vote of each member and the specific reason for closing the meeting must be announced publicly in open session and entered into the minutes. Only business which comes within the exemption can be discussed in closed session. Detailed minutes of all discussion, persons present, and action taken at a closed session shall be kept. A tape recording must also be kept.

1.13 Voting

A conflict of interest exists when there is a distinct possibility of some unique personal advantage or disadvantage to the member who is voting on a matter.

Wisconsin law provides that a measure that is voted upon is not invalid because an individual with a conflict of interest voted unless that vote was decisive to passage of the measure. If a specific majority or unanimous vote is necessary, the vote must be computed based on the number of members not disqualified by

conflict of interest. However, a majority of all members is required for a quorum. Whenever a member decides to decline to vote because of a conflict of interest, that reason is conclusive and must be stated for the record.

What actually constitutes a conflict of interest has no precise definition. Generally, it is true that no member should vote on any questions involving his or her own financial interest if that interest is immediate, particular, and distinct from the public as a whole.

All members, including officers, should vote unless there is a conflict of interest. A member who abstains from voting does not have to abstain from discussing the issue.

1.14 Liability

Committee and commission members are protected from liability and defended by the Village for acts or omissions within the scope of their duties. If an official is sued in his/her capacity as an official of the Village, the Village will retain an attorney at Village expense to defend the official. This protection does not apply when the acts or omissions involve intentional misconduct or knowing law violation or transaction from which the member derives an improper personal benefit. The Village will not attempt to collect from the official for any award for damages the Village might have to pay. This exception does not apply to awards for punitive damages unless actual malice or willful, wanton, and reckless misconduct is proven.

1.15 Gifts

Committee and Commission members, like Village employees, are subject to the state "gift" law. That law states that a public official, public employee, or that person's immediate family member shall not, directly or indirectly, accept or receive any "gift" from a "restricted donor".

The law defines "gift" as a rendering of anything of value in return for which legal consideration of equal or greater value is not given and received.

"Restricted donor" means a person who is in any of the following categories:

1. Is or is seeking to be a party to any one or any combination of sales, purchases, leases, or contracts to, from, or with the agency in which the donee holds office or is employed.
2. Will personally be, or is the agent of a person who will be, directly and substantially affected financially by the performance or nonperformance of the donee's official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry, or region.

3. Is personally, or is the agent of a person who is, the subject of or party to a matter which is pending before a subunit of regulatory agency and over which the donee has discretionary authority as part of the donee's official duties.

A restricted donor may give any public official, or the person's immediate family member, may accept an otherwise prohibited non-monetary gift and not be in violation if the non-monetary gift is donated within 30 days to a public body, or a bona fide educational or charitable organization, if no part of the net earnings of the educational or charitable organization inures to the benefit of any private stockholder or other individual.

The following gifts may be received by public officials or members of the immediate family of public officials:

1. Contributions to a candidate or a candidate's committee.
2. Informational material relevant to a public official's functions, such as books, pamphlets, reports, documents, periodicals, or other information that is recorded in a written book.
3. Anything received from anyone related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related.
4. An inheritance.
5. Anything available or distributed free of charge to members of the general public without regard to the official status of the recipient.
6. Items received from a bona fide charitable, professional, educational, or business organization to which the donee belongs as a dues paying member, if the items were given to all members of the organization without regard to individual members' status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received.
7. Actual expenses of a donee for food, beverages, registration, travel, and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the donee has participation or presentation responsibilities.
8. Plaques or items of negligible resale value which are given as recognition for the public services of the recipient.
9. Non-monetary items with a value of three dollars or less that are received from any one donor during one calendar day.
10. Items or services solicited by or given to, for purposes of a business or educational conference, seminar, or other meeting, a state, national, or regional government organization in which the state of Wisconsin or a political subdivision of the state is a member, or solicited by or given for the same purposes to state, national, or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees.

11. Items or services received by members or representatives of members at a regularly scheduled event that is part of a business or educational conference, seminar, or other meeting that is sponsored and directed by any state, national, or regional government organization in which the state of Wisconsin or a political subdivision of the state is a member, or received at such an event by members or representatives of members of state, national, or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees.
12. Funeral flowers or memorials to a church or nonprofit organization.
13. Gifts which are given to a public official for the public official's wedding or 25th or 50th wedding anniversary.
14. Gifts of food, beverages, travel or lodging received by a public official if all of the following apply:
 - a. The public official is officially representing an agency in a delegation whose sole purpose is to attract a specific new business to locate in the state, encourage expansion or retention of an existing business already established in the state, or to develop markets for Wisconsin businesses or products.
 - b. The donor of the gift is not the business or businesses being contacted. However, food or beverages provided by the business or businesses being contacted which are consumed during the meeting are not a gift.
 - c. The public official plays a significant role in the presentation to the business or businesses.
15. Gifts other than food, beverages, travel, and lodging received by a public official which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the donee.


For purposes of determining the value of an item given or received, an individual who gives an item on behalf of more than one person shall not divide the value of the item by the number of persons on whose behalf the item is given and the value of an item received shall be the value actually received by the donee.

1.16 Purchasing

Village officers, employees, and members of committees and commissions can not have any interest in a contract for materials or services provided to the Village. The law prohibits having either a direct or indirect interest in the contract. A "Village officer" is a person elected or appointed for a fixed time who exercises some portion of the power of the Village. This does not include members of groups who are advisory only.


The exceptions to the law on contracts which are most likely to be applicable are:

1. The designation of a bank or trust company as a depository or paying agent.
2. Contracts made upon competitive bidding in writing, publicly invited and opened.
3. Contracts for professional services not customarily awarded by competitive bid if:
 - a. The officer's salary will not be affected by the contract; and,
 - b. The officer is not directly involved in procuring or preparing the contract; and,
 - c. The officer's interest is solely that of employment or from ownership or contract of stock in the contracting company by the officer, spouse, or immediate family member, of less than five percent of the outstanding stock of the company.
4. The designation of an official newspaper.
5. A contract made before the officer was elected or appointed, but the contract may not be renewed.
6. Purchase of goods and services that do not exceed a cumulative total purchase price of \$1,500 in a fiscal year.
7. Franchise agreements between a village and a utility and contracts entered into by a village for the provision of essential village utility services.




Agendas and Minutes for Local Government


Dan Hill
Local Government Specialist
UW-Extension Local Government Center



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Agenda




Purpose of the Agenda

- Sets the expectations for the members of the governmental body and the public.
 - Items of business that will be addressed.
 - The order in which they will be considered.




Who Sets the Agenda?

- Presiding officer, or designee, is responsible for developing the agenda and noticing the meeting.
- Municipalities have varying procedures regarding how agenda are developed.
- Advisable to have written procedures.



Who Sets the Agenda? (Alternatives for Committees)

- Left to discretion of each committee chair.
- Chair and “clerk” develop agenda jointly.
- “Clerk” with input from individual members.
- Department heads, with input from chair.
- Requests channeled through county board chair or executive committee.
- Topics generated at end of each meeting.



Accessing the Agenda

- No matter what approach is taken...
 - Governing body should adopt rules that specify procedures for individual members to contribute items to the agenda of an upcoming meeting.
 - Members should understand the procedures and know their rights and responsibilities.
 - Members can order that items be placed on the agenda of a specific future meeting.



Elements and Sequence

- *Call to order*
- *Roll call (establish a quorum)*
- *Certification of compliance with the Open Meetings Law*
- *Approval of the agenda*
- *Citizen comments*
- *Correspondence*
- Reading and approval of minutes
- Reports of officers, boards, and standing committees
- Reports of special (select or ad hoc) committees
- Special orders
- Unfinished business (avoid this heading) and general orders
- New business
- *Set next meeting date*
- Adjourn

Note: Italicized items are not specified in RONR



Elements and Sequence (continued)

- Call to order
- Roll call
 - In small boards and committees a roll call is not necessary, simple statement that a quorum is present.
- Certification of compliance with open meetings law
 - Do *not* vote on this item.



Elements and Sequence (continued)

- Approval of the agenda
 - Simply means we agree to take up the items and address them in the order presented.
 - Not an opportunity to review the items and add new ones.
- Citizen Comments
 - Establish local rules and procedures that address permissible content, when on the agenda comments will be received, and their length.



Elements and Sequence (continued)

- Correspondence
 - Recent guidance from Attorney General's office—list topics and subject matter. Otherwise, risks violating the open meetings law.
- Reading and approval of minutes
 - If sent in advance should take no more than a minute.



Elements and Sequence (continued)

- Reports
 - Another area with potential for violating the OML—list subject matter of the report on the agenda.
- Special orders



Elements and Sequence (continued)

- Unfinished business
 - Not necessarily listed on agenda this way.
 - Subject matter brought up at a previous meeting, but needs further discussion or action.
 - Items tabled, postponed, referred to a committee
 - Items that will rescind or renew an action previously decided.
 - These all need to be on the agenda.



Elements and Sequence (continued)

- New business
 - Should not be listed on the agenda in this way.
 - Do not use other “catch-all” phrases such as “Other business,” “Any other business that may properly come before the committee,” or “Any other business as allowed by law.”
 - Not an opportunity to address items not on the agenda. Simply a category that includes subject matter that the body has not taken up at a previous meeting.



Elements and Sequence (continued)

- Set next meeting date
 - Opportunity to decide/recommend what items should be on the agenda for the next meeting.
- Adjourn



Elements and Sequence Additional Thoughts

- Not required to follow the sequence in RONR.
- Logic often dictates which items should come first.
- May want to list in order of importance.



Notice Requirements

- 24 hours
- Date, time, place, and subject matter.
- Official newspaper, public, and other media.
- May change an already noticed agenda as long as the amended agenda is noticed according to the open meetings law.



Closed Sessions

- Specific exemptions exist that allow meeting in closed session.
- Any contemplated closed session must be noticed.
- Include subject matter and the specific statutory exemptions.
- Indicate on agenda if body will be returning to open session.



Minutes



Purpose of the Minutes

- The official record of the proceedings of the governing body.
 - Accurate record that a meeting was held.
 - Captures the substance of the official action taken by the body.



What to Record

- Legal requirement– “Substance” of proceedings.
- Roberts Rules of Order, Newly Revised (RONR)
- These offer guidance, but are not prescriptive.



What to Include from the Statutes

- “Substance”—an intelligible abstract or synopsis of the essential elements of the official action taken by a local governing body, including the subject matter of a motion, the persons making and seconding the motion and the roll call vote on the motion. { 985.01(6) }



RONR Recommendations

- Kind of meeting.
- Name of the organization.
- Date, time, and place of the meeting.
- Name of the presiding officer and the secretary, or their substitutes.
- Members present and establishment of a quorum.



RONR Recommendations (continued)

- Action on the minutes of the previous meeting.
- Exact wording of each motion, the name of the maker, and whether it passed or failed.
- Points of order and appeals.
- For reports, the name of the committee and the reporting member.
- The hour of adjournment.



What Not to Include, According to RONR

- Opinion or interpretation of the secretary.
- Judgmental phrases—“members expressed total confidence”, “lengthy report.”
- Discussion.
- Motions that were withdrawn.
- Detailed reports.



Core Concept

- Minutes should focus on what the body **did**, not on what was **said**.
- What was:
 - Announced
 - Reported
 - Discussed
 - Ordered
 - Commitments made
 - Decisions made



Reports and Announcements

- Simply record that the body received the report, who gave the report, and the subject matter.
- Written reports can be kept on file.
- Body should not vote to accept or approve the report.



Recommendations for Recording Formal Decisions

- If a decision is made by unanimous consent, the minutes should reflect it.
- Show the distribution of counted votes (“Motion carried, 5-2”).
- Roll call vote – indicate how each person voted.
- Voice vote – indicate outcome and that voice vote was taken (Motion carried, voice vote).



Recommendations for Recording Formal Decisions

- Better to record “without negative vote” rather than unanimous—unless you know.
- Must, in local government, record person seconding (not in RONR). [985.01(6)]
- As a recorder, make sure you get the wording down before the vote is taken.



Approval of Minutes

- At the subsequent meeting of the body.
- Preferably, signed by presiding officer.



Correcting Minutes

- Minutes of Meeting B should show **what corrections** were ordered in the minutes of Meeting A.
- The original minutes of Meeting A should be corrected so that the error remains apparent.
- Retain original version in the minute book.
- Corrections may be made at any time.



Minutes of Closed Sessions

- Indicate in minutes that the presiding officer announced in open session the subject matter and the specific exemption allowing closure.
- The motion to convene in closed session and the vote (taken so that each member's vote can be determined) must be recorded.
- As with open sessions, motions and votes must be recorded.
- Written summary of the discussion is not advisable in a closed session.



Quasi-Judicial Bodies

- Making a decision based on evidence.
- Minutes should reflect the basis for the decision.



Other Issues

- Yes. You may interrupt, if necessary.
- Encourage the use of written reports that are kept on file.
- Record the arrival and departure of members during the meeting.



Resources

- **Recording the Proceedings: The Minutiae of Minute Taking.** Claire Silverman. 2002
<http://www.lwm-info.org/legal/2002/02february/comment.html>
- **Minutes of Local Government,** Local Government Center WisLine program. March 2005. Registration forms available through UW-Extension county offices.
- **Dan Hill,** UW-Extension Local Government Center, 232 Lowell Hall, 610 Langdon Street, Madison, WI 53703
Phone: 608-265-2852
E-Mail: dan.hill@uwex.edu

POLICY ID: GEN-010	TITLE: <i>Public Comment-for citizens unable to attend Village Committees, Commissions & Boards</i>		
<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION	APPROVED BY VILLAGE BOARD:		DATE:
EFFECTIVE DATE: <i>Immediate</i>	_____		_____
	<i>Village Clerk</i>		
APPLIES TO:	<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT	
	<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES	
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

Purpose – In recognition that a free government is only possible by having informed and involved citizens, the Village Board encourages public comment on any matter. The Village Board also understands that citizens may not be able to attend a public meeting. It adopts this policy to create a process to allow citizens to have their comments received by the Village when they cannot participate in a discussion.

Policy – Any resident may submit a comment on any matter of concern to them by sending it to the Village Clerk’s Office either in writing or via email. The Village Clerk shall forward all such statements to Village Board or Committee members. ~~The Village Clerk will forward any messages addressing a particular matter under consideration by any committee, commission, or board, to the designated clerk of that body dealing with that issue, who in turn shall have it read into the record of the next meeting during the public comment section. The clerks shall provide a copy of the submitted comments to each committee member.~~ Nevertheless, all items submitted shall be copied to all members of the body and attached to the minutes of that meeting.

Matters of concern that the writer designates as “public input,” “public comment,” or anything along those lines shall be of a length that someone can reasonably read in 3 minutes or less.

On the day of the meeting, any comments submitted after 11 am ~~may or may not, as circumstances allow,~~ be included in the meeting of that day ~~at the Village Clerk’s discretion. The clerk of the session shall process comments not included in the discussion of that day in the above manner at the next meeting of that body.~~

~~In the event of input so numerous that reading them all would be impractical, the committee, commission, or board may accept the comments into the record without being read at the presiding officer’s discretion. Nevertheless, all items submitted shall be copied to all members of the body and attached to the minutes of that meeting.~~



REPORT TO APC

ITEM NAME:	Discussion and Possible Action: To review and select a firm to conduct the executive search for the Administrator position
MEETING DATE:	10/17/2024
PRESENTING COMMITTEE:	APC
COMMITTEE CONTACT:	
STAFF CONTACT:	Lisa Kerstner
PREPARED BY:	Lisa Kerstner

OBJECTIVES: Locate a firm to help find a qualified Administrator.

PROPOSAL: Pick a firm to work with on hiring a full-time Administrator.

ADVANTAGES: The company will get to know the Village and help match applicants with the Village needs. They have a larger pool of applicants to help with recruiting the correct candidate(s).

DISADVANTAGES: cost (\$24,000 - \$40,500)

RECOMMENDED ACTION: Pick a firm to work with Village Staff/Village President on hiring a full-time Administrator.



OCTOBER 2024

City Administrator Recruitment Proposal

FOR THE VILLAGE OF KRONENWETTER, WI

PRESENTED BY

Greg M. Prothman

President, GMP Consultants

GMP CONSULTANTS

Greg@gmphr.com

(206) 714-9499

www.gmphr.com



October 9, 2024

Mr. Chris Voll
President – Village Board
Village of Kronenwetter
1582 Kronenwetter Dr
Kronenwetter, WI. 54455

Dear President Voll,

Thank you for the opportunity to provide a proposal to assist the Village of Kronenwetter with the recruitment of its next Village Administrator. GMP is well positioned to partner with the City as we are currently conducting 14 national city/county management searches

These and other recently completed searches provide us with an excellent knowledge of both Minnesota and national city management candidates. Having conducted 600 recruitments including over 150 city/county manager recruitments, we believe GMP's proven process provides a best practices approach to attracting high-quality candidates and ensuring a good fit for your organization.

We have earned a reputation for providing superior service and building lasting relationships with both clients and candidates. If you have any questions or would like to discuss your specific needs, please do not hesitate to contact me at (206)714-9499 or Greg@gmphr.com. I look forward to hearing from you and hope to have the opportunity to work together soon.

Sincerely,

A handwritten signature in blue ink, appearing to read "Greg Prothman", written in a cursive style.

Greg M. Prothman
President

ABOUT GMP CONSULTANTS

GMP Consultants is an S Corp public sector formed in Washington State executive search firm with a collective 240 years of local government leadership experience with both regional and national relationships. GMP Consultants offer our clients experienced subject matter experts with a solid understanding of local government coupled with decades of experience. We have served in a wide range of executive positions, from city and county management to public works, management information systems, and finance.

Our Qualifications

Founded and led by Greg M. Prothman, formerly the CEO of Prothman, GMP consultants have worked on over 600 executives searches and over 100 public sector consulting projects. All our senior search consultants are active in both ICMA and local state level city management associations or in their respective professional associations.

Our Philosophy

Our business philosophy centers on the understanding that this is a “people” related industry. We have a reputation for providing superior service and building lasting relationships with both clients and candidates. We believe that attention to others’ needs is the key to effective customer service.

Why Choose GMP?

What you get with GMP Consultants is personal service. You appreciate it when phone calls are returned, projects stay on schedule and your challenges are given thorough and creative thinking. While other companies may assign your business to lesser experienced staff, we offer exceptional service from senior-level consultants

- **Service & Relationship** - Our consultants have a reputation for providing outstanding service and building lasting relationships with both clients and candidates.
- **Customized Solutions** - We take the time to become familiar with your organization to ensure that we offer the best solution and not just a single service.
- **People First** - We work closely with you and your candidates through every stage of the recruitment process, creating a welcoming candidate experience and ensuring an effective recruitment outcome.
- **Team Approach** – With 13 former city managers our consulting group works as a team to leverage their networks to assist with each assignment and give your challenges thorough and creative thinking.

GMP Consultants Mission: *To provide exceptional executive search, interim placements, and organizational consulting services partnering with our clients to provide the highest quality services to their residents.*

PROJECT TEAM MEMBERS

Greg M. Prothman – President

Greg offers a unique combination of 20+ years of experience in various functions of government and 25 years of experience in public sector recruitment. Prior to forming GMP Consulting, Greg founded and was the driving force at Prothman Company as its CEO. Prior he was a partner at Waldron & Company. Early in his career Greg served as a police officer for the University of Washington and the City of Renton. He left police work after completing his Master's degree in Public Administration and accepted an administrative position for the City of Des Moines, WA. He was quickly promoted to Assistant City Manager and then City Manager. A Seattle native, Greg completed his BA at Western Washington University and his Master of Public Administration (MPA) degree from the University of Washington. Additionally, he completed the Senior Executives in State and Local Government program at Harvard University. Greg is a volunteer member of Seattle Mountain Rescue and a member of Crystal Mountain Ski Patrol.

Jeff Weldon - Senior Consultant

Jeff served 29 years in municipal management in Minnesota and South Dakota including city manager for Brookings and Yankton, SD; city administrator for Redwood Falls, MN; and assistant city administrator for Apple Valley, MN. Jeff was also an adjunct instructor at South Dakota State University in Public Administration and State and Local Government. Jeff currently serves local government managers in Minnesota and South Dakota with career and professional development as a Senior Advisor for the state associations. Jeff holds a Bachelor's Degree from Minnesota State University and a Master's Degree from Hamline University. He was active with the Coalition of Greater Minnesota Cities, Minnesota City/County Management Association, South Dakota Municipal League, and the International City Management Association (ICMA). Jeff is a strong advocate for community involvement and has been involved with his church, the United Way, Rotary and Lions clubs, and the Chamber of Commerce. Jeff and his wife, Tracie, have two grown children and five grandchildren. His hobbies and spare time activities include camping, boating, fishing, golf, travel, woodworking, pencil sketching and reading presidential biographies and Civil War history.

Matt Fulton - Senior Consultant

Matt brings over 30 years of local government leadership experience serving as a city manager in small (7,000 pop.) and large organizations (65,000 pop.) in Minnesota and Wisconsin. He has worked in suburban and free standing full service environments as well as in fully developed and fast growing communities. During his career, Matt has had the opportunity to provide leadership at the local, state, national, and International levels, including serving as a Regional Vice President on the ICMA Executive Board of Directors, a member on the Minnesota League of Cities Board of Directors, and as President of the Minnesota City/County Management Association. He is recognized as an innovative and proactive professional, with a focus on strengthening civic engagement and assessing organizational and community performance. Over the past four years, he has served as Polco's VP for National Engagement, helping local governments build stronger engagement approaches and assessing performance, from the perspective of residents and community stakeholders. His continual engagement with community leaders across the country has helped him strengthen his already strong national network of talented local government professionals and organizational connections. Matt has a Master's degree in Public Administration from the University of Wisconsin and an undergraduate degree in urban planning from the University of Minnesota.

Kate Hansen – Operations Manager

Kate brings 20 years of project management and administration experience spanning private business, nonprofit, and government. She is a certified Project Management Professional (PMP) and holds a B.A. in Theatre from Chapman University, with an emphasis in stage management. Having served as a fire district administrator, political campaign manager and elected official, Kate possesses multi-faceted experience in local government. She has also served on the Board of Directors for multiple non-profits.

Sarah Marsh – Content Designer

Sarah brings a background across nonprofit, business, government, and education sectors. She holds an M.B.A in Organizational Behavior & Development from the University of Vermont. She also publishes in the field of American History and is the author of two award-winning children's books with Disney-Hyperion and Little, Brown. Sarah has a heart for researching and highlighting what makes a community and organization special.

Brenda Gabbitas – Project Manager

Brenda has over a decade of experience working with many communities around the globe in both public and private sectors. She leans on her experiences to build lasting relationships with everyone she works with while delivering unparalleled levels of service. Brenda holds a Bachelor's of Education in Early Childhood Development from Utah Valley University.

Jessica Newman - Project Manager

Having worked within the U.S. and internationally, Jessica brings a wide cultural perspective and strong communication skills to her work with both clients and associates. While using her background in graphic design and social media marketing to apply skills such as creative thinking, problem solving, and attention to detail across all projects. Jessica has a Bachelor's Degree in Linguistics from Brigham Young University.

WORKPLAN & APPROACH

GMP Consultants have conducted hundreds of successful executive searches refining our process along the way. We provide the workplan, but you are in charge, we customize every recruitment to meet your needs. We partner with you with the goal of finding a highly qualified candidate who is the perfect "fit" for your organization.

INFORMATION GATHERING & RECRUITMENT PROFILE DEVELOPMENT

Review and Finalize Search Process and Schedule

We'll meet with the Village Board and staff either in person or by Teams to review:

- Review and modify as needed the project scope of work and process
- Establish a project schedule
- Identify the geographic scope of the recruitment
- Review the compensation package
- Identify key stakeholders
- Review the job description
- Review and discuss any additional issues as needed

Profile Research and Stakeholder meetings

Our goal is to thoroughly understand your organization, current challenges, timeline, and preferred qualifications for this recruitment. We would like to meet with:

- Village Board Members
- Leadership Team
- Board and Committee Chairs
- Municipal Partners
- Business Leaders
- Leading Citizens
- Others as Directed
- Review All Relevant Documents

Develop, Review, and Approve a Detailed Recruitment Profile & Invitation

We'll create a detailed recruitment profile highlighting the strengths of your job opportunity. If requested, we will assist in reviewing the position compensation and will make recommendations that are consistent with comparable agencies and the market. Examples of prior recruitment profiles are included in this proposal and typically feature the following:

- Why Apply?
- Community Profile
- Quality of Life Opportunities
- The Organization, Department, & Position
- The Ideal Candidate
- Challenges & Opportunities
- Compensation & Benefits
- Your Social Media (if applicable)

STRATEGIC MARKETING

Our goal is to not only reach candidates who are actively looking for a new job but those directors who are happy in their current assignment but who could be intrigued and interested in your opening. We research and develop a personalized national advertising strategy designed to reach all potential qualified candidates for your City. The Advertising Strategy is comprised of four components:

- Targeted National Advertisement
- Mailed "Invitation to Apply" Flyers
- Personal Calls by Lead Consultants
- Emails to potential Candidates

Targeted Advertisement - We develop a custom national advertisement plan highlighting the Village and the Village Administrator opening placing ads in websites and job boards. Potential adds include:

- Intl. City Managers Association (ICMA)
- League of Wisconsin Municipalities
- Wisconsin City Managers Association
- League of Minnesota Cities
- Michigan Municipal League
- Illinois Municipal League
- Indiana Association of Cities and Towns
- Iowa League of Cities
- Michigan Municipal Executives
- Illinois City/County Management Asso.
- Indiana Municipal Management Asso.
- Colorado City County Managers Association
- Kansas City Managers Association
- Ohio City Managers Association
- Government Jobs
- Careers in Government
- GMP LinkedIn Page
- GMP Job Board

Development of Candidate Database for Direct Mail Invitations - We create a customized *Invitation to Apply* flyer (examples are included) and then develop a database of potential city management candidates. We will mail approximately 700 to 900 letters of invitation to city managers/administrators in the 14 mid western United States.

Personal Emails - We will send emails to over 2,800 city managers & administrators nationwide and specifically to 163 Wisconsin managers, administrators and assistants.

Personal Calls by our Lead Consultants – We will reach out to potential candidates who might be a good fit or who are looking for their next challenge. We will also reach out to our personal knowledge of city administrators to make them aware of your opportunity.

CANDIDATE EVALUATION & PRESENTATION

Candidate Application Materials

- **Application** - Candidates are asked to submit a cover letter, application, resume, and five professional references of peers, subordinates and supervisors.
- **Communication** – We provide you with a summary of the advertising strategy, number of applications, and number of candidates we selected for a preliminary interview.
- **Review of Applications (if requested)** - Occasionally some clients wish to review all the application materials prior to our selection of candidates for a preliminary interview. We are happy to facilitate this if desired.

Preliminary Candidate Interviews – Once a candidate has indicated an interest in the position, we complete a multi-step screening:

- **Review** - Evaluate all candidate application materials
- **Select** - Identify the most promising candidates for a preliminary interview
- **Internet Research** - Conduct an in-depth internet inquiry on each candidate to identify any concerning issues to be reviewed with the candidate
- **Interview** – Your lead consultant conducts an in-depth preliminary interview with the most promising candidates
- **Summarize** – Provide a written summary of our observations of each candidate’s strengths, weaknesses and potential fit with your agency
- **Recommend** – Provide recommendations on each candidate for further consideration

Work Session - We meet with you either in person or by Teams to review the results of the preliminary interviews. Our goal is to provide as much information on each of the most promising candidates, providing you with the needed data to make quality decisions on each applicant.

- **Deliverables** - Prior to the meeting, we provide with sufficient time to review:
 - **Candidate Packets** that include their cover letter, resume, supplemental questions, our consultant's interview notes, and internet search results
 - **Candidate Summary Sheet** with a snapshot of each candidate and consultant's recommendations
 - *(If requested)* A complete file of remaining candidates' application materials
- **Candidate Review** - We review and discuss each candidate's materials and interview results with you
- **Finalist Candidate Selection** - You select those candidates to move forward for a final interview
- **Final Interview Design** - We help you decide on the structure of the interviews, including the panel participants and facilitators, tailoring our process to fit your needs
- **Coordinate Candidate Travel** - We identify which candidate travel expenses you wish to cover
- **Interview Questions** – Identify any interview topic areas of interest from which we can develop potential interview questions

FINAL INTERVIEWS & CANDIDATE SELECTION

Prior to the final Interviews we:

- **Conduct Reference Checks** - We conduct professional reference checks on each candidate, requesting the names of supervisors, subordinates, and peers
- **Conduct Background Checks** - Background checks include Education Verification, Criminal History, Driving Record, and Sex Offender Check
- **Facilitate Candidate Travel** – Based on your guidance we coordinate the most cost-effective travel arrangements and ensure the candidate has information regarding their interviews and times.
- **Develop a Master Interview Schedule** – We work with you to identify interview venues and then develop a master interview schedule
- **Develop Draft Interview Questions** – Provide draft interview questions for your review for each advisory panel (if used)
- **Provide Final Interview Materials** – Provide finalist packets for each candidate in a PDF file for printing by your agency as well as the master schedule
- **Coordinate Final Interviews** – We will work hand-in-hand with your team to coordinate all of the details of conducting the final interviews

Final Interviews

- **Facilitate Final Interviews** – Your lead-consultant will be on site to facilitate the final interview process
- **Facilitate Panel Debrief** - After interviews are complete, we facilitate a debrief with all advisory panels on each candidate's strengths and areas needing support as information for your hiring authority
- **Candidate Evaluation** – As needed, we facilitate your evaluation of the candidates and potential consensus on a preferred candidate, including any additional candidate referencing or research

Candidate Selection & Appointment - Once you have identified a preferred candidate, we:

- Facilitate and identify potential contract elements with you
- Assist with the job offer and contract negotiations leading to an employment agreement
- Notify all of the unsuccessful finalists
- *Celebrate the selection of your new Village Administrator!*

RECRUITMENT SCHEDULE EXAMPLE

Recruitments take approximately 90 days to complete.

Kickoff Meeting		Village & GMP: Meet to discuss timeline & search process
Profile Development	Week 1-2	GMP: Meet with key stakeholders & create position profile
Advertising	Weeks 3-7	GMP: Post online ads; send direct mailing
First Review	Week 8-9	GMP: Conduct preliminary interviews with most promising candidates
Work Session	Week 10	GMP & Village: Meet to review semifinalists and choose finalist candidates
Final Interview Preparation	Week 11-12	GMP: Conduct background & reference checks, complete final interviews schedule, coordinate travel with candidates
Final Interviews	Week 12	Village: Hosts finalist interviews Village: Makes hiring selection

PROFESSIONAL REFERENCES

Matthew Birnie, County Manager

Gunnison County, CO
 MBirnie@gunnisoncounty.org
 970-641-3061
County Manager
Assistant county manager

Russel Forrest, Town Manager

Town of Vail, CO
 Former Town Manager – City of Gunnison, CO
Public Works Director
Community Development Director

Stacy Phillips Learning, Human Resources Dir.

City of Loveland CO
 Stacy.PhillipsLeaming@cityofloveland.org
 719 339 6630
Utilities Director (in progress)

Neil Cardwell, City Manager

City of Belgrade, MT
 ncardwell@cityofbelgrade.net
 406-388-3760
City Manager (2)
Assistant City Manager
Human Resource Director

PROFESSIONAL FEE

The fee for conducting a Village Administrator recruitment is \$20,000. The professional fee covers all consultant and staff time required to conduct the recruitment. Professional fees are billed in three equal installments: at the beginning, halfway, and upon completion of the final interviews. The City of will be responsible for reimbursing expenses incurred on the City’s behalf.

Expenses include:

- Websites, job boards and other advertising (approx. \$1,500 – 2,000 est.)
- Direct mail announcements (approx. \$1,300 - \$1,900 est.)
- Consultant travel: Mileage at IRS rate and \$65 per hour, plus hotel for overnight accommodation
- Background checks (approx. \$225 per candidate)

The City has the right to cancel the search at any time. The City’s only responsibility would be the fees and expenses incurred prior to cancellation.

GUARANTEE & WARRANTY

Should the selected candidate leave the employment of the City within the first 18 months of appointment, we will conduct one additional recruitment for the cost of expenses only, if requested to do so within six months of the employee’s departure. If the major elements of the process are followed and a candidate is not chosen, we will repeat the recruitment once with no additional professional fee, the only cost to you would be the expenses.

CITY/COUNTY MANAGEMENT SEARCHES CONDUCTED AND MANAGED BY GMP CONSULTANTS & IN PROGRESS COLORADO RECRUITMENTS

In progress Recruitments

City of North Branch, MN

City Administrator

City of Moad, UT

City Manager

Greys Harbor County, WA

County Administrator

City of North Plains, OR

City Manager

City of Medina, MN

City Administrator

Crook County, OR

County Manager

City of Moses Lake, WA

City Manager

Recently Completed

City of Kennewick, WA

City Manager

City of Brainard, MN

City Administrator

City of Shady Grove, OR

City Administrator

City of Belgrade, MT

Assistant City Manager

City of Canby, OR

City Administrator

City of Oak Park Heights, MN

City Administrator

City of Cottage Grove, OR

City Manager

Completed in the last 18 months

City of Livingston, MT

City Manager

City of Tumwater, WA

City Administrator

City of Pasco, WA

City Manager

Lewis County, WA

County Manager

City of Mountlake Terrace, WA

City Manager

City of Lacey, WA

City Manager

City of Sammamish, WA

City Manager

All Management Recruitments

City & Borough of Sitka, AK

Municipal Administrator

City & Borough of Wrangell, AK

Borough Manager

City & County of Broomfield, CO

Deputy City and County Manager

City of Astoria, OR

City Manager (2)

City of Arlington, WA

City Administrator

City of Bainbridge Island, WA

City Administrator

City of Bandon, OR

City Manager

City of Battle Ground, WA

City Manager (2)

City of Belgrade, MT

City Manager (2)

City of Bingen, WA

City Administrator

City of Bothell, WA

Deputy City Manager

Assistant City Manager

City of Burns, OR

City Manager

City of Canby, OR

City Administrator

City of Carnation, WA

City Manager (2)

City of Casper, WY

City Manager

City of Chehalis, WA

City Manager (2)

City of Chelan, WA

City Administrator (3)

City of Clyde Hill, WA

City Administrator

City of Coburg, OR

City Administrator

City of College Place, WA

City Administrator

City of Colorado Springs, CO

Assistant City Manager

City of Connell, WA

City Administrator (2)

City of Coquille, OR

City Manager

City of Covington, WA

City Manager

City of Damascus, OR

City Manager

City of Drain, OR

City Administrator

City of DuPont, WA
City Administrator

City of Duvall, WA
City Administrator

City of Edgewood, WA
City Manager (2)

City of Ellensburg, WA
City Manager

City of Emeryville, CA
City Manager

City of Fife, WA
City Manager

City of Fircrest, WA
City Manager (2)

Town of Friday Harbor, WA
City Administrator

City of Gig Harbor, WA
City Administrator

City of Gillette, WY
City Administrator

City of Gladstone, OR
City Administrator

City of Hailey, ID
City Administrator

City of Hermiston, OR
City Manager

City of Hood River, OR
City Manager

City of Issaquah, WA
City Administrator
Deputy City Administrator

City of Kelso, WA
City Manager

City of Kenmore, WA
City Manager (2)

City of Ketchum, ID
City Administrator

City of Lacey, WA
City Manager (2)

City of Lake Forest Park, WA
City Administrator (3)

City of Lake Oswego, OR
City Manager

City of Lake Stevens, WA
City Administrator

City of Lakewood, WA
City Manager

Assistant City Manager

City of Leavenworth, WA
City Administrator (2)

City of Lebanon, OR
City Manager

City of Lewiston, ID
City Manager

City of Lincoln City, OR
City Manager

City of Livingston, MT
City Manager

City of Longview, WA
City Manager

City of Louisville, CO
City Manager

City of Lynden, WA
City Administrator

City of McMinnville, OR
City Manager

City of Mill Creek, WA
City Manager

City of Milwaukie, OR
City Manager

City of Newcastle, WA
City Manager (2)

City of Minot, ND
City Manager

City of McMinnville, OR
City Manager

City of Monroe, WA
City Administrator

City of Moses Lake, WA
City Manager (2)

City of Mountlake Terrace, WA
City Manager (3)

City of Mt. Angel, OR
City Manager

City of Mukilteo, WA
City Administrator
Management Services Director

City of Newcastle, WA
City Manager (2)

City of Normandy Park, WA
City Manager

City of Ontario, OR
City Manager

City of Othello, WA
City Administrator

City of Pasco, WA
City Manager (2)
Deputy City Manager

City of Polson, MT
City Manager

City of Port Angeles, WA
City Manager

City of Port Townsend, WA
City Manager

City of Post Falls, ID
City Administrator

City of Prosser, WA
City Administrator

City of Puyallup, WA
City Manager

City of Rawlins, WY
City Manager

City of Renton, WA
Chief Administrative Officer

City of Ridgefield, WA
City Manager

City of Riverton, WY
City Administrator

City of Sammamish, WA
City Manager (2)

City of Scappoose, OR
City Manager

City of Shelton, WA
City Administrator
Management Assistant

City of Sheridan, WY
City Administrator

City of Shoreline, WA
City Manager (2)
Deputy City Manager

City of South Lake Tahoe, CA
City Manager

City of Spearfish, SD
City Administrator

City of Spokane Valley, WA
City Manager
Deputy City Manager

City of Stanwood, WA
City Administrator

City of Stevenson, WA
City Administrator

City of Sultan, WA
City Administrator



City of Sun Valley, ID
City Administrator

City of Sunnyside, WA
City Manager

City of Thorne Bay, AK
City Administrator

City of Toledo, OR
City Manager

City of Troutdale, OR
City Manager

City of Tumwater
City Administrator

City of Umatilla, OR
City Manager

City of Vancouver, WA
Assistant City Manager

City of Waldport, OR
City Manager

City of Walla Walla, WA
City Manager

City of West Linn, OR
City Manager

City of White Salmon, WA
City Administrator

City of Whitefish, MT
City Manager

City of Wood Village, OR
City Manager

City of Woodburn, OR
City Administrator

City of Woodinville, WA
City Manager

City of Woodland, WA
City Administrator

City of Yachats, OR
City Manager

City of Yakima, WA
City Manager

Assistant City Manager

City of Yelm, WA
City Administrator

Blaine County, ID
County Administrator

Clackamas County, OR
County Administrator

Clatsop County, OR
County Manager (2)

County of Los Alamos, NM
County Administrator

Curry County, OR
County Administrator

Deschutes County, OR
Fair & Expo Director
County Administrator

Eagle County, CO
County Manager

Franklin County, WA
County Administrator

Gunnison County, CO
County Manager
Assistant County Manager (2)

Hood River County, OR
County Administrator

Island County, WA
County Administrator

Inyo County, CA
Assistant/Deputy County
Administrator
County Administrative Officer

Jefferson County, WA
Central Services Director

Lane County, OR
County Administrator

Lewis County, WA
County Manager

Mason County, WA
County Administrator

Mono County, CA
County Administrative Officer
Assistant County Admin. Officer

San Juan County, WA
County Manager

Snohomish County, WA
Executive Director (2)

Summit County, UT
County Manager

Thurston County, WA
Assistant Chief Administrative Officer

Town of Friday Harbor, WA
Town Administrator

Town of West Yellowstone, MT
Town Manager (2)

WORK SAMPLES: POSITION PROFILE AND INVITATION TO APPLY LETTER

(Attached). Additional samples available at gmphr.com. Copyright © 2023 by GMP Consultants, . All rights reserved.

CITY ADMINISTRATOR

Section 10, Item N.

CITY OF NORTH BRANCH, MN



WHY APPLY?

This is an excellent opportunity for a progressive city administrator to lead a community into the future. North Branch is a full-service city with stable finances, well-maintained infrastructure, and strong council/staff relations with seasoned, experienced staff dedicated to providing exceptional customer service. Conveniently located just 30 minutes north of the Twin Cities on I-35 and less than two hours from Duluth, this community is close to big-city amenities and attractions while retaining small-town charm and friendliness in a semi-rural setting. As the largest city in Chisago County, North Branch continues to enjoy robust residential development and is poised for major commercial and industrial development and redevelopment projects. A municipally owned industrial park located on the interstate is shovel-ready for development and many other large tracts are also available. If you're looking to make a difference and enjoy an excellent quality of life, this could be the opportunity for you.



Welcome to **NORTH BRANCH**

North Branch is a family-friendly community of 11,791 centrally located between the Twin Cities Metropolitan Area and northern Minnesota cabin country, offering a desirable location for residents and businesses seeking small town living with all the essential amenities. As a result, North Branch is the largest and fastest growing city in Chisago County.

First incorporated as a township in 1861, the city is named for the north branch of the Sunrise River which flows west to east through the heart of the city. The town gathers to celebrate its community spirit at annual events like the Fall Harvest Festival, Midsummer Days, Winterfest, Christmas tree lighting, and summer concerts in the park.

Within the city are numerous opportunities to enjoy nature and outdoor recreation, including 301 acres of City-maintained parkland, Checkerboard County Park, Janet Johnson Wildlife Management Area, a 9-hole public golf course, and the regional Sunrise Prairie Trail—a paved pedestrian and bicycle path that extends south through Chisago and Washington Counties. The City also maintains a 21-hole disc golf course, community garden, and 3 outdoor skating rinks throughout the winter season.

As the gateway to northern Minnesota, North Branch offers proximity to many lakes, rivers, and trails for fishing, hunting, boating, hiking, and snowmobiling. Downhill skiing is available at nearby Wild Mountain and Trollhaugen ski areas. St. Croix National Scenic Riverway is only 30 miles away and offers 200 miles of wild and scenic beauty to explore.

North Branch is also home to several distinct shopping areas such as the quaint and historic downtown along with Gateway North outlet mall which features major retailers like Bath & Body Works, and Famous Footwear. Minneapolis-Saint Paul International Airport serves the region only an hour way.

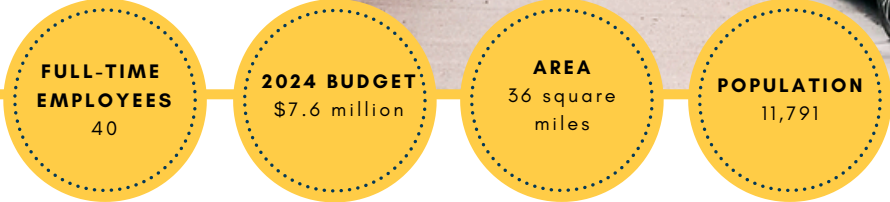
THE CITY OF NORTH BRANCH

The City of North Branch is a Minnesota Statutory Plan A City with a Council-Administrator form of government. The City Council consists of a part-time mayor and four council members elected at large. The mayor is elected to a two-year term and council members are elected to four-year terms. In 2024, the Mayor and two City Council seats will be on the ballot.

The Council is responsible for setting the policy and overall direction for the City, which includes legislative decisions and approval of the City budget. City employees, under the direction of a City Administrator, carry out council decisions and provide day-to-day services. The City Administrator provides leadership, direction and guidance to all City departments and is accountable to the City Council.

The City serves a population of 11,791 across 36 square miles with a 2024 budget of \$7.6 million and a team of 40 FTEs. Departments include Administration, Attorney, Building Inspection, Engineering, Finance, Fire, Liquor, Planning and Zoning, Police, and Public Works.

The community is active and engaged, as such, the City is committed to open government and strengthening connections between residents, businesses, and community partners. Several commissions assist the Council with various aspects of municipal government, including the Economic Development Authority, Planning Commission, and Parks, Trails, and Open Space Commission.



THE CITY ADMINISTRATOR

The City Administrator is the chief administrative officer of the City and reports directly to the mayor and four city council members. The City Administrator is responsible for planning, organizing, and managing all municipal activities coordinating the day-to-day affairs of city government. The City Administrator is also the chief policy advisor for the mayor and council. The City Administrator supervises leaders in Finance, Human Resources staff, Information Technology, Liquor Operations, Community Development, Police, Fire, Parks, and Public Works. The City Administrator also serves as the lead negotiator for all four collective bargaining units.



View job description at gmphr.com



THE IDEAL CANDIDATE

- Exceptional interpersonal, oral, and written communication skills with the ability to positively interact with diverse personalities.
- An exceptional listener who is approachable and seeks advice, ideas, and opinions of others. Respects and appreciates opposing viewpoints. Strong facilitation skills that support and enable opportunities to reach consensus, especially on difficult issues.
- Models ethical and moral behavior, conducts themselves with the highest levels of integrity and honesty, and is committed to the highest ideals of accountability and transparency as the foundation of promoting good government.
- Able to advise the Mayor and Council in their decision-making process by providing thorough, accurate, timely, and comprehensive data constructively and positively.
- Goal-driven in the pursuit of excellence in work product and provides strong, visionary leadership to inspire and motivate others to work collaboratively and in partnership to resolve challenges.
- Approaches challenges and opportunities in a positive, self-confident manner with creativity and is willing to undertake reasonable, calculable risks in the pursuit of excellence with the goal of continuous improvement of public services.
- Utilizes entrepreneurial, forward-thinking, and non-traditional approaches to problem-solving.
- Develops effective policies and procedures that are clear and concise.
- A comprehensive but high-level understanding of municipal finance, laws, human resources, planning and zoning, and other basic service delivery functions. Knowledgeable in economic and community development principles and practices.
- Able to advance, articulate, and defend staff recommendations that are in the best interest of the greater good with confidence and in a respectful, disciplined, and pragmatic manner.
- A strong leader who delegates tasks and duties while supporting and motivating staff through teamwork, and who sees such delegation as professional development and investment in staff.
- Balances the responsibilities of managing daily operations with representing the City's interests through engagement with external community, state, and national associations and organizations including state agencies and the legislature. Must be a strong proponent of intergovernmental relationships that forge productive partnerships.
- Is comfortable in a fully cloud-based computing environment.
- Is transparent and proactive with staff in all dealings. Has a commitment to "no surprises" when working with all stakeholders.
- Consistently prioritizes City's needs, goals, and vision over personal goals.
- Able to collaborate with City staff to develop solid 10-year financial plans for both the budget and capital improvement plan.

OPPORTUNITIES & CHALLENGES

Section 10, Item N.

Staff Development

A recent analysis concluded that the City would greatly benefit from the addition of 7.5 full-time employees to expand services in response to growth. One such position is human resources. These functions are currently dispersed and need to be consolidated into a comprehensive staffing program that addresses hiring, onboarding, benefits administration, workplace safety, performance evaluations, and professional development. A finance plan will also be needed. The most immediate staffing issue will be filling the vacant position of Community Development Director.

Facility Analysis

Another study concluded that the City should re-examine several of its current facilities, such as Public Works. While City Hall is functional, additional space is needed to improve efficiency and expand service levels. The Police Department has the most acute space needs as it's in the basement of City Hall. Finally, several new recreational facilities are being considered and include a community center, pool, hockey facility, and splash pad.

Economic Development and Growth Management

The City has enjoyed rapid growth in single-family residential development, averaging over 100 new homes per year. This growth rate has been driven chiefly by residents re-locating from the Twin Cities and is expected to continue. The City is poised for more major commercial and industrial growth and had the foresight to invest in a major 200+acre, shovel-ready industrial park located on I-35. In addition, several other large tracts of privately-owned land exist to accommodate growth. To diversify and expand the tax base, the City needs to aggressively promote commercial and industrial growth. Finally, several opportunities exist for in-fill re-development including certain parts of the downtown central business district and the current Tanger Mall.

City Council Governance Process

The City Council is a mix of newly elected members and those with longer tenure. As such, the Council has significantly divergent policy views and perspectives. Several previous issues have proven contentious. Council is looking for methods to improve their governance process to better facilitate their decision-making. The new City Administrator will have the opportunity to provide new leadership and skills to assist the Council with this improvement process. The City would likely benefit from undertaking a comprehensive strategic planning exercise to clearly identify and advance the City's goals and objectives.



EDUCATION & EXPERIENCE

Bachelor's degree in public administration, business administration, or closely related field and 5 years of experience in broad areas managing public organizations that contributed to a knowledge base and an ability to employ management, budgeting, planning, and program techniques in daily operation of a similarly complex entity. Or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to successfully perform the job. Masters' Degree preferred.

COMPENSATION & BENEFITS

The City of North Branch is offering an annual salary range of \$140,000 to \$180,000 for this position, dependent upon experience and qualifications. The benefit plan includes employee medical and dental insurance, standard paid holidays, negotiated sick and vacation leave, \$25,000 basic Life insurance + salary, Short-Term Disability (STD), Healthcare Savings Account (HSA), and Volunteer Employee Benefits Association (VEBA) account.



Section 10, Item N.

RESOURCES

[2024 Budget](#)

[2018 Comprehensive Plan](#)

[2023- 2032 Capital Improvement Plan](#)

[North Branch Area Chamber of Commerce](#)



TO APPLY

Apply Online: gmphr.com

First Review: **August 18, 2024**

More Info: Jeff Weldon, GMP Consultants
jweldon@gmphr.com / (320) 557-8006



Welcome to MOAB

Section 10, Item N.



Dear Colleague,

GMP Consultants is assisting the **City of Moab**, UT in finding a **City Manager**. Perhaps this is the right time in your career to consider this exciting opportunity. If not, would you please pass this on to others who may be interested?

Thank you for your consideration and assistance.

Bob Larson, GMP Consultants
bob@gmphr.com / (425) 894-8097



Greg M. Prothman, President
greg@gmphr.com / 206-714-9499

WHY APPLY?

This is an excellent opportunity to bring your passion for public service and make a positive impact at the dynamic and future-focused City of Moab in the heart of the Colorado Plateau. The new City Manager will come into a very stable organization that benefits from a vibrant community spirit among residents and a strong core of City staff who are mission-oriented and driven. Moab is in a high-profile part of the state and country and the City culture benefits from its small-town atmosphere. Come work with great people and enjoy a work-life balance in a world-renowned outdoor destination that attracts over 3 million people a year.

THE CITY OF MOAB

Incorporated in 1902, the City of Moab operates under a Council-Manager form of government. The five-member City Council is elected at large, and members serve four-year terms. The Mayor is elected separately and acts as the chairperson for City Council meetings. The current mayor has been serving since 2022.

The City serves an approximate permanent population of 5,500 with an estimated variable population of 20,000-30,000 during the tourist season with a 2023 budget of \$24 million and a team of 157 FTEs. Administration includes the City Manager, Finance Director/COO, and Executive Administrative Assistant.



THE IDEAL CITY MANAGER

- A calm, confident, and outgoing personality with both a sense of humor and humility.
- Strong diplomatic skills and a demonstrated ability to navigate local and state-level politics.
- Conflict resolution skills and the ability to work with multiple stakeholders across varying and sometimes conflicting opinions and needs. Ability to talk through difficult issues with Council, staff, and community members.
- Able to think thoroughly, objectively, and critically about a decision before acting; act decisively without second-guessing; shift directions as necessary and appropriate; and move issues forward in a timely manner.
- Understands and can articulate a position and provide decision-making options that support the City Council.
- Recognizes the institutional knowledge within City staff and routinely and effectively taps into that knowledge, empowers staff, and celebrates their important work.
- Able to "read the room" and has a good sense of when to push City goals and when to refrain.
- Always acts in the City's best interest with a willingness to take direction from elected officials and to accept and implement those decisions.

View full position profile at gmphr.com

EDUCATION & EXPERIENCE

Master's degree in business or public administration or related field and 5 years of progressively responsible experience in municipal management; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to successfully perform the job.



LEARN MORE

Visit: gmphr.com

Salary Range: **\$175,007 to \$262,510** annually DOQ

First Review: **June 30, 2024**

More Information: Bob Larson, GMP Consultants
bob@gmphr.com / (425) 894-8097



Lisa Kerstner

From: Bonny Bassett <bonny.bassett@qtigroup.com>
Sent: Tuesday, October 8, 2024 4:55 PM
To: Lisa Kerstner
Cc: Paula Holden; Casey Liakos
Subject: QTI's Proposal for Village of Kronenwetter
Attachments: QTI Proposal for Village Administrator - Village of Kronenwetter - Oct 2024.pdf; Village of Kronenwetter_QTI Executive Summary.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hello Lisa,

QTI would be honored to partner with Village of Kronenwetter to lead an efficient and effective search for Village of Kronenwetter’s next Village Administrator.

Our success will be based on the following elements of our Executive Search process:

Customized Process

- QTI will manage a tailored process with all key stakeholders to understand the organization’s strategy and profile for the Village Administrator.
- The search and selection process includes pre-search information-gathering followed by the attraction and thorough vetting of candidates against Village of Kronenwetter’s specific skills and needs.
- Interview questions will be tailored for the Village Administrator role, and scoring tools will be provided to assist with reaching optimal success during the selection process.
- Tenured and certified recruiters with deep search experience will partner with Village of Kronenwetter to recruit for this position, emphasizing priorities set by Village of Kronenwetter.
- QTI offers the opportunity to leverage its compensation consulting, leadership assessment, and succession and transition planning capabilities.
- QTI will assist and guide Village of Kronenwetter in the final selection of the candidate, along with structuring a job offer, the employment package, and relocation (if applicable) with the finalist.
- QTI is committed to managing a great candidate and search committee experience.

Strong Communication

- Development of a customized and efficient communication plan and timeline. Confidential communication process, including managing the dynamics and confidentiality of internal and locally connected candidates.
- Consistent and transparent communication with the search committee throughout the search process.

National Outreach with a Deep Network of Connections in the Midwest

- Proven capability of uncovering a diverse slate of candidates at a national level combined with unparalleled knowledge of the local and regional labor markets.

We look forward to finding Village of Kronenwetter a great candidate with the skills, experience and characteristics to fit, lead, and thrive. Thank you for your consideration!

Village Administrator Search Proposal



Casey Liakos, Vice President
QTI Executive & Professional Search, Inc.
608.257.1057 | Casey.Liakos@QTIGroup.com



Our work is people.

Because people are the heart of every business.

For over 65 years, we've been an active member of the business community. With a Midwest focus and national expertise, our Staffing, Recruiting, and HR/Compensation Consulting teams connect organizations with the solution that is right for their organization.



Recruiting

Executive, Professional and Board of Directors search practice

Staffing

Industrial & administrative placements from temporary to direct hire

Total Rewards Consulting

Total Rewards, Compensation Consulting, Hogan Assessments, and Employee Engagement



Overview of The QTI Group and its Executive Search Practice

Established in 1957, The QTI Group (QTI) is a privately owned recruitment, and human resources (HR) firm headquartered in Madison, WI. QTI's extensive experience in professional and executive recruiting, staffing solutions, and HR/Compensation consulting services has been instrumental in helping organizations reach their potential through people.

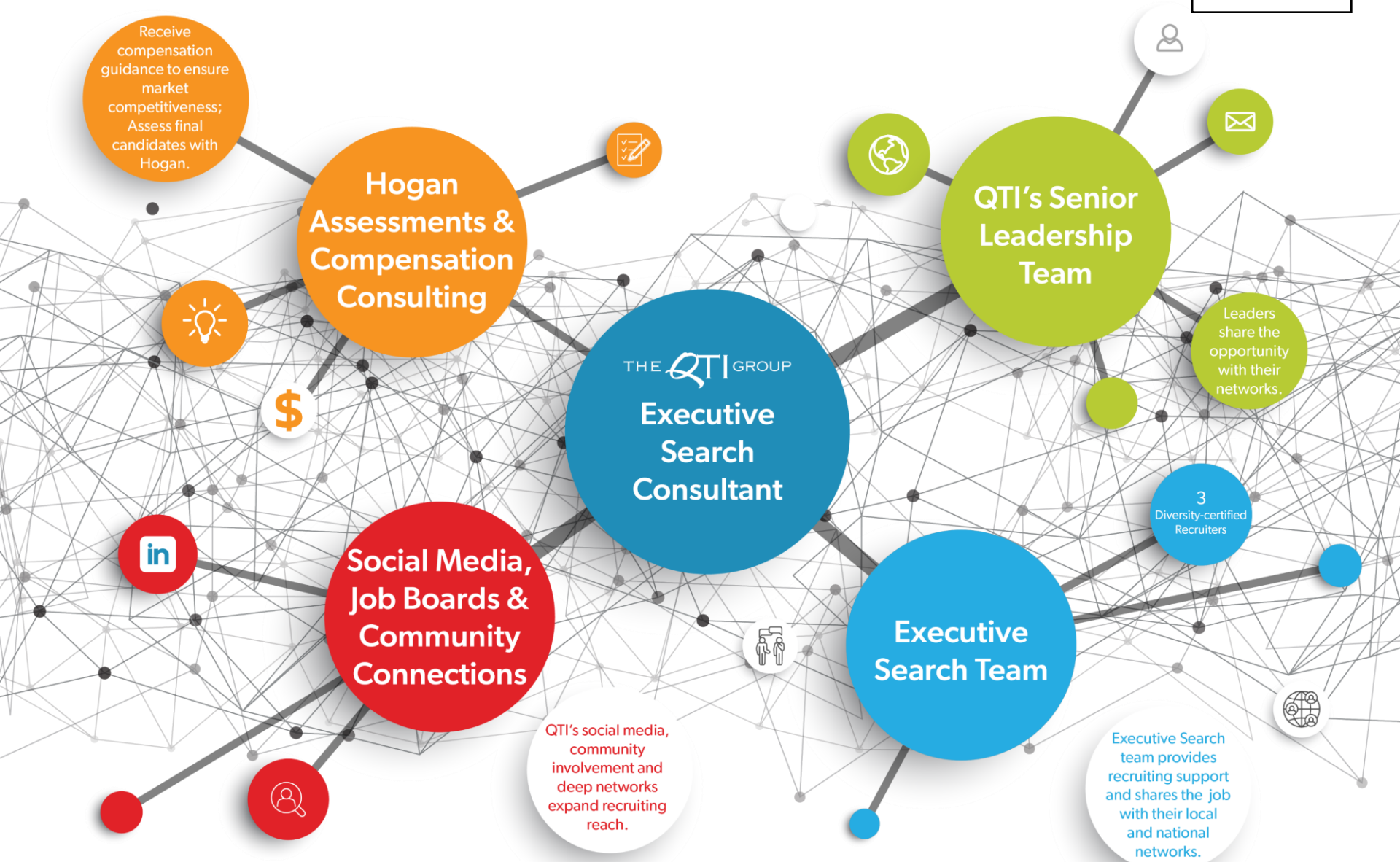
QTI's Executive and Professional Search practice has a proven track record of placing candidates in roles from mid-level management up to the C-suite for private and nonprofit associations for over 28 years. QTI's search team is a diverse group of tenured and dedicated search consultants, each with specializations and industry expertise. This team includes three diversity-certified recruiters, demonstrating our commitment to inclusivity and understanding the unique needs of our clients.

What truly sets QTI apart is our people, who are the heartbeat of our organization. Guided by our core values of Quality, Talent, and Integrity, they are genuinely invested in the success of organizations and employees. We prioritize understanding your organization and working with you to chart the best path forward. Throughout, we remain adaptable, ensuring consistent and transparent communication to maximize our impact together.

- QTI was established in 1957
- Executive search practice was established in 1996
- Three diversity-certified recruiters on staff
- Deep non-profit executive search experience
- Core values of Quality, Talent, and Integrity

QTI's Powerful Network

Section 10, Item N.



QTI Executive Search Process Details

Planning	Active Search & Interview	Selection	Hiring	Transition
2-4 Weeks	4-6 weeks	2-4 weeks	1-2 weeks	TBD
<ul style="list-style-type: none"> Initial meeting: identify leadership needs, analyze organizational structure and culture, and set expectations and strategic direction. Establish a complete search timeline upfront with Village of Kronenwetter. Initiate compensation study (optional). Opportunity profile and other marketing materials created. Identify target sectors, companies, and individuals. Establish communication plan. 	<ul style="list-style-type: none"> Execute the approved advertising and marketing campaigns. Identify and contact prospects through our networks, viral marketing approaches, e-recruiting, and advertisements. Interview and evaluate candidates via phone or Zoom video. Continuous client updates and feedback. Qualified candidates and a detailed summary will be provided to Village of Kronenwetter as identified. 	<ul style="list-style-type: none"> Coordinate the first round of interviews with Village of Kronenwetter. Coordinate the final round of interviews with Village of Kronenwetter. Assess finalists using Hogan Assessments (optional). <p><i>*The selection process is flexible based on your needs and style. Our consultants will work with you to design a selection process that best fits your organization.</i></p>	<ul style="list-style-type: none"> Conduct personal and business references and background checks. Consult and support the decision-making process as needed. Conduct and facilitate offer negotiations. Consult on communications strategy and press release if desired. 	<ul style="list-style-type: none"> Support Village of Kronenwetter's transition plan and be a resource for the selected candidate during the transition and onboarding process. Share transition and onboarding best practices.

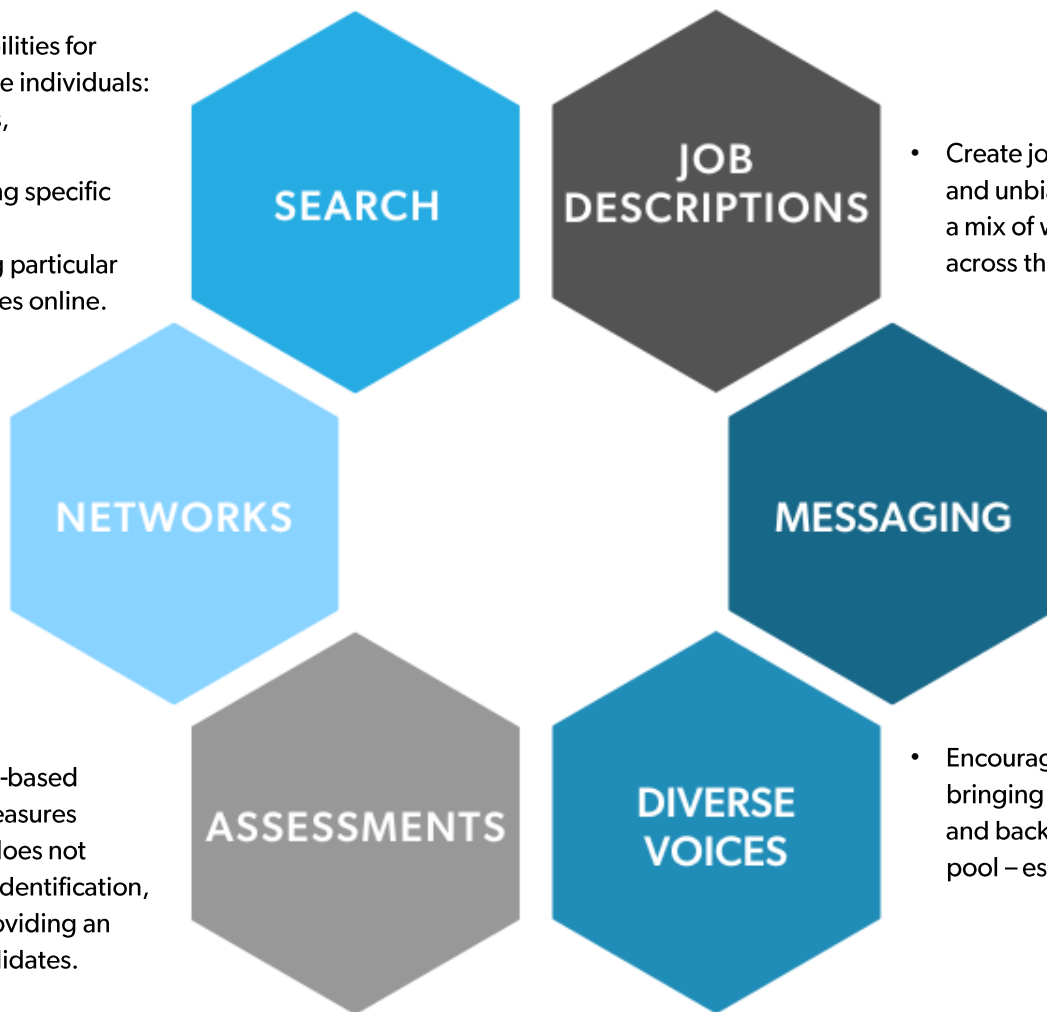
QTI's Commitment to Diversity

The QTI Group is deeply committed to helping organizations reach their full potential through people. We believe every employee must feel a sense of purpose, belonging, and value that encourages them to do their best work and foster a positive workplace environment. Led by our Belonging, Inclusion, and Diversity Committee (BID), we are committed to developing strategies and action plans that foster employee inclusion. Standing together as a community, we will continue to do the work to understand ourselves and each other so we can build a society that provides equitable opportunities for all.

We approach all partnerships with an inclusive mindset. In tandem with our clients and search committees, we ensure we deliver a diverse talent pool of qualified candidates. From the candidate's perspective, our goal is to provide them with the opportunity to be their authentic selves throughout the process.

Recruiters at QTI receive diversity recruiting training on topics such as interviewing, writing unbiased job descriptions, and more. We are fortunate to have three certified diversity recruiters on our team who can provide additional guidance and support.

- In-depth internet search capabilities for locating communities of diverse individuals: city statistics, community news, professional awards reviews.
- LinkedIn searches and accessing specific diverse LinkedIn Groups.
- Boolean (AIRS) searching using particular words to find diverse candidates online.
- Long-standing network in diverse local and national communities.
- Network across Wisconsin and nationally with diverse talent and BIPOC colleagues; share job openings and work to help each other advance.
- Use Hogan Assessment: a web-based assessment that objectively measures personality and traits. Hogan does not know someone's sex, gender identification, or racial identification, thus providing an unbiased tool to measure candidates.



- Create job descriptions that use inclusive and unbiased language, carefully choosing a mix of words that attract candidates from across the gender and racial spectrums.
- Create messaging that includes inclusivity in the workplace, which many diverse candidates believe is just as important as diversity.
- Encourage diverse voices at the table, bringing a broad perspective of thought and background to assess best the talent pool – essential if using a search committee

Diversity Recruitment Resources

QTI Executive Search – Successful Placement Examples

- **Aptiv** | *CEO*
- **Boys and Girls Club of Dane County** | *CEO; COO; Director of Development*
- **Dane County Housing Authority** | *Executive Director*
- **Downtown Madison, Inc.** | *President*
- **Edgewood High School** | *President; Principal*
- **Edgewood College** | *VP of Institutional Advancement; VP of Student Development*
- **Edgewood Campus School** | *President*
- **Discovery World Science and Technology Museum** | *Executive Director*
- **Foundation for Madison's Public Schools** | *Executive Director*
- **Forward Janesville** | *President & CEO*
- **Goodwill of Southcentral Wisconsin** | *Chief People Officer; VP of Retail*
- **Graduate School of Banking** | *President & CEO*
- **Greater Madison Chamber of Commerce** | *President*
- **Habitat for Humanity of Dane County** | *CEO, Director of ReStores*
- **Iowa Bankers Association** | *President & CEO*
- **Madison Community Foundation** | *President*
- **Madison Development Corporation** | *CEO*
- **MadREP** | *President & CEO*
- **Make-A-Wish Foundation of WI** | *Director of Finance and Operations*
- **Operation Fresh Start** | *Executive Director; Director of Finance*
- **Oshkosh Area United Way** | *President & CEO*
- **Pres House** | *Accounting & Finance Manager*
- **River Food Pantry** | *Executive Director*
- **Saris Cycling Group Inc** | *CFO*
- **Second Harvest Foodbank** | *CEO; Director of Development*
- **St. John's Ministries** | *Executive Director*
- **The Road Home** | *Executive Director*
- **Three Gaits** | *Executive Director*
- **United Way of Brown County** | *President & CEO*
- **United Way of Dane County** | *President & CEO*
- **United Way of Wisconsin** | *Executive Director*
- **University of Wisconsin Foundation** | *CIO; CFO; Controller, CHRO*
- **Urban Land Interests** | *President, Director of Commercial Facilities, Ops Support Manager, Property Manager, Director of HR*
- **Wisconsin Partnership for Housing Development** | *Executive Director*
- **Wisconsin Housing Preservation Corporation** | *CFO*
- **Wisconsin Statewide Health Information Network** | *CEO*
- **YMCA of Dane County** | *CEO*
- **Zoological Society of Milwaukee** | *President & CEO*



Selection Assessments

As part of the executive search process, it is highly recommended to administer Hogan's Selection Assessments. These assessments help ensure that candidates fit the company's culture well by identifying potential performance risks, exploring strengths and values, and understanding their problem-solving approaches and tactical thinking. Hogan Assessments can help reduce biases, lower turnover rates, boost employee satisfaction, and foster a strong organizational culture when integrated into the selection process. QTI strongly recommends using Hogan Assessments for Village Administrator finalists.

Why Hogan Assessments?

- **Research:** *30+ years of independent research.*
- **Reputation:** *Hogan tools measure a person's reputation – how others will likely describe an individual.*
- **Prediction:** *Identification of candidates that will perform and fit in the organization.*
- **Context:** *Framed for workplace selection and development.*

Additional Executive Search Service Offerings

Section 10, Item N.

QTI's Consulting Practice by the Numbers

- Industry leading Net Promoter Score: *91*
- Average client score on likelihood to recommend QTI Consulting: *9.7 out of 10*
- Average client score on likelihood to choose QTI Consulting for next total rewards/HR Consulting need: *9.7 out of 10*
- *72%* of clients re-engage QTI at least every three years.

Compensation Consulting

QTI's Consulting practice helps organizations demonstrate employee value through effectively designed HR, compensation, benefits, and total rewards programs.

If desired, QTI's Compensation Consulting team can review the reasonableness and competitiveness of base pay and total cash compensation (base pay plus short-term incentives) for the Village Administrator role.

Team of Experts

We help you select the talent to take your organization forward with a team of tenured and dedicated search consultants backed by specializations and industry expertise. We take the time to understand your business strategy and organizational culture at a deeper level and find candidates with skills and culture fit to meet your needs.

Proven Methodology

Our team leverages a broad array of search tools, Section 10, ItemN. research, and national QTI networks to attract qualified talent. We build collaborative partnerships and are committed to transparent communication throughout the search.

Experience

We offer deep experience in executive search paired with a strong understanding of the local, state, and national job market.

Candidate Experience

QTI cares deeply about the candidate search process and promises a consistent, confidential, caring, and equitable search experience.

More Than Search

With QTI, you gain access to a wealth of HR expertise. Our compensation consultants can ensure pay is commensurate with the market; our certified Hogan consultants can provide personality insights to ensure role and culture fit.

Strong Process

Our commitment to the process timeline results in a smooth search process that is completed efficiently and effectively.



Superior Results

We have a proven, successful track record of engaging candidates with the right skills, experience, and cultural fit. We have a 100% success rate in retained search arrangements, and candidates we place stay in their roles. We guarantee our work.

Comprehensive Pricing Breakdown

Search Fees

- Our unique pricing model ensures our clients have the dedicated resources and undivided attention required for success. Our approach alleviates the upfront expense of traditional retained search and fosters performance-driven results.
- QTI will bill Village of Kronenwetter a fee equal to 25% of a placed candidate's first-year total targeted cash compensation, including base salary, signing bonus, estimated annual performance bonus, and any other cash incentives. QTI's fee includes a \$2,000/monthly search fee and is billable upon initiation of the search. The final invoice, billed upon confirmation of a formal acceptance of the offer, will reflect the total fee less any previously paid search fees.
- QTI includes a 90 day guarantee. If Village of Kronenwetter hires an introduced candidate and the candidate leaves Village of Kronenwetter within 90 days of their start date, QTI will conduct a replacement search for the same positions with no additional search fees.

Advertising Costs

- The QTI Group will develop an advertising plan with input from Village of Kronenwetter. All paid advertising purchased outside QTI's standard advertising will be billed at cost, with prior approval from Village of Kronenwetter.

Travel Costs

- Any expenses related to necessary travel for QTI or candidates will be billed at cost.

Optional Services Pricing Breakdown

Pre-employment Screenings (Optional)

Should Village of Kronenwetter request QTI to perform a background check on final candidates, the below rates will apply.

- Advanced Background Screening: \$100.00/candidate
 - Includes: SS Trace, 7-year county criminal searches, 7-year federal district searches, National Database file w/Sex Offender Registry (all names), education verification.
- Credit Check Only: \$25.00


Hogan Leadership Assessments (Optional)

- QTI will bill \$1,100 per Hogan assessment administered. This cost includes QTI staff time for interpreting and presenting assessment results.

Compensation Consulting (Optional)


- Review of the reasonableness and competitiveness of base pay and total cash compensation for an estimated fee of \$750 - \$1,500.

In the Words of our Clients...



"Your leadership throughout the recruiting process has been nothing short of outstanding. You have far exceeded my expectations! It truly is a pleasure working with you."

-Mary Kay
Search Committee
Banking CEO Search



"QTI recently helped us recruit an Executive Director for a local nonprofit. What we appreciated most about working with them was their flexibility and willingness to include community and staff voices in the recruitment process. They offered excellent ideas to tweak the process and include more levels of engagement and inclusivity. We are thrilled with the outcome!"

-Sally
Search Committee
Operation Fresh Start



"Our success in finding and hiring a highly qualified Executive Director that is a perfect fit for our nonprofit organization is a credit to the professionals we worked with from QTI! The insight, research, and guidance provided was amazing!"

-Theresa
Search Committee
St. John's Ministries

The QTI Team for Village of Kronenwetter



Nicki McCurdy, PHR,
SHRM-CP
Senior Recruiting
Consultant

Nicki is a Senior Recruiting Consultant for QTI's Executive & Professional Search division. She partners with organizations on strategic and immediate executive and professional hiring needs. She has over 20 years of human resources experience, including as an HR Generalist, Payroll and Benefits Specialist, and Corporate Recruiter before joining QTI.

Her prior industry experience includes education, software technology start-up, high-tech manufacturing, insurance, and financial services. Nicki's specialties include human resources and lab sciences; however, she has proven to recruit in any space due to her extensive search experience.

Nicki has a sincere desire to help employers find the perfect candidate and for candidates to find great career opportunities. She believes it is important to love what you do— and have fun doing it!

Nicki graduated from Coe College in Cedar Rapids, Iowa, with a Bachelor of Business Administration degree. She has passed and maintained the Professional in Human Resources (PHR) and the SHRM Certified Professional (SHRM-CP) certifications.

Nicki serves as an advisory member and past Board Secretary and Board President for the QTI Good Samaritan Fund, a non-profit that provides support to employees during times of need. She also serves as a committee chair with the Waunakee Touchdown Club and the Waunakee Hoops Club. She also serves as the Board Secretary of the Waunakee Hoops Club.

The QTI Team for Village of Kronenwetter



Kristin Dewey
Binkowski, Hogan
Practice Leader

Kristin Binkowski has been at The QTI Group for over a decade and has been the Hogan Practice Leader since 2012. Her experience includes utilizing Hogan Assessment Systems in the areas of employee selection, development, leadership, high potentials, and team building, resulting in greater employee engagement, reduced turnover, increased productivity, and higher performance. In addition to her experience with Hogan, Kristin served as an Executive Search Director with QTI for eight years, managing the full life-cycle recruitment process and providing Boards of Directors with guidance for executive hiring.

Kristin is actively involved in the community, including the following:

- United Way of Dane County - Community Engagement Capacity Building Team.
- Edgewood High School - Board of Trustees and serves on the Development Committee.
- Building Brave - Board of Directors and serves as Treasurer.

The QTI Team for Village of Kronenwetter



Casey Liakos, Vice
President, Executive &
Professional Search

Casey is the Vice President of QTI's Executive, Professional, and Board of Directors Search Team. He has over 14 years of experience in staffing and recruiting, including serving as the president of a Wisconsin-based talent acquisition firm for just over six years.

Casey has managed hundreds of successful recruitment projects for talented leaders across numerous industries and has contributed to the success of the organizations he's led in many capacities: Executive Leadership, Sales, Client Success, Recruitment, Consulting, Operations, and Program Management. Over the last decade, he has also mentored and advised numerous small businesses.

In 2020, Casey was named the InBusiness Small Business Executive of the Year. Casey earned his undergraduate (BA) and graduate degree (MBA) from the University of Minnesota. He actively serves on the Board and on committees for Big Brothers Big Sisters of Dane County.

The QTI Team for Village of Kronenwetter



Londa Dewey, CEO,
Principal, and
Executive Search
Advisor

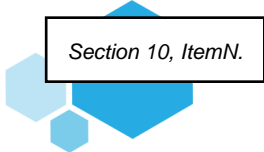
Londa is CEO of The QTI Group, where she helps clients adapt, grow, and succeed by matching customers' strategies and goals with the right talent solutions. Before joining QTI, she was the President of the Private Client Group and the Madison market President at U.S. Bank, where she worked for 25 years.

Londa was proud to serve as chair of the United Way Board of Directors for 2007 and 2008. She also chaired the United Way of Dane County campaign in 1999 and the Dane County United Way Foundation Board from 2011 – 2012. Her past involvement also includes serving as past chair of the Greater Madison Chamber of Commerce Board of Directors, Meriter Health Services Inc., Camp Manito-wish YMCA, Edgewood College, High School and Campus Board of Trustees, member of Family Business Center Board of Advisors at UW-Madison, Former President of International Women's Forum and a past board member of Wausau Paper, Inc.

In 1996, she was honored by being named the Distinguished Woman in Banking by Northwestern Financial Review. In 2006, Londa was featured in American Banker's 25 Most Powerful Women in Banking report. In 2009, Londa was honored with a YMCA Key Leader Award, and in 2013, Londa received the Alumni Appreciation Award from Edgewood High School. In 2014, she was honored with the Woman in Philanthropy Award by the Dane County United Way. In 2015, she and her husband received the Alexis de Tocqueville Award from the Dane County United Way. In 2017, she received the credential as an NACD Board Leadership Fellow. She was also honored as an Illini Comeback Guest, an award for distinguished alumni from the University of Illinois, from which she graduated with a degree in Finance. In 2023, Londa was named among WomenInc. Magazine's 2023 Most Influential Women Corporate Board Directors.

Londa actively serves her community and is currently involved with Puelicher Center for Banking Education at the UW Business School; member of Downtown Madison Rotary Club; Corporate Board Member for American Family Insurance, Madison Gas & Electric, and Wealth Management Company of Northwestern Mutual.

Thank you!



Section 10, Item N.

QTI is thrilled about the opportunity to collaborate with Village of Kronenwetter to assess and recruit your next Village Administrator. If you have any questions or need further discussion on this proposal, please contact Casey Liakos at 612.209.8255 or casey.liakos@qtigroup.com.

Thank you for considering our proposal.



Understanding the art and science of leading a search process, QTI will partner with Village of Kronenwetter to find their next Village Administrator.

Overview of The QTI Group

- Established in 1957.
- Executive search practice was added in 1996.
- Full-suite of HR services: professional and executive search, compensation and total rewards consulting, Hogan leadership assessments, and flexible staffing solutions.
- 60+ employees driven by our core values of Quality, Talent, and Integrity.

Why QTI

- Extensive executive search experience.
- Strong understanding of the local, state, and national job market.
- Robust service offerings including guidance on compensation competitiveness and assessments to ensure role and culture fit.
- Access to a broad array of search tools, robust research, and national QTI networks to attract qualified, diverse talent.
- Collaborative partnerships and transparent communication.
- Consistent, confidential, caring, and equitable candidate experience.
- Diversity recruitment expertise including three diversity-certified recruiters on staff.
- Superior results. 100% success rate in retained search arrangements and candidates we place stay in their role.

For more details on QTI's proposal for the Village of Kronenwetter and our Executive Search practice, please reference the provided deck.

Please contact [Casey Liakos](#) at 612.209.8255 with any questions.

Executive Search Process

QTI's search consultants will create and lead a comprehensive process tailored to the Village of Kronenwetter's needs, ensuring a successful Village Administrator search. Our five-step process includes:

- Planning:** Understand the role, analyze organizational structure and culture, and align expectations and strategic direction. Develop Opportunity Profile and related marketing materials.
- Active Search & Interview:** Leverage our deep Midwest and national networks, diversity recruitment strategies, robust research, and broad array of search tools to recruit candidates. Interview and evaluate candidates via phone or zoom.
- Selection:** Create detailed profiles of top candidates, present a slate of qualified candidates, conduct first-round and final-round interviews, and assess final candidates using Hogan.
- Hiring:** Conduct thorough reference and background checks, facilitate decision-making, and provide expert negotiation assistance.
- Transition:** Support Village of Kronenwetter's transition plan and be a resource for the selected candidate during the transition and onboarding process.

Comprehensive Pricing Breakdown

Executive Search Fees	
Monthly Search Fee	\$2000/month <i>Any previously paid search fee will be deducted from total search fee at the end of the search.</i>
Total Search Fee	25% of a placed candidate's first-year total targeted cash compensation, including base salary, signing bonus, estimated annual performance bonus, and any other cash incentives.
Pre-Employment Screening (Optional)	
Advanced Background Screening	\$100/candidate
Credit Check Only	\$25/candidate
Hogan Leadership Assessment (Optional)	\$1,100 per Hogan assessment administered.
Compensation Consulting (Optional)	\$750-\$1500

PUBLIC SAFETY &
MUNICIPAL MANAGEMENT

Proposal For Professional Consulting Services

Executive Selection for Village Administrator

Prepared for The



MAARATHON COUNTY | WISCONSIN

OCTOBER 3, 2024

Prepared By
Lori Gosz, Senior Public Management Team Leader
Jeffrey R. Roemer, Public Safety Manager



Executive Selection for Village Administrator

Prepared for The



MARATHON COUNTY | WISCONSIN

Prepared By
McMahon Associates, Inc. | NEENAH, WISCONSIN
October 3, 2024

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October 3, 2024

Village of Kronenwetter
Attn: Lisa Kerstner, Finance Director/Treasurer
1582 Kronenwetter Drive
Kronenwetter, WI 54455

Dear Ms. Kerstner,

We are pleased to submit a proposal for Executive Selection for the Village Administrator of the Village of Kronenwetter. Our teams' passion for Public Management and working with Municipal Officials provides the basis for our interest in submitting this proposal. The McMahon Associates, Inc. (McMahon) team of consultants will not only meet your expectations, but we also have extensive Executive Selection experience.

McMahon's Public Safety and Municipal Management Group has national and international public sector consulting experience. Most of our clients are public sector entities: municipalities, counties, tribes, or special districts. Our team of consultants are all senior level staff and are either current or former municipal management practitioners. An important component of our approach is frequent communication with the Village Administration.

Our extensive operational and strategic experience in the public management area uniquely qualifies us for a project of this nature. The team has management, operational, technical, and consulting experience with all types of municipal and public management experience.

Thank you again for the opportunity to submit this proposal. If you have any questions or desire to schedule a meeting where we can present our proposal in more detail and answer any questions, please feel free to contact me at 920-875-0501 or by email at lgosz@mcmgrp.com. We look forward to working with you on this important project!

Respectfully,
McMahon Associates, Inc.

A handwritten signature in black ink, appearing to read "Lori Gosz".

Lori Gosz
Senior Public Management Team Leader

A handwritten signature in black ink, appearing to read "Jeffrey R. Roemer".

Jeffrey R. Roemer
Public Safety Manager

JRR:kmh

Qualifications

McMahon provides professional, high quality public management consulting, project management and other related services to organizations throughout the United States and abroad. Our consultants have served the needs of numerous municipalities throughout the United States and remain very active with several public safety and government related organizations including:

- Wisconsin City/County Management Association
- International City/County Management Association
- Wisconsin State Fire Chiefs Association
- International Association of Fire Chiefs
- International Association of Police Chiefs
- Association of Public Safety Communications Officials
- Paramedic Systems of Wisconsin
- National Emergency Number Association
- National Police Protection Association
- Wisconsin Society of Certified Public Managers
- Wisconsin State Police Chiefs Association
- Wisconsin Association of Public Safety Communications Officials

Our consultants possess in-depth knowledge of relevant aspects of public service, which includes administration, communications, organization, labor relations, human resources, economics, and standards. This knowledge allows us to provide clients with an intellectual and objective analysis of the information received. This information is then presented in an easily understood format, allowing policy boards to make knowledgeable and informed decisions.

Project progress is measured against an established work plan, timetables, budget, and list of deliverables. Project methodology includes frequently scheduled progress meetings to discuss progress as well as new or unanticipated issues. The work plans are focused, coordinated, and logical. Project team members are also available throughout the duration of the project.

Methodology

Our approach to this project requires a clear understanding of the current Village of Kronenwetter organization, staffing, operations, administration, planning, and related concerns. The key elements of our methodology include:

- A clear understanding of the project background, complex issues involved, and the goals and objectives.
- A work plan that is comprehensive, well designed, practical and provides for ample opportunity for client input.
- Sufficient resources and a commitment to successfully completing the project within the desired time frame and at a reasonable cost.

Client Input

To complete a comprehensive Executive Selection Process and make specific recommendations, it is critical that we receive quality information from officials, staff, and members of the Village of Kronenwetter. Accordingly, our approach includes regular meetings with the Administration, along with associated agencies that would have valuable information to communicate to the Service.

Practical Recommendations

Our goal is to provide you with recommendations that can be used now, and in the future, to improve the efficiency and effectiveness of the Village of Kronenwetter during this transition. These recommendations need to be based on industry standards and legal considerations.

Project Management

A successful assessment and the provision of effective recommendations requires a special effort to ensure that all levels of the project receive adequate attention and those findings and recommendations are thoroughly coordinated. This is accomplished by the development and adherence to a project work plan, clear management team assignments and frequent communications with Village Administration.

Scope of Work

Preliminary Planning and Development of Candidate Profile

- Meet with the Village Board to discuss our recruitment approach, strategy, and methodology. During this meeting we will also discuss salary, benefits, and other terms of employment so that we can be clear to potential candidates regarding the expectations of the Village Board.
- Interview the members of the Village Board, Department Heads, and other appropriate officials and staff for input on needed Village Administrator qualifications.
- Provide a questionnaire to be completed by elected officials, staff members, and other potential stakeholders asking for their ranking of key management characteristics that will be used to develop the core position profile.
- Document and develop Village’s expectations for the position and characteristics deemed desirable in the candidate that will be necessary to continue to provide excellence in municipal services.
- Develop a candidate profile for the Village Administrator position and a community profile to attract top quality applicants.

Advertising/Candidate Search

- Develop the Village Administrator position advertisement based on the Village’s candidate profile.
- Recommend effective publications and announcement networks, avoiding those we have found costly and ineffective.
- Place advertisements to obtain national exposure for the position.
- Pursue potential candidates through firm resources and networks (i.e., websites inside and outside of Wisconsin, state, regional and national contacts we have developed over the years).

Resume Review

- Serve as the point of contact between candidates and the Village Board, answering candidate’s questions and providing additional information to candidates.
- Review all resumes and match qualifications as indicated on resumes to the candidate profile and position requirements.
- Summarize applicant information in an easy-to-read format for the Village Board or Search Committee to review.

Pre-Qualify Candidates

- Facilitate a meeting with the Village Board or Search Committee to review and narrow the list of applicants to ten (10) maximum for personal contact (first cut).
- McMahan will conduct telephone interviews with the first cut applicants.
- Based on the telephone interviews, we will develop a summary of first cut applicants for the Village Board or Search Committee review.

- We will facilitate a meeting with the Village Board or Search Committee to narrow applicants to the top three to five (3 to 5) candidates (second cut) for further consideration.

Personal Interviews

- We will provide the Village Board or Search Committee with a list of appropriate interview questions and conduct a brief interview training session to discuss those questions they can and cannot ask by law, to avoid any legal entanglements.
- Schedule interviews with candidates.
- Facilitate candidate interviews and make all necessary interview arrangements.
- Review interview results with the Village Board or Search Committee after the interviews are completed.
- Offer our professional observations and assist the Village Board in reaching a consensus on a finalist through a facilitated meeting process which is designed to identify the strengths, weaknesses, and cultural fit of the finalists.

Pre-Employment Checks of Finalist

- Verify past employment history.
- Obtain 3 - 5 professional references of finalist (our vast network of contacts in the municipal management profession frequently allows us to obtain references beyond that which is provided by the applicant).
- Verify academic credentials of finalist.
- Conduct a criminal, internet, and financial background check of the finalist.

Employment Contract Negotiations

- Obtain authority from the Village Board on the acceptable range of salary, benefits, and other conditions of employment to offer to the finalist.
- Negotiate the employment agreement within the parameters established by the Village Board.
- Draft the formal employment agreement for consideration by the Village Board and applicant.

Employment Transition

- We will meet with the current Village Finance Director/Treasurer and Village Board (separately if desired) to discuss immediate and on-going issues in which the Village is involved.
- We will work with the Village Administrator finalist to ensure that he/she understands these issues and has a prioritized list that must be addressed to have a smooth transition.

Project Fee / Schedule

Project Fee

McMahon Associates, Inc. proposes to provide the Scope of Services described in this Proposal for the Executive Search Services as follows:

Time & Expense estimated at: \$14,000 to \$18,000

The breakdown of McMahon hours for the various recruitment activities are based on estimates of what we know about the engagement at this time. Hours are flexible should circumstances require. The number of candidates in the pool will also have an impact on the consultant hours allocated for the project.

- Meetings to flesh out desired candidate qualifications and management qualities, conduct survey with Village stakeholders, prepare Candidate and Community Profile.
- Develop advertisement, advertising plan, and place advertisements.
- Candidate Outreach – in state. Includes developing written correspondence and phone calls to potential candidates.
- Applicant screening – review all resumes, contact candidates for clarification of information provided, check candidate resumes against desired qualifications, and prepare candidate summary report to Search Committee.
- Phone/Skype and on-site interviews, both 1st and 2nd rounds, includes question development, Search Committee interview training, question/exercise preparation for each round, participation in the interviews and community meet and greet.
- Prepare and negotiate Conditional Offer of Employment, Employment Agreement preparation, attend Board meeting.

Upon acceptance of this Proposal, McMahon will prepare an Agreement incorporating the Scope of Services and terms outlined here. All services will be provided in accordance with our General Terms & Conditions, dated May 10, 2024, which will be incorporated into the Agreement for reference.

Invoices will be sent every month based on the previous months’ time and expenses.

Project Schedule

McMahon has the staff available to begin this project immediately upon award. Based on our prior experience in projects like that requested in the RFP, an administrator recruitment of this nature typically will take 3 - 4 months to complete, plus any additional transition time needed for an individual to move to the area and begin employment.

Weeks	1-4	5-8	9-12	13-16
Preliminary Planning/Development of Candidate Profile				
Advertising/Candidate Search				
Resume Review				
Pre-Qualifying Candidates				
Personal Interviews				
Pre-Employment Checks of Finalists				
Employment Contract Negotiations				
Employment Transition				

Project Team / Resumes

Personnel assigned to this project are selected from McMahon Associates, Inc. (McMahon). The Project Manager supervises the Project Team and clerical personnel support the team. The combined resources ensure that the client receives the best possible combination of professional attention.

Lori M. Gosz – Senior Public Management Specialist

Lori will act as project manager and is a self-motivated, results driven professional with over 25 years of municipal management experience in Northeast Wisconsin. A people, process and solution-oriented leader who appreciates the needs of the local government. Her focused experience is in human resource management, data research and analysis, operational and organizational studies, compliance to federal, state, and local regulations. She has worked successfully with the Wisconsin Department of Administration, Department of Natural Resources, and Department of Transportation on grant funding and administration of numerous projects.

Russ M. Van Gompel – Public Management Specialist

Russ will assist the Project Team and has over 39 years of experience in local governments serving in the States of Wisconsin and Minnesota. His experience includes working in the governments of large cities to smaller units of government and includes public cooperation agreements, public private partnerships and impact fee analysis and forecasting. Russ currently serves as the Finance Director for the City of Oshkosh.

Henry B. Veleker – Public Management Specialist

Henry is a forward thinking, pragmatic public manager bringing 30 years of public management experience to the challenges facing local governments and their respective communities. A collaborative leader who values the commitment and work of local government elected officials and staff. He is a professional who appreciates that successful local governments must always strive to be strategic, transparent, fiscally prudent and action oriented.

Ray C. Maurer – Public Management Specialist

Ray is an experienced and dedicated municipal parks, recreation and forestry professional with over 30 years of experience. He is a Certified Park and Recreation Professional through the National Recreation and Park Association. He is responsible for the management and administration of the City of Oshkosh Parks Department. His responsibilities also include administrative direction over full time staff, development of annual and capital improvement budgets, and development of short and long-term comprehensive plans. His strong relationship building skills were instrumental in developing many public/private partnerships that have resulted in cost-saving measures throughout his career. He has the ability to connect with elected officials, citizens and others to build trust and establish lasting relationships. He has extensive experience in municipal parks, recreation and forestry operations, capital project management and process improvement.

Jeffrey R. Roemer – Public Safety Manager

Jeff has over 35 years of experience in public safety and is currently Public Safety Manager of the Public Safety & Municipal Management Group for McMahon. He is a certified public manager and has been providing full-time public safety management consulting for the last 24 years. He worked as a Fire Chief, Police Chief, EMS Director, and Emergency Management Director before moving into public management consulting. He has worked with over 300 public safety clients nationwide and internationally.

References

CITY OF WEYAUWEGA

Executive Selection and Management Counsel

Rich Luedke, Mayor

rluedke@cityofweyauwega-wi.gov

109 E, Main Street

Weyauwega, WI 54983

920-284-0110

VILLAGE OF PALMYRA

Executive Selection, Public Safety Director

Kathleen Weiss, Village President

villpres@vi.palmyra.wi.gov

100 Taft Street

Palmyra, WI 53156

262-495-8294

TOWN OF BUCHANAN

Executive Selection and Management Counsel

Karen Lawrence, Supervisor 1

Supervisor1@townofbuchanan.wi.gov

N178 County Road N

Appleton, WI 54915

920-734-8599

CITY OF WAUPACA

Execute Selection and Management Counsel

Aaron Jenson, City Administrator

ajenson@cityofwaupaca.org

111 S. Main Street

Waupaca, WI 54981

715-258-4411

VILLAGE OF UNION GROVE

Executive Selection

Steve Wicklund, Village President

swicklund@uniongrove.net

925 15th Avenue

Union Grove, WI 53182

262-878-1818

VILLAGE OF BAYSIDE

Executive Selection and Management Counsel

Andy Pederson, Village Manager

apederson@baysidewi.gov

414-206-3925

CITY OF WISCONSIN DELLS

Executive Selection and Police Management Counsel

Karen Terry, Administrator

kterry@dellscitygov.com

300 La Crosse Street

Wisconsin Dells, WI 53965

608-254-2012 X403

CITY OF CHILTON

Organizational Analysis/Review and Executive Recruitment and Interim Services

Executive Recruitment and Interim Services

Tom Reinl, Mayor

chiltonmayor@chiltonwi.com

42 School Street

Chilton, WI 53014

920-849-2451

VILLAGE OF JOHNSON CREEK

Executive Selection and Management Counsel

John Swisher, Village President

johns@johnsoncreekwi.org

125 Depot Street

Johnson Creek, WI 53038

414-659-6105

Lisa Kerstner

From: Romboy, Kelly (04150) <Kelly.Romboy@roberthalf.com>
Sent: Wednesday, October 2, 2024 7:12 AM
To: Lisa Kerstner
Subject: FW: Proposal for Village of Kronenwetter/ List of Previous Searches
Attachments: 2024 RHES Presentation Village of Kronenwetter, Village Administrator 10 1 24.pdf;
 Copy of List of Searches - Village Of Kronenwetter.xlsx

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Lisa,

It was great meeting you yesterday. I appreciate the time you took to learn about our retained search practice group within Robert Half. This position of Administrator sounds like it’s vital to the organization and I think our group would be perfect to engage in this search.

Our group can access the passive candidates, and we can pin point recruit the specific skill set in an area of the nation, starting with the Wisconsin geography. Finally, I have a lot of confidence in our team and I’m certain we can find you the best candidate for your organization. I’ve included a PDF/ Proposal and Presentation of our entire process (above), as well as a spreadsheet of our previous searches in similar industries (use the tabs at the bottom of the spreadsheet).

On the Kick Off call, if we’re fortunate enough to be engaged in this search, our team would do a deep dive into your organization and position with your team. I’ve also outlined the costs associated with an Administrator in the above proposal/ PDF.

The fee for administrative services is a professional consulting fee for executive search firms which includes research, all administrative support (we schedule all of your interviews and meetings), along with verification of candidate identity, education, licenses and certification. We also conduct thorough references. **This fee is normally charged with the first installment, and it is 12%, or \$4860, but I’ve waived this fee.**

To summarize some items for consideration, please see what we’ve done outside of our normal terms to gain your business:

- I have extended the retainer over 3 payments with the **3rd payment due at offer and acceptance, instead of at 60 days.** This way, you will have confidence that our team will stay engaged in the process until the very end. We also have weekly calls with your team including a weekly progress report that we send to you and go through with you (you’ll see examples in the PDF).
- We have also waived our fee for administrative services (a savings of \$4860).
- I’ve included a 120 day prorated guarantee.

I’d be happy to answer any questions on a team’s video call with you and your Board of Directors at any time.


Thank you and I hope we can work together in the future.

Kelly

Kelly Romboy (BIO)
 Vice President | Senior Managing Director
kelly.romboy@roberthalf.com



Executive Summary of Retained Search Services



“Working with the team at Robert Half Executive Search was nothing but a pleasure. It was a positive experience on our end which resulted in the placement of a truly talented individual. Kelly and her team were terrific in adapting the search criteria to fit our needs.”

- Chief Executive Officer, National Consulting firm

Robert Half Executive Search

Finding the right executive to join your organization is one of the biggest strategic decisions a company might face.

That’s why we believe in a hands-on, consultative approach where we listen to your needs to help you find a well-matched and highly skilled executive in 90* days or less.

Choosing the right leader is serious business

Trust our Forbes-recognized retained executive search consultants to find the C-suite and senior management professionals who can lead your company forward - at home or across the globe.

Successful engagements take sound judgement

Our consultants are established business leaders who zero in on highly skilled candidates from their expansive industry networks. They'll share our exclusive insights and market trends to help you make better-informed decisions.

What you can accomplish by working with us:

Build superior, diverse leadership teams, focusing on C-level and Director/VP-level roles.

Expedite the hiring process and ultimately help find the best available executive match.

Robert Half : (NYSE: RHI)

Section 10, ItemN.



75+ years in business.
World's First & Largest
Specialized Staffing
Firm.



\$6.393 Billion in
revenue. Fortune &
S&P 500 Company



More than **325**
offices globally



Nationally and
Internationally
recognized by Forbes,
Fortune and GPTW.



A global network of
16,000 professionals



Parent Company of
Protiviti®



Named **#2** on [America's
Best Executive
Recruiting Firm](#) by
Forbes in 2023

** 7 consecutive years*



National Coverage with
office locations across the
United States

Executive Search Practice Group - Global Locations

Section 10, ItemN.



Ethical, Committed, Best-in-Class: Our Accolades



“America’s Best Executive Search Firms” Forbes 2024 *8 Consecutive Years



“America’s Best Professional Recruiting Firms” Forbes 2024



“Best Workplace for Women” Fortune 2023



“100 Best Companies to Work For 2024” Fortune



“World’s Most Admired Companies” Fortune 2024 *27 Consecutive Years



“100 Must Sustainable U.S. Companies” Barron’s 2023



World’s Best Companies-Time 2023

America’s Most Responsible Companies – Newsweek 2024



“World’s Best Employers” Forbes 2023



“Best Employers for Women” Forbes 2023



“Gender-Equality Index” Bloomberg 2023



“Companies that Care” People 2023



“America’s Most Innovative Companies” Fortune 2023



GPTW Certified 2023-2024



America’s Greatest Workplaces for Diversity – Newsweek 2023



“Best Employers for Diversity” Forbes 2024



“Best Temporary Staffing Firm” Forbes 2024



“America’s Best Large Employers” Forbes 2024



“Best Places to Work for LGBTQ + Equality” – HRC 2022



Greatest Workplaces for Women 2024

At Robert Half, we believe that organizations who value and encourage the diversity of their employees, suppliers and customers will have a competitive advantage over others by having better access to, and understanding of, market segments as well as greater insights into consumer behavior to meet the needs of a diverse customer base.

Robert Half seeks to identify qualified candidates, regardless of their sex, gender, race, religion or belief, pregnancy or maternity, ethnic or national origin, marital status, disability, age or sexual orientation. The resulting size and depth of our candidate research has commensurate benefits for our clients, who can have confidence in our ability to find the right candidate for the right job as effectively, efficiently and inclusively as possible.

Robert Half is a signatory to the **United Nations' Global Compact** (the world's largest corporate sustainability initiative) and the **United Nations' Women's Empowerment Principles** (a joint initiative of the U.N. Global Compact and U.N. Women). Robert Half is also currently named as one of the '**Best Places to Work for LGBTQ+ Equality**' in the Human Rights Campaign Foundation's **Corporate Equality Index** and, in recognition of our commitment to advancing women in the workplace, Robert Half is equally proud to be part of **Bloomberg's 2023 Gender Equality Index**.



External Alliances

Section 10, Item N.

We cultivate external relationships and form alliances with organizations that drive engagement and increase opportunities for advancement.



Scholarships

We further support the underrepresented communities that our alliances serve through scholarship programs.

- American Institute of CPAs (AICPA) – Diversity Fund
- Ascend Pan-Asian Leaders
- Association of Latino Professionals For America
- Hispanic National Bar Association
- Minority Corporate Counsel Association
- NABA Inc.

Areas of Specialization

Section 10, Item N.



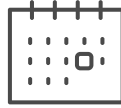
Executive Leadership



**Information
Technology**



**Legal &
Compliance**



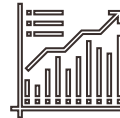
Operations



**Finance and
Accounting**



**Marketing and
creative**



**Sales and Business
development**



**Internal
Audit &
ERM**

Succession Challenges Top of Mind

- Protiviti® and North Carolina State University conducted a survey of 1300+ C-level executives and Board members regarding their views on macroeconomic, strategic and operational risks. The results highlighted a disruptive risk landscape over the next decade through 2032.
- In the following table, highest-rated risk themes are ranked in order of priority to provide a context for understanding the most critical uncertainties companies face looking forward over the next decade.

TOP 10 RISKS FOR 2023*		YOY change	TOP 10 RISKS FOR 2032*		YOY change
	1. Organization's succession challenges and ability to attract and retain top talent in a tightening talent market may limit ability to achieve operational targets	↑		1. Organization's succession challenges and ability to attract and retain top talent in a tightening talent market may limit ability to achieve operational targets	↑
	2. Economic conditions in markets we currently serve may significantly restrict growth opportunities	↑		2. Adoption of digital technologies may require new skills in short supply, requiring significant efforts to reskill/upskill employees	↑
	3. Anticipated increases in labor costs may affect ability to meet profitability targets	↑		3. Rapid speed of disruptive innovations enabled by new and emerging technologies and/or other market forces may outpace ability to compete	↑
	4. Resistance to change may restrict the organization from making necessary adjustments to the business model and core operations	↑		4. Resistance to change may restrict the organization from making necessary adjustments to the business model and core operations	↑
	5. Uncertainty surrounding core supply chain ecosystem	↑		5. Ensuring privacy and compliance with growing identity protection expectations may require significant resources	↑
	6. Changes in the overall work environment may lead to challenges in sustaining culture and the conduct of the business	↑		6. Existing operations and legacy IT infrastructure may not be able to meet performance expectations as well as "born digital" competitors	↑
	7. Adoption of digital technologies may require new skills in short supply, requiring significant efforts to reskill/upskill employees	↑		7. Inability to utilize data analytics and "big data" to achieve market intelligence and increase productivity and efficiency	↑
	8. Organization's culture may not sufficiently encourage the timely identification and escalation of risk issues	↑		8. Economic conditions in markets we currently serve may significantly restrict growth opportunities	↑
	9. Approach to managing demands on or expectations of a significant portion of workforce to work remotely or as part of a hybrid work environment	↑		9. Regulatory changes and regulatory scrutiny may heighten, noticeably affecting how products or services will be produced or delivered	↑
	10. Organization may not be sufficiently resilient and/or agile to manage an unexpected crisis	↑		10. Anticipated increases in labor costs may affect ability to meet profitability targets	↑

*Scores are based on a 10-point scale, with "10" representing that the risk issue will have an extensive impact on the organization.

Sources: Robert Half 2022 C-Suite Survey (left) & Protiviti and North Carolina State University's global survey of 1300+ board members and executives (right)

Our Retained Search Methodology

Section 10, Item N.

Our customized, fully managed **5-step process** is the key to identifying top talent for your organization.



Formation and Planning

- Strategic context analysis
- Position specification
- Engagement strategy
- Confidential discussions with key leaders
- Transition planning



Execution and Recruitment

- Candidate mapping and isolation
- Outreach and screening
- Functional assessment
- Develop market intelligence



Shortlist and Interviews

- Identify shortlist
- Leadership assessment
- Written candidate profiling
- Develop interview plan
- Facilitation of interviews



Selection and Feedback

- Additional interviews
- Client and candidate feedback
- Selection
- Formal references
- Full due diligence
- Facilitate offer



Onboarding and Closure

- Closure with all parties
- Implement transition plan
- Client and candidate feedback

Sample Engagement Timeline

Section 10, Item N.

Target Events (Weeks)



The search will be accelerated where possible, without compromising the quality of delivery:

- Update Meetings every week from Week 3
- Progress Reports every week from Week 3
- Shortlist established at Week 7

Sample - Position Profile

POSITION PROFILE



Your Company Name

Chief Executive Officer

RH Executive Search advises the client named above based on the retained Search Project named above. This Position Profile documents RH Executive Search's understanding of the client's requirements for the position. No revisions or modifications of this document should occur without explicit approval of the client and RH Executive Search. The details of this Position Profile are for the client's, candidate's, and selected sources' information in conjunction with this Search Project.

THE POSITION

Proin maximus ligula at posuere tincidunt. Donec mi eros, condimentum ac laoreet eget, condimentum eu sapien. Ut ut orci id ex vehicula cursus. Nunc eget hendrerit risus. Nullam rhoncus, nulla sed luctus lacinia, orci orci tincidunt magna, ut facilisis lectus justo in risus. Aenean efficitur eget tellus non vulputate. Quisque consequat nisi efficitur, facilisis neque id, commodo sapien. Ut interdum tincidunt tristique. Sed ullamcorper, massa a accumsan laoreet, odio nunc aliquam nibh, sit amet cursus justo tellus eu nulla. Ut scelerisque porta congue. Nulla mauris diam, maximus in accumsan vitae, vehicula sit amet augue. Vivamus malesuada, tortor quis venenatis fringilla, leo ligula tempus metus, sit amet feugiat risus orci vel nunc. Fusce malesuada ultricies tellus non varius. Donec et tortor euismod, tempor ex eget, faucibus risus. Morbi et est nec lorem aliquam sollicitudin ut eu libero. Vestibulum non sem malesuada dui facilisis scelerisque et a metus.

CANDIDATE PROFILE

EDUCATION & CERTIFICATION/LICENSE CREDENTIALS

- A Bachelor's degree is highly desired;
- An advanced degree in management, business, finance, or law is preferred.

COMPANY

Section 10, Item N.

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KEY RESPONSIBILITIES

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FUNCTIONAL COMPETENCIES — SKILLS, KNOWLEDGE & EXPERIENCE

- Minimum 15 years of related industry experience managing in house and field sales professionals.

LEADERSHIP & MANAGEMENT/ BEHAVIORAL COMPETENCIES

- Ability to take vision or concept and establish strategy, objectives and action plan.

PERSONAL CHARACTERISTICS

- Strong leadership and communication skills.

Sample - Progress Report

Search Progress Report

Title of Role

Prepared by Robert Half Executive Search for:
Your Company

Saturday, 1 January 2022

www.roberthalf.com

Target Companies

Our research to date has included, but not been confined to, the following list of companies:

Company A	Company B	Company C	Company D
Company E	Company F	Company G	Company H
Company I	Company J	Company K	Company L
Company M	Company N	Company O	Company P
Company Q	Company R	Company S	Company T
Company U	Company V	Company W	Company X
Company Y	Company Z	Company AA	Company BB

Market Intelligence

Target Sectors and Titles

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Industries

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Brand Recognition

Convallis a cras semper auctor. In metus vulputate eu scelerisque felis imperdiet proin fermentum. Nisi quis eleifend quam adipiscing vitae proin sagittis. Suspendisse potenti nullam arcu tortor vitae nunc faucibus ornare suscipit.

Research Str
Hac habitass
sociis natoque
feugiat.

Candidate Update

Summary of Activity	
Candidates/Sources	202
Responded Candidates	60
Candidates Eliminated	96
Candidates in Pipeline	6
Candidates in Development	4
Candidates on Shortlist	6

Candidates in Development

Candidate Name	Position/Company	Notes
Candidate A	in CEO/Company A	Prospect has expressed initial interest in the opportunity; has reviewed the position profile; in the process of scheduling an introductory call.
Candidate B	in Chief Executive Officer/Company S	Prospect has expressed interest in the opportunity; has reviewed the position profile; submitted resume and cover letter; to discuss further.
Candidate C	in Senior Vice President/Company H	Prospect has expressed interest; submitted resume; reviewed the position profile; phone interview completed; to discuss potential next steps.
Candidate D	in Executive Vice President/Company E	Prospect has expressed interest; submitted resume; reviewed the position profile; phone interview completed; to discuss potential next steps.

Candidates in Pipeline

Candidate Name	Position/Company	Notes
Candidate T	in COO/Company B	Prospect had earlier expressed initial interest in this opportunity; have sent the position profile; would have to follow-up regarding candidacy.
Candidate I	in CEO/Company AA	Prospect had earlier expressed initial interest in this opportunity; have sent the position profile; would have to follow-up regarding candidacy. Has left role and traveling to the UK.
Candidate N	in COO/Company R	Prospect had earlier expressed initial interest in this opportunity; have sent the position profile; would have to follow-up regarding candidacy.
Candidate A	in Senior Vice President & Head of US Operations/Company BB	Prospect had earlier expressed initial interest in this opportunity; have sent the position profile; would have to follow-up regarding candidacy. would be taking a cut in compensation to pursue.

Section 10, Item N.

Sample - Candidate Presentation



Candidate Name
Candidate Profile for Search – Job Title

Current employer: Acme Corporation – CEO

Motivation of interest:

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Compensation:

- Expectation: \$200,000 Base Salary
- OTE: \$240,000
- LTI + Company Car

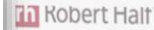
Location: Washington, DC

Education (Not Yet Verified by RH ES):

- University Name and location
 - Bachelor of Science in Business Administration (BS)
 - Master of Business Administration (MBA)

Summary of fit:

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Section 10, Item N.

RESUME

Candidate Name

EDUCATION

- University Name and location
 - Bachelor of Science in Business Administration (BS)
 - Master of Business Administration (MBA)

EXPERIENCE

Acme Corporation – CEO

- Lorem ipsum dolor sit amet, regione nostrud eloquentiam est at. Porro nostro positionum ea cum, ne sumo feugait apparatus cum. Mel adhuc audire persius ei, est ut utinam forensibus. Quot ceteros accusamus at sea, euripidis aliquando sea no, an mel putent debitis molestiae. Adhuc tantas prompta eos id, qui ei recusabo argumentum scripsit. Cu mea nostro integre legimus, sed cu tollit dolorem torquatos. Et quo praesent positionum, qui ei etiam recteque.
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Prior Company – SVP of Sales and Marketing

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Candidate Name

Search - Job Title

Candidate Profile Prepared by Robert Half - Executive Search for Your Company Name

The following Confidential Candidate Presentation is a composite of information furnished by the candidate named above as well as insights gathered through candidate interviewing conducted by Executive Search Practice Group of Robert Half International, Inc. It has been prepared for the exclusive use of the client named above. It is not to be copied and limited to those directly involved in the evaluation of this candidate for this Search Project and kept confidential among them. The candidate has agreed to discuss this opportunity on a confidential basis. Under no circumstances should the contents of this Confidential Candidate Presentation be transmitted to the candidate.



Research Centric Approach to Search : Tailored to Your Search, Industry, Company & Role

Section 10, ItemN.



Targeted directories through alliances, conference lists and associations



Networking and referrals, leveraging the Robert Half brand



Access to the Robert Half network of 14,000+ global colleagues within our diversified practices



Tools for candidate sourcing, market intelligence, talent mapping and salary benchmarking



Proprietary database with 2 decades of executive talent hand-selected by a nationwide team of researchers

Our Team : Dedicated to your Search Project

Section 10, Item N.

Our professional, experienced team will facilitate your search project, customizing to the needs and vision of your organization.

Managing Director

As your primary contact, the Managing Director will create a cohesive position profile to lead their team, introduce verified candidates, and use their expertise to maximize engagement.

Principal/ Associate

Working in tandem with the Managing Director, the Principal or Associate sources and verifies candidate interest, qualifications, and fit for your position. Provides updated, comprehensive Progress Reports.

Research Associate

Your Research Associate compiles relevant research and analysis, including candidate identification, market mapping, and unique information only provided by RH ES.

Search Coordinator

Your search project is administered by a dedicated Search Coordinator, focused on all scheduling, document preparation, and overall communication for the search duration.

A Case Study

The Situation

Section 10, ItemN.

Village Administrator Need

A National well-recognized consulting firm is seeking to hire a well-qualified, innovative candidate for a Village Administrator position in their current metropolitan area. The firm was concerned about the lack of local qualified candidates, the compensation negotiation process, and the extensive market placement and outreach required to attract top talent in a highly competitive industry.

The Solution

Engaging Robert Half Executive Search

By leveraging over decades of experience, Robert Half Executive Search (RHES) used their in-house generated market intelligence to begin this process; with details on brand recognition, target geography, target titles and industries, detailed compensation analysis, and an overall guiding strategy. This allowed Robert Half Executive Search to quickly identify qualified candidates regardless of the client's original concerns; candidates are sourced with a preexisting connection to the firm's geographical area, the client was prepared with compensation standards and expectations, and the Robert Half Team conducted direct outreach to these candidates, all of which allowed an uninterrupted line between the client firm and top talent.

RHES can expedite your hiring process and ultimately help find the best available executive match for your company.

Fee Structure Terms and Payments

Professional Fee

Fixed Retainer Fee

\$40,500

Retainer Payment Terms

Upon execution of our agreement

1/3rd of Retainer Fee

30 days after execution of our agreement

1/3rd of Retainer Fee

Upon offer and acceptance of a candidate

1/3rd of Retainer Fee +
Reconciliation (if
applicable)

RH requires the payment of a retainer fee for this Search Project. Our fee is ordinarily thirty-five (35%) percent of the placement's total first year compensation (e.g., base salary, target bonus, sign-on bonuses, and any other components) (the "Fee"); however, for the **Village Administrator** search, we have agreed to charge a fixed fee of \$40,500.

Additionally, we will waive our fee for administrative services equal to twelve (12%) percent of the retainer. The principal costs that make up these administrative fees include all administrative support, along with verification of candidate education, license(s), and certification(s); and supplemental candidate research costs and any supplemental candidate databases specifically related to your search.

RH ES will also offer a 120 day pro-rated guarantee.

*FAS : Fee for Administrative Services/Professional Services Fee



Kelly Romboy

SENIOR MANAGING DIRECTOR

Direct: 414.271.4253
Cell: 414.559.2197
Kelly.romboy@roberthalf.com



Milwaukee Office
411 E. Wisconsin Ave | Suite 2150
Milwaukee, WI 53202

Section 10, Item N.

Kelly Romboy is a Senior Managing Director with Robert Half's retained executive search practice group. She partners with a diverse network including midmarket organizations across the Midwest in a wide range of industries and functional areas. Kelly brings a consultative approach and over 25 years of experience to help clients identify, assess, and secure executive and leadership talent. She assists her clients in finding the very best talent for C-suite and leadership teams in finance, accounting, operations, human resources, technology, and sales and marketing. Her expertise includes manufacturing, life sciences, nonprofit, and professional services.

Kelly joined Robert Half's retained executive search team after serving for more than two decades as Vice President of Robert Half's permanent placement division in Milwaukee, where she successfully placed senior-level talent and built outstanding leadership teams for a wide variety of companies. Previously she was Vice President and Division Director of Robert Half finance and accounting's permanent placement division and was consistently recognized as a top performer in Wisconsin. Based in Milwaukee, Kelly is a strong supporter of the Children's Hospital of Wisconsin, St. Jude Children's Research Hospital and the American Heart Association. Kelly graduated from Illinois State University with a Bachelor of Arts degree.

Kelly's LinkedIn profile can be found [here](#)

AREAS OF EXPERTISE

- Global Retained Executive Search
- C-Suite Recruitment
- Leadership & Management Consulting

SAMPLE INDUSTRY EXPERTISE

- Manufacturing
- Information Technology
- Non-Profit Organization
- Financial Services

EDUCATION

- Illinois State University - BA, French/Business



Gretchen Kiker,
Senior Associate

Gretchen Kiker is an Associate with Robert Half Executive Search specializing in the identification and vetting of executive and senior level leaders. She has over 15 years' professional experience. Based in the firm's Lansing, Michigan office, Gretchen partners with our various Robert Half Executive Search Managing Directors, conducting searches throughout the United States and internationally.



Kathryn Rossow,
Senior Associate

Kathryn is a Senior Associate who specializes in identifying and vetting executives and senior-level professionals in a variety of functional roles. Kathryn started her career in professional staffing in 2013 and has successfully completed searches for public, private, for-profit and non-profit organizations across a wide variety of industries. She is based in our Madison, WI Office.



Bryenne Libby,
Director of North American Research Operations

Bryenne Libby provides research and market intelligence across a wide range of industry sectors for Executive Operations, Financial, Sales and Marketing, Human Resources, Information Technology, Engineering, and Legal search projects for all RH ES U.S. offices and abroad. She is based in our Boston, MA office.



Mindy Fan,
Executive Search Assistant

Mindy Fan is an Executive Search Assistant working closely with Managing Directors, Principals and Associates. She is responsible for Search Coordination. She and her team are responsible for the successful delivery of all our search engagements and client and candidate scheduling. She is based in our Boston, MA office.

Section 10, Item N.

THANK YOU

Assignment Name

City Assessor

Assistant Director of Finance

Director of Learning Management System

Manager, Executive Compensation

Internal Comments

A thriving city of approximately 63,018 (2015 Municipal Census) residents.

Texas city municipal offices.

Writes investor protection rules and other rules regulating broker-dealers and banks in the United States municipi:

An environmental services industry leader in the U.S., providing services and products to residential, municipal, cc

Industry

Government

Government

Financial Services

Environmental Services

Assignment Name

Director of Finance
Chief Financial Officer
Internal Audit & Risk Management Executive
Senior Vice President of Audit/Chief Risk & Compliance Officer
Director of Business Development, Travel
Director of the Office of the Corporate Secretary
Office of the Corporate Secretary, Senior Specialist
Office of the Corporate Secretary, Senior Analyst
Senior Executive Secretary
Vice President of Lifestyle Products & Services
Vice President, Assistant Corporate Secretary
Vice President, Office of the Assistant Corporate Secretary
Chief Financial Officer
Chief Financial Officer - Refill
Vice President of Engineering
Vice President of Product
Chief Executive Officer (Micro Project)
Vice President & Chief Technology Officer
Chief Financial Officer
Vice President of Information Systems
Vice President of IT
Executive Director, New England Division
Senior Director of Technology
Executive Director
Director of Development
Director of Cemeteries
Chief Financial Officer
Chief Financial Officer
Lead Clinical Psychologist
Chief Executive Officer
President
Chief Development Officer
Chief Development Officer
Chief Operating Officer
Chief Operating Officer
Chief Program Officer - Lob In
Vice President of Human Resources
Vice President of Finance
Senior Finance Director
Vice President of Human Resources
Vice President of Operations
Chief Operating Officer
Director of Development
Head of Finance & Administration
Executive Director
Chief Financial Officer

Chief Financial Officer
 Director of Human Resources
 Manager of Education and Research
 Regional Manager
 Regional Manager - BC
 Regional Manager, Alberta & Saskatchewan
 Vice President of Operations
 Vice President of Operations
 Director of Individual Giving, New York Metro Area
 Director of Individual Giving, San Francisco Bay Area
 Director of Individual Giving, Southwest Region
 Executive Director
 A/R Collection Supervisor
 Director of Facilities & Construction
 EIC Supervisor
 Executive Director of Patient Financial Services (LOB IN)
 Executive Director of Patient Financial Services /Dir. of Rev Cycle
 PRN Supervisor
 Quality Trainer
 Vendor Liaison Manager
 Assistant Director of Human Resources
 Assistant Director of Human Resources
 Assistant Director of Human Resources
 Director of Human Resources
 Director of Community Programs
 Chief Development Officer
 Chief Human Resources Officer
 Chief Human Resources Officer
 Chief Operating Officer
 Controller
 Chief Administrative Officer
 Micro Project - Compensation Analysis
 Chief Financial Officer
 Vice President of Finance & Operations
 Chief Financial Officer
 Vice President of Human Resources
 Chief Philanthropy Officer
 Chief Development Officer
 Chief Development Officer
 Chief Operating Officer
 Chief Program Officer
 Director of Human Resources, Talent, & Culture
 Director of Product Management
 Director of Finance
 Chief Financial Officer
 Vice President of Information Technology
 Chief Deputy Human Resource Officer

Senior Director of Quality Management
Senior Director of Utilization Management
Senior Network Manager
Chief Financial Officer
Director of Clinical Operations
Executive Director, Amarillo, TX
Executive Director, Philadelphia
Executive Director, PHX, Arizona
State Director, New York
State Director, Utah
Chief Engineer, Energy & Environmental Technology
Chief Executive Officer
Chief Business Development Officer
Chief Operating Officer
Director of Digital Product
Director of Information Technology
Director of Healthcare Reimbursement & Financing
Vice President of People and Culture
Director of Public Awareness & Engagement
Chief Executive Officer
Associate Superintendent
Director of Human Resources
Director of Operations, DAN Travel Assistance Services for Divers Alert Network
Negotiator
Executive Director
Chief Financial Officer
Chief Clinical Officer
Chief Clinical Officer
Chief Executive Officer
Chief Executive Officer & President
Chief External Affairs Officer
Chief Financial Officer
Chief Financial Officer
Chief Operating Officer
Chief Executive Officer
Chief Financial Officer
Chief Executive Officer
Executive Director
President and Chief Executive Officer
Executive Director
Director of Pediatric Care Coordination
Executive Director
Chief Administrative Officer
Director of Operations
Chief Executive Officer
Director of Education
Director of Youth Services

Vice President of Development
Chief Accounting Officer
Deputy Chief Accounting Officer
Chief Executive Officer
Chief Financial Officer
Senior Director of Operations
Chief Financial Officer
Science Director
Chief Financial Officer References
Chief Financial Officer
Executive Director
Chief Financial Officer
Supervisory BCBA
Chief Financial Officer
Chief Financial Officer
Head of Human Resources
Chief Financial Officer
Chief Financial and Administrative Officer
Chief Revenue Officer
Chief Revenue Officer (Replacement)
President
Vice President of Government Affairs
Director of Finance
Chief Development Officer
Chief Financial Officer
Chief Operating Officer
Major Gifts Officer / Capital Campaign Strategist
Senior Community Impact Fund Officer
Director of Finance
Chief Financial Officer
Interim Chief Financial Officer
Regional Chief Financial Officer & Senior Vice President of NorCA
Director of Electric Production Engineering
Director of Electric Production Operations & Maintenance
Executive Director of Corporate Compliance
NERC Compliance Officer
Supply Chain Professional
Director of Human Resources
Executive Director
Chief Finance & Administrative Officer
Chief Financial Officer
Director of Payroll Services
Executive Director
Chief Financial Officer
Chief Financial Officer
President
Chief Executive Officer

Director of Finance
Finance Director
Associate Vice President of Interactive & Information Technology
Vice President of Marketing & Brand
Director of Policy
Senior Sales Manager
Chief Financial Officer
CEO, CFO & COO (Compensation Analyses)
Chief Development and Marketing Officer
Chief Financial Officer
Major Gifts Officer
Vice President of Communications
Vice President of Development
Vice President of Human Resources
Vice President of Program Services
Vice President of Technology
Chief Executive Officer
Director of Development
Chief Financial Officer
Chief Financial Officer (old)
Vice President of Software Engineering
Chief Executive Officer
Executive Director
Executive Director
Director of Finance & Accounting
Chief Executive Officer
Chief Financial Officer
Chief Operating Officer
Director of Human Resources
Assistant Commissioner for the Public Health Labs
Associate Director of Microbiology Laboratory
Physician, Bureau of Sexually Transmitted Disease Control - I
Physician, Bureau of Sexually Transmitted Disease Control - II
President
Chief Executive Officer
Vice President of Marketing, Communications, & External Affairs
Vice President of People & Culture
Chief Executive Officer
Chief Financial Officer
Chief Operating Officer
Chief Scientific Officer
Scientific Program Leader, Communication and Dissemination Research
Scientific Program Leader, Research Infrastructure
Chief Executive Officer
Chief Financial Officer
Chief Financial Officer
Chief Financial Officer

Vice President of Distribution Operations & Engineering
Chief Financial Officer
Chief Energy Resources Officer
Chief Operating Officer
Director of Human Resources
Chief Executive Officer - Micro Project
Executive Director
Director of Finance
Chief Financial Officer
Chief Financial Officer
Controller
Vice President Human Resources
Assistant Director of Programs of Scale
Chief Financial Officer
Controller
Senior Director of Product
Business Manager, DC
Chief Financial Officer
Vice President of Public Policy
Director of Development
Chief Financial Officer
Director of Finance and Administration
Vice President of Human Resources
Director of Finance
Director of Facilities Management
Director of Information Systems
Director, Compensation, Benefits, HRIS
Director, Marketing & Communications
Senior Director of Ambulatory Care Services
Executive Director
President
Director of Purchasing
Deputy Director, San Francisco Office
Director of Internal Audit & Enterprise Risk Management
Enterprise Architect - IT
IT Project Manager
Vice President of IT
Vice President of Sales
Director of Global Accounting
Chief Financial Officer
Director of Finance
Director of Human Resources
Vice President of Finance & Administration
Vice President of Operations, Culture, and Inclusion
Chief Financial Officer
Controller
Deputy Director of Political Engagement

Director of Government Finance
 Director of Government Relations
 Director of Talent Acquisition
 Manager of Financial Planning and Analysis
 Senior Director of FP&A
 Senior Manager of Financial Planning and Analysis
 Director of Finance
 Managing Director (LaunchPad)
 Senior Messaging Strategist
 Vice President of Audit & Advisory
 Chief Financial Officer
 Director of Safety Management
 Director of IT Risk Management & Assurance
 Executive Director
 Director of Finance
 Director of Finance
 Chief Operating Officer
 Chief Information Officer
 Director of Health & Wellness
 Director of Newcomer Service
 Head of School
 Chief Operating Officer
 Chief Financial Officer
 Director of Finance, Corporate Treasurer
 Executive Director
 Vice President of Finance
 Vice President of Human Capital/Human Resources
 Business Intelligence Associate
 Chief Marketing Officer
 Director of Recruiting & Onboarding
 Director of Strategy & Analytics
 Director of Strategy & Analytics (restart)
 Financial Analyst
 Senior Manager of Administration
 Senior Manager of Analytics
 Senior Vice President of Finance
 Chief Financial Officer
 Controller
 Vice President of Finance
 Chief Financial Officer
 Controller
 Manager, Application Development/Resource Management & Forecasting
 Chief Risk Officer
 Chief Financial & Administrative Officer
 Payment Card Industry Security Standards Council (PCI SSC) - General Manager
 Residential Team Lead
 Residential Team Lead

Team Leader

President

President

Director of Contact Center

Director of Customer Engagement

Director of Medical Analytics

Senior Human Resources Business Partner

Chief Executive Officer

Vice President of Business Development

Internal Comments

A non-profit that provides hope and support to people by engaging communities to prevent violence, ensure sch
A provider of automobile insurance products and services.

A provider of automobile insurance products and services.

A provider of automobile insurance products and services.

A United States based non-profit group that focuses on the elderly, especially on how they can continue to live we

A United States based non-profit group that focuses on the elderly, especially on how they can continue to live we

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Non-profit organization that provides loans and business development resources to help its borrowers create and

Non-profit organization that provides loans and business development resources to help its borrowers create and

A non-profit organization that builds and powers the online fundraising platform for Democratic campaigns, progr

A non-profit organization that builds and powers the online fundraising platform for Democratic campaigns, progr

One of five independent non-profit agencies on aging in Connecticut serving older adults, individuals with disabilit

Non-profit organization that offers insurance management, actuarial, and information technology to legal service:

Non-profit organization responsible for certifying and maintaining standards of competence in radiology and its su

An organization that aims to prevent and cure diabetes and to improve the lives of all people affected by diabetes

An organization that aims to prevent and cure diabetes and to improve the lives of all people affected by diabetes

A non-profit research, education, and advocacy foundation.

Medical society dedicated to accelerating the advancement of global respiratory health through multidisciplinary

An animal rescue organization that rescues, cares for, and finds loving homes for homeless and abandoned anima

A church of the Latin Rite in Hartford, Litchfield and New Haven counties in the U.S. State of Connecticut.

A Catholic archdiocese that includes part of the Province of Ontario and includes the suffragan dioceses of Hearst,

A consortium of 47 US institutions and 3 international affiliates that operates world-class astronomical observato

A non-profit healthcare system with 50 hospitals, more than 1,000 patient care sites, and over 7,000 physicians.

A boutique sized mental health and wellness center aimed at treating adult professionals who are struggling with

A non-profit organization in Las Cruces, New Mexico, changing children's lives by matching them with caring adult

A non-profit company that provides evolving employment and training opportunities for blind and visually impair

An organization that for 95 years, continues to be a safe space for youth to learn and have fun, while providing th

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A non-profit, regional specialty mental health and addictions treatment center that was founded in 1834.

Premier senior living community offering exceptional amenities and personalized care services within the vibrant

One of the nation's leading providers of individually tailored community-based ABA (Applied Behavior Analysis) th

The CAPH is a trade association that represents California's 21 public health care systems, which include county-af

Nonprofit organization dedicated to closing the digital divide and promoting digital equity in California by providir

California's leader in community wildfire risk reduction and resiliency.

California's leader in community wildfire risk reduction and resiliency.

A non-profit camp that provides an educational and recreational camping program for Iowa's youth between the

A Canadian-based global research organization that convenes extraordinary minds to address the most important

- A Canadian-based global research organization that convenes extraordinary minds to address the most important
- A Canadian-based global research organization that convenes extraordinary minds to address the most important
- A trade association representing the steel construction industry.
- A trade association representing the steel construction industry.
- A trade association representing the steel construction industry.
- A trade association representing the steel construction industry.
- A trade association representing the steel construction industry.
- A trade association representing the steel construction industry.
- A non-profit organization that enhances the lives of people with disabilities by providing highly trained assistance
- A non-profit organization that enhances the lives of people with disabilities by providing highly trained assistance
- A non-profit organization that enhances the lives of people with disabilities by providing highly trained assistance
- A non-profit organization that enhances the lives of people with disabilities by providing highly trained assistance
- A non-profit regional healthcare provider.
- A non-profit regional healthcare provider.
- A non-profit regional healthcare provider.
- A non-profit regional healthcare provider.
- A non-profit regional healthcare provider.
- A non-profit regional healthcare provider.
- A non-profit regional healthcare provider.
- A non-profit regional healthcare provider.
- A senior living provider that offers residents nursing homes and continuing care communities.☒
- A senior living provider that offers residents nursing homes and continuing care communities.☒
- A senior living provider that offers residents nursing homes and continuing care communities.☒
- A senior living provider that offers residents nursing homes and continuing care communities.☒
- A non-profit alternative incarceration organization.
- A non-profit organization that serves and advocates for families and individuals in need, especially those living in p
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- A non-profit organization that provides philanthropic endeavors, trusts, and money-management operations.
- A non-profit organization that provides philanthropic endeavors, trusts, and money-management operations.
- A leading non-profit that oversees six organizations that provide individualized support to individuals, families, an
- A non profit organization dedicated to closing racial income and wealth gaps.
- Is a private, nonprofit human service agency headquartered in Needham, Massachusetts, providing employment ;
- An international development company that designs, implements, and supports development projects around the
- A non-profit cancer treatment and research center.
- An independent non-profit organization that works to increase the rates of college enrollment and completion ar
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- A global non-profit dedicated to fostering the safety and well-being of children through social-emotional learning
- The largest Catholic health system and the second largest non-profit hospital chain in the United States.
- A think tank that works to transform free-market ideas into public policies. A free, membership, non-profit organiz
- A nationwide network of professionals working in public schools empowering students to stay in school and achie
- The premier non-profit integrated healthcare provider of behavioral health and substance use programs in Arizon

The premier non-profit integrated healthcare provider of behavioral health and substance use programs in Arizona

The premier non-profit integrated healthcare provider of behavioral health and substance use programs in Arizona

The premier non-profit integrated healthcare provider of behavioral health and substance use programs in Arizona

The Health Center is a Federally Qualified Health Center (FQHC) providing a continuum of services for adults, adolescents, and children

The Health Center is a Federally Qualified Health Center (FQHC) providing a continuum of services for adults, adolescents, and children

A national non-profit organization that develops housing and employment opportunities for people with developmental disabilities

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A national non-profit organization that develops housing and employment opportunities for people with developmental disabilities

An independent, non-profit, applied scientific research and development professional services organization.

A non-profit organization whose mission is to assist those experiencing homelessness in finding and keeping housing

An international non-profit organization that facilitates all aspects of the planning, design, construction and operation of housing

An international non-profit organization that facilitates all aspects of the planning, design, construction and operation of housing

A non-profit that provides children from birth through age 12, living in homeless or low-income situations, with therapeutic services

A world-renowned, 93-bed, private, not-for-profit rehabilitation hospital and research center that specializes in the treatment of mental illness

A hospital association that represents hospitals and health-related organizations.

An industry supported private sector non-profit organization providing welding certification, management system development, and training

An official international development organization of the Catholic Church in Canada and the Canadian member of the International Commission for the Third Millennium

A non-profit organization that provides opportunities and supports individuals with intellectual disabilities to increase their skills and employment

A non-profit religious institution.

A non-profit religious institution.

A group of not-for-profit organizations dedicated to improving diving safety for all divers.

Health care for British Columbians.

A global non-profit that empowers women to achieve economic independence by providing a network of support and resources

A non-profit community development organization that builds healthy, vibrant and safe neighborhoods in Oakland

A leading, non-profit, provider of educational and therapeutic ABA services to children and adults with autism in Northern California

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A national nonprofit partnering with K-12 educators to transform public schools and districts into hubs of opportunity

Nonprofit organization dedicated to creating affordable housing and community development solutions, providing financial counseling and other services

A non-profit, high-quality health plan.

A non-profit, high-quality health plan.

The only statewide organization that administers Title X funds to Texas providers.

An organization that offers a variety of family-centered services in the areas of Behavioral Health, Youth & Family Services

A non-profit trade association representing agricultural, industrial, material handling, hardware, lumber, outdoor equipment, and other products

A professional membership, non-profit association for senior financial executives.

A professional membership, non-profit association for senior financial executives.

A club that brings together over 6,500 Ferrari enthusiasts across the United States.

Public agency dedicated to supporting the health, development, and well-being of children from prenatal to age five

The leader in building and protecting a vibrant, professional childcare industry in Florida.

A non-profit museum of science and history.

A non-profit human rights organization committed to countering racism and antisemitism and to promoting the protection of human rights

The lead service provider of Crisis Response Services in the region and provides 24-hour crisis intervention services

A non-profit organization that provides services to those who are blind, visually impaired, and their families.

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A non-profit organization that provides services to those who are blind, visually impaired, and their families.

Non-profit global health organization which focuses on increasing access to immunisation in poor countries.☐

Non-profit global health organization which focuses on increasing access to immunisation in poor countries.☐

A private, non-profit, regional Federally Qualified Health Center that has been serving Eastern Connecticut since 1955.

Youth development organization empowering girls in Northeast Kansas and Northwest Missouri

A community food bank that provides food to over 500 soup kitchens, food pantries, shelters, and other agencies

Non-profit organization offering job training, employment placement, and education services, funded through the state of Michigan

The Great Lakes Fishery Commission was established in 1955 by the Canadian/U.S. Convention on Great Lakes Fish and Wildlife

A non-profit organization that aims to end child poverty through innovative education programs.

Provides health care and human services to more than 30,000 people each year across the South Shore, South Coast, and West Coast of Massachusetts

Our mission is to save animals, and to enrich the lives of people who love them. We accomplish this through low-cost adoption, spay/neuter, and medical services.

A High School District 86 serves over 4,500 students at its two nationally recognized schools in Chicago's western suburbs

The only private, non-profit, applied behavior analytic special education school in Maui County.

Non-profit organization providing youth hostel accommodation and promoting cultural exchange, travel, and community development

A non-profit Managed Care Organization that offers a health plan to individuals enrolled in Medicaid.

A 501(c)(3) public charity non-profit group home with innovative services and supports for people with intellectual disabilities

Higher Education - Nonprofit

A non-profit professional association dedicated to the field of business analysis.

A non-profit professional association dedicated to the field of business analysis.

A non-profit professional association dedicated to the field of business analysis.

Trade association representing snowmobile manufacturers, promoting industry standards, safety, and advocacy for snowmobile users

A unique trade association that represents corporate security interests before legislators and regulators, in so doing protecting the interests of its members

A hospital that provides a range of services and care typically found in a larger facility including cancer care, physical therapy, and behavioral health

A non-profit organization dedicated to creating sustainability in island and coastal communities in the Northeast.

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A non-profit organization dedicated to creating sustainability in island and coastal communities in the Northeast.

A non-profit organization dedicated to creating sustainability in island and coastal communities in the Northeast.

An independent, non-profit biomedical research institution.

Non-profit organization providing social services, counseling, and support programs for individuals and families, regardless of their ability to pay

The nations leading non-profit health care provider.☐

The nations leading non-profit health care provider.☐

A top 50, non-profit, public utility company that provides water and electric services while using sustainable power

A top 50, non-profit, public utility company that provides water and electric services while using sustainable power

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A top 50, non-profit, public utility company that provides water and electric services while using sustainable power

A top 50, non-profit, public utility company that provides water and electric services while using sustainable power

An organization that champions and works to secure land rights for millions of the world's poorest, mostly rural women

A private grantmaking foundation.

Non-profit that provides services to individuals with autism and other intellectual and developmental disabilities.

A premier, independent media resource, which creates exceptional opportunities for the communities they serve

A non-profit health system that consists of nine local hospitals, a behavioral health network, diagnostic services, and a research center

A non-profit organization that provides one-to-one support to parents and caregivers of young people with mental health issues

A non-profit full-service financial institution that provides the highest level of service and personal attention to all clients

A non-profit full-service financial institution that provides the highest level of service and personal attention to all clients

A company that empowers the energy and utilities industries through education, leadership development, and innovation

A full-service financial institution

A society that collects, preserves, and tells the story of Minnesota's past through museum exhibits, libraries and c
One of the world's largest providers of contraception and safe abortion services, with over 10,000 team members
One of the world's largest science centers and New England's most highly attended cultural institution.

The youth development program of the Cooperative Extension System of land-grant universities and the nation's
Healthcare & social services company.

A non-profit organization dedicated to advancing boardroom leadership.

The leading organization for companies that rely on general aviation aircraft to help make their businesses more e

A national non-profit organization that helps victims and survivors of domestic violence.

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A national non-profit organization that helps victims and survivors of domestic violence.

The nation's premier, non-profit, organization established to recognize and invest in outstanding high school stud

The nation's premier, non-profit, organization established to recognize and invest in outstanding high school stud

A company dedicated to save and improve the lives of people facing kidney failure by increasing the quality, speed

A company dedicated to save and improve the lives of people facing kidney failure by increasing the quality, speed

A company dedicated to save and improve the lives of people facing kidney failure by increasing the quality, speed

Nonprofit organization providing resources, training, and support for addressing domestic violence and promoting

A non-profit fundraising organization.

A non-profit fundraising organization.

A 501(c)3 non-profit serving urban communities to break the cycle of poverty for those who are trapped.

Nonprofit organization dedicated to community development and affordable housing initiatives, providing resour

Is the oldest and largest provider of shelter beds in Northern Virginia,

A mission-focused and mission-ready management consulting company providing specialized solutions in the area

One of the largest community-based, non-profit blood collection and distribution organizations in the U.S.

A department of the government of New York City responsible for public health along with issuing birth certificate

A department of the government of New York City responsible for public health along with issuing birth certificate

A department of the government of New York City responsible for public health along with issuing birth certificate

A department of the government of New York City responsible for public health along with issuing birth certificate

A non-profit business development group, which provides loans and consulting programs minority-owned busines

A non-profit, charitable organization that strives to address the needs of people with cerebral palsy.

A non-profit humane society that is dedicated to helping animals and people, with one of the highest adoption rat

A non-profit humane society that is dedicated to helping animals and people, with one of the highest adoption rat

Physicians that specialize in diverse areas of orthopedic care including sports medicine, joint replacement, spine t

Physicians that specialize in diverse areas of orthopedic care including sports medicine, joint replacement, spine t

Physicians that specialize in diverse areas of orthopedic care including sports medicine, joint replacement, spine t

An independent organization created to help people make informed health care decisions.

An independent organization created to help people make informed health care decisions.

An independent organization created to help people make informed health care decisions.

A non-profit organization dedicated to providing student financial aid services through its loan guaranty, loan serv

A non-profit organization that creates economic opportunity and financial stability for underserved people by prov

A non-profit that seeks to drive hunger from our communities today and end hunger forever.

An extensive collection and nationally renowned exhibitions.

- A non-profit public broadcasting television service with 354 member TV stations.
- A non-profit that works with communities to promote policies, systems, and norms that foster health and social justice.
- To enhance the quality of life in Chelan County by providing sustainable, reliable utility services.
- To enhance the quality of life in Chelan County by providing sustainable, reliable utility services.
- An internationally accredited, full-service, all risk fire and rescue department.
- Non-profit Mental Health & Substance Use services organization.
- A partnership that advocates responsible investment in public infrastructure projects to help fix their aging transportation infrastructure.
- Works with the people who live and work in the area to improve the health and wellbeing of the people who live in the area.
- Nonprofit organization providing community development and social services.
- Nonprofit organization providing community development and social services.
- Nonprofit organization providing community development and social services.
- Nonprofit organization providing community development and social services.
- A non-profit global service organization whose stated purpose is to bring together business and professional leaders from around the world.
- A non-profit global service organization whose stated purpose is to bring together business and professional leaders from around the world.
- A woman-owned, non-profit organization that offers a range of life insurance products, annuities and individual retirement plans.
- A woman-owned, non-profit organization that offers a range of life insurance products, annuities and individual retirement plans.
- A global, non-profit association of engineers and related experts in the aerospace, automotive and commercial-vehicle industries.
- A non-profit organization for educational, research and community service.
- An independent, non-profit destination marketing organization, enhancing the local San Francisco and the Bay Area.
- The mission is to reduce the opportunity gap for public high school students by supporting academic achievement.
- A company that uses innovative tools to end violent conflict around the world.
- A nonprofit organization governed by a Membership Group of governor appointees from the 50 States, the District of Columbia and Puerto Rico.
- One of the nation's most respected multi-disciplinary cultural institutions and Orange County's largest non-profit cultural organization.
- A non-profit organization advocating for the health and wellbeing of children.
- A community-owned, internationally accredited acute-care hospital located in Klamath Falls, Oregon.
- A community-owned, internationally accredited acute-care hospital located in Klamath Falls, Oregon.
- A community-owned, internationally accredited acute-care hospital located in Klamath Falls, Oregon.
- A community-owned, internationally accredited acute-care hospital located in Klamath Falls, Oregon.
- A community-owned, internationally accredited acute-care hospital located in Klamath Falls, Oregon.
- An international non-profit association dedicated to the advancement of microbiological sciences.
- A non-profit trade association representing the software and digital content industry.
- A purchasing services provider with programs and methodologies for the hospitality industry.
- A national non-profit dedicated to those with disabilities.
- A national non-profit dedicated to those with disabilities.
- A national non-profit dedicated to those with disabilities.
- A national non-profit dedicated to those with disabilities.
- A national non-profit dedicated to those with disabilities.
- A national non-profit dedicated to those with disabilities.
- A non-profit, membership-based association built on foundations of openness, inclusivity, and the power of shared purpose.
- A center for Roman Catholic ministries offering over 35 Masses per week.
- A non-profit day shelter providing basic, rehabilitative, and housing services.
- A non-profit day shelter providing basic, rehabilitative, and housing services.
- A non-profit day shelter providing basic, rehabilitative, and housing services.
- A non-profit day shelter providing basic, rehabilitative, and housing services.
- A non-profit that partners with community organizations, business and philanthropic leaders, teachers, professors and students.
- A non-profit that partners with community organizations, business and philanthropic leaders, teachers, professors and students.
- A non-profit that partners with community organizations, business and philanthropic leaders, teachers, professors and students.

A non-profit that partners with community organizations, business and philanthropic leaders, teachers, professor:
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 A non-profit that partners with community organizations, business and philanthropic leaders, teachers, professor:
 A non-profit that partners with community organizations, business and philanthropic leaders, teachers, professor:
 A national non-profit organization pursuing a vision of an America where personal freedom, innovation, opportun
 A national non-profit organization pursuing a vision of an America where personal freedom, innovation, opportun
 A national non-profit organization pursuing a vision of an America where personal freedom, innovation, opportun
 A credit union that offers valuable banking solutions including checking accounts, savings accounts, mortgages, au
 Modern health plan for the teachers of Clark County School District in Southern Nevada
 A 501(c)3 non-profit organization that support tenants and community members in building affordable homes, gr
 One of the largest faith-based, non-profit health systems in the United States.
 A spiritual and worship center.
 A non-profit educational research and development organization based in Concord, Massachusetts, and Emeryville
 A society that helps to regulate the legal profession by setting and enforcing standards of professional conduct for
 Nonprofit organization dedicated to advancing civil rights and social justice through legal advocacy, pro bono lega
 Non-profit organization dedicated to supporting the Los Angeles County Museum of Natural History through fund
 A community-based non-profit, multi-service agency providing a wide range of community services.
 A community-based non-profit, multi-service agency providing a wide range of community services.

An interdenominational, interracial, international, open, welcoming, and affirming church and congregation.
 A non-profit corporation responsible for the safe and efficient movement of marine traffic through the Canadian S
 A not for profit organization that is focused on promoting and building support to address international issues.
 A non-profit trade association dedicated to promoting the highest quality tile and stone installations.
 A national non-profit which partners with schools to provide services to help foster educational equality for all stu
 A national non-profit which partners with schools to provide services to help foster educational equality for all stu
 An academic and career training provider.
 An academic and career training provider.
 An academic and career training provider.
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 An academic and career training provider.
 An academic and career training provider.
 A labor management trust fund that provides affordable health care to their participants at a better value than th
 A labor management trust fund that provides affordable health care to their participants at a better value than th
 A labor management trust fund that provides affordable health care to their participants at a better value than th
 A non-profit organization and the only Community Action Agency serving the residents of Washington, DC for ove
 A non-profit social equity development corporation with a 50-year history in the Fruitvale neighborhood of Oakla
 A highly ranked public research university offering a wide range of undergraduate and graduate programs
 An insurance, banking & credit cards for military families.
 A continuing medical education and translational research academy to create better pathologists.
 The leading technology-focused association management company, combining advanced systems, industry best p
 A family founded non-profit organization treating severe and persistent mental illnesses along with co-occurring s
 A family founded non-profit organization treating severe and persistent mental illnesses along with co-occurring s

A family founded non-profit organization treating severe and persistent mental illnesses along with co-occurring s
A non-profit organization dedicated to promoting diversity in the marketplace.
A non-profit organization dedicated to promoting diversity in the marketplace.
A non profit that provides insurance companies with research and data to establish effective workers' compensat
A non profit that provides insurance companies with research and data to establish effective workers' compensat
A non profit that provides insurance companies with research and data to establish effective workers' compensat
A non profit that provides insurance companies with research and data to establish effective workers' compensat
The global trade association and development platform for credit unions worldwide.
The global trade association and development platform for credit unions worldwide.

Industry

Not For Profit
Technology, Not For Profit
Not For Profit, Technology
Not For Profit, Technology
Not For Profit, Hospitality
Hospitality, Not For Profit
Hospitality, Not For Profit
Hospitality, Not For Profit
Not For Profit, Hospitality
Hospitality, Not For Profit
Hospitality, Not For Profit
Hospitality, Not For Profit
Financial Services, Not For Profit
Financial Services, Not For Profit
Software, Not For Profit
Software, Not For Profit
Not For Profit, Healthcare
Not For Profit, Insurance
Not For Profit, Service
Not For Profit
Not For Profit
Healthcare, Not For Profit
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Education, Not For Profit
Healthcare, Not For Profit
Healthcare, Not For Profit, Financial Services
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Not For Profit, Healthcare
Not For Profit, Consumer Services
Not For Profit, Education, Healthcare
Healthcare, Not For Profit
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Education, Not For Profit

Education,Not For Profit
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Facilities Services,Service,Not For Profit
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Not For Profit,Healthcare
Education,Not For Profit
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Education,Not For Profit
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Healthcare,Not For Profit
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Healthcare,Not For Profit

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Not For Profit,Technology
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Engineering,Not For Profit,Construction
Construction,Engineering,Not For Profit
Not For Profit,Education
Healthcare,Not For Profit
Not For Profit,Healthcare
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Not For Profit,Real Estate
Healthcare,Education,Not For Profit
Not For Profit,Healthcare,Education
Not For Profit,Healthcare,Education
Healthcare,Education,Not For Profit
Education,Not For Profit
Not For Profit
Insurance,Healthcare,Not For Profit
Healthcare,Insurance,Not For Profit
Not For Profit
Behavioral/Mental Healthcare,Not For Profit
Not For Profit,Machinery
Not For Profit
Not For Profit
Not For Profit,Automotive
Healthcare,Not For Profit
Education,Not For Profit
Not For Profit,Travel/Tourism
Not For Profit
Behavioral/Mental Healthcare,Not For Profit
Not For Profit
Not For Profit

Not For Profit
Not For Profit,Healthcare
Healthcare,Not For Profit
Not For Profit,Healthcare
Not For Profit
Not For Profit
Retail,Not For Profit
Government,Not For Profit
Education,Not For Profit
Not For Profit
Not For Profit
Not For Profit,Education
Not For Profit,Education
Travel/Tourism,Hospitality,Not For Profit
Not For Profit
Assisted Living,Not For Profit
Higher Education,Not For Profit
Not For Profit
Not For Profit
Not For Profit
Manufacturing,Recreation,Not For Profit
Not For Profit
Healthcare,Not For Profit
Not For Profit,Environmental Services
Not For Profit,Environmental Services
Environmental Services,Not For Profit
Not For Profit,Environmental Services
Not For Profit,Environmental Services
Not For Profit,Biotechnology
Professional Services,Not For Profit
Not For Profit
Not For Profit
Government,Utilities,Energy,Not For Profit
Energy,Utilities,Not For Profit,Government
Energy,Government,Not For Profit
Government,Energy,Utilities,Not For Profit
Government,Energy,Not For Profit,Utilities
Not For Profit
Not For Profit
Not For Profit
Not For Profit,Media
Not For Profit,Healthcare
Not For Profit
Banking,Not For Profit
Not For Profit,Banking
Utilities,Not For Profit
Financial Services,Not For Profit

Not For Profit
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Education,Entertainment,Not For Profit
Education,Not For Profit
Education,Not For Profit
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Aerospace and Defense,Not For Profit
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Education,Not For Profit
Education,Not For Profit
Healthcare,Not For Profit,Medical Device
Medical Device,Not For Profit,Healthcare
Healthcare,Medical Device,Not For Profit
Not For Profit
Government,Not For Profit
Government,Not For Profit
Not For Profit
Not For Profit
Residential Real Estate,Not For Profit
Not For Profit,Private Equity and Venture Capital,Technology
Healthcare,Not For Profit
Government,Healthcare,Not For Profit
Government,Healthcare,Not For Profit
Healthcare,Not For Profit,Government
Not For Profit,Government,Healthcare
Not For Profit,Financial Services
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Healthcare,Not For Profit
Healthcare,Not For Profit
Not For Profit,Healthcare
Healthcare,Not For Profit
Healthcare,Not For Profit
Healthcare,Not For Profit
Financial Services,Education,Not For Profit
Not For Profit
Not For Profit
Not For Profit,Architecture & Design,Travel/Tourism

Media,Not For Profit
Not For Profit
Not For Profit,Utilities,Environmental Services
Not For Profit,Environmental Services,Utilities
Not For Profit
Behavioral/Mental Healthcare,Not For Profit
Not For Profit,Construction
Not For Profit,Government
Real Estate,Not For Profit
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Real Estate,Not For Profit
Not For Profit,Real Estate
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Not For Profit,Insurance
Not For Profit,Insurance
Automotive,Not For Profit
Not For Profit,Education
Not For Profit,Travel/Tourism
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Not For Profit,Legal Services
Entertainment,Not For Profit
Not For Profit,Healthcare
Healthcare,Not For Profit
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Biotechnology,Not For Profit
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Hospitality,Not For Profit
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Not For Profit,Food & Beverage
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Healthcare,Not For Profit
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Not For Profit,Education
Insurance,Banking,Not For Profit
Higher Education,Not For Profit
Not For Profit,Technology
Not For Profit,Healthcare
Not For Profit,Healthcare

Not For Profit, Healthcare

Not For Profit

Not For Profit

Not For Profit

Not For Profit

Not For Profit

Not For Profit

Financial Services, Not For Profit

Not For Profit, Financial Services

Assignment Name

Plan Board Director
 Executive Director
 Director of Inspection
 Economist
 Information Collection Specialist
 Risk Specialist
 Risk Specialist
 Risk Specialist
 Risk Specialist
 Risk Specialist (refill)
 City Assessor
 Chief Budget Officer
 Chief Procurement Officer
 City Assessor
 Senior Property Assessor/Analyst
 Assistant Director of Finance
 Chief Data Officer
 Chief Operating Officer
 Chief Technology Officer
 Deputy Director of IT
 Director of Engineering
 Director of IT Operations
 Director of IT Operations, Social Services
 Director of IT, Healthcare
 Director of IT, Platforms
 Director of IT, PMO
 Director of OCIO
 Director of Public Safety & Justice Information Systems
 Director of Tax & Collections
 Senior Division Director
 Science Director
 City Manager
 Chief Executive Officer
 Director of Electric Production Engineering
 Director of Electric Production Operations & Maintenance
 Executive Director of Corporate Compliance
 NERC Compliance Officer
 Supply Chain Professional
 Chief Administrative Officer, Chief Treaty Negotiator, Chief Treaty Negotiator, Senior Financial Off
 Head of Business Development
 Director of BSA Compliance
 Executive Director of Business Operations and Development
 Executive Director of FP&A
 Executive Director
 IT Audit Manager
 Senior Auditor

Executive Director
 Executive Director
 Assistant Commissioner for the Public Health Labs
 Associate Director of Microbiology Laboratory
 Physician, Bureau of Sexually Transmitted Disease Control - I
 Physician, Bureau of Sexually Transmitted Disease Control - II
 Chief Financial Officer
 Assistant General Counsel
 Business Manager - IT
 Director of Behavioral Health Policy
 Superintendent of the Oregon State Hospital
 Director of Business Development
 Chief Executive Officer
 Chief Operating Officer
 Chief Philanthropy Officer
 Chief Philanthropy Officer
 Executive Director
 Vice President of Business Development (State/Local) - New England
 Attorney
 Attorney (2)
 Legal Counsel
 National Director
 National Director of Business Development
 Vice President
 Vice President of Business Development
 Vice President of Finance & Operations
 Business Unit
 Business Unit Director
 Director of Business Development 1
 Director of Human Resources
 Executive Project Manager (Executive Assistant)
 IDIQ Manager
 Vice President of Business Development
 Vice President of Operations
 Vice President of Technical Services
 Vice President of Technology
 Director of Finance
 Chief Operating Officer/Chief Financial Officer
 Vice President of Business Strategy
 Interim Chief Executive Officer
 Senior Archaeologist
 Chief Financial Officer
 Director of HHS
 Chief Financial Officer
 General Manager
 Director of Clients, Mid-Atlantic
 Manager, Asset Management Planning

Project Manager, Asset Management
Project Manager, Corporate Asset Management
Chief Information Security Officer
Chief Marketing Officer
Treasurer
Vice President Controller
Vice President of Business Development
Vice President of Corporate Communications
Vice President of Corporate Communications (Confidential)
Vice President of Government Relations
Vice President of IT
Vice President of IT Solutions
Vice President of Sales
Vice President of Supply Management
Vice President of Transportation Strategy
Program Manager

Internal Comments

A service provider of pension experience on behalf of Alberta's public sector pension plans.

A Public Housing Agency that participates in the Section 8 Housing Choice Voucher (HCV), and Public Housing program.

A national body, organized by the Canadian Securities Administrators, that oversees Canadian accounting firms that are

Established by the Government of Canada in 2009 to lead and manage the transition from the current system of public

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Established by the Government of Canada in 2009 to lead and manage the transition from the current system of public

A thriving city of approximately 63,018 (2015 Municipal Census) residents.

A city on the Mississippi River in southwest Tennessee, famous for the influential strains of blues, soul and rock 'n' roll.

A city on the Mississippi River in southwest Tennessee, famous for the influential strains of blues, soul and rock 'n' roll.

A city in Alberta, Canada.

A city in Alberta, Canada.

Texas city municipal offices.

A local government entity and 6th most populous county in California.

A local government entity and 6th most populous county in California.

A local government entity and 6th most populous county in California.

A local government entity and 6th most populous county in California.

A local government entity and 6th most populous county in California.

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A local government entity and 6th most populous county in California.

A local government entity and 6th most populous county in California.

A local government entity and 6th most populous county in California.

A consulting service provider to government entities.

The Great Lakes Fishery Commission was established in 1955 by the Canadian/U.S. Convention on Great Lakes Fish and Wildlife.

A city dedicated to provide courteous and efficient service to the public, preserve community identity, and promote economic development.

A tribal enterprise that carries out economic development functions for job creation and to generate revenues to support tribal government.

A top 50, non-profit, public utility company that provides water and electric services while using sustainable power.

A top 50, non-profit, public utility company that provides water and electric services while using sustainable power.

A top 50, non-profit, public utility company that provides water and electric services while using sustainable power.

A top 50, non-profit, public utility company that provides water and electric services while using sustainable power.

A top 50, non-profit, public utility company that provides water and electric services while using sustainable power.

A top 50, non-profit, public utility company that provides water and electric services while using sustainable power.

A tribal council.

A government contractor.

A federally recognized northeastern woodland tribe located at one of America's oldest Indian reservations – Mashpee.

A federally recognized northeastern woodland tribe located at one of America's oldest Indian reservations – Mashpee.

A federally recognized northeastern woodland tribe located at one of America's oldest Indian reservations – Mashpee.

A registered 501(c)(3) non-profit that seeks to foster a culture of trust and respect between the community and leadership.

A sovereign, federally-recognized Indian tribe situated with a reservation in Southeastern Connecticut.

A sovereign, federally-recognized Indian tribe situated with a reservation in Southeastern Connecticut.

A non-profit fundraising organization.

A non-profit fundraising organization.

A department of the government of New York City responsible for public health along with issuing birth certificate

A department of the government of New York City responsible for public health along with issuing birth certificate

A department of the government of New York City responsible for public health along with issuing birth certificate

A department of the government of New York City responsible for public health along with issuing birth certificate

First Nation venture that operates companies in the fisheries, forestry, tourism, property management, construct

American Indian tribe that operates a variety of businesses including casinos, convenience stores, marinas and oth

A government agency OHA oversees most of Oregon's health-related programs including behavioral health (addic

A government agency OHA oversees most of Oregon's health-related programs including behavioral health (addic

A government agency OHA oversees most of Oregon's health-related programs including behavioral health (addic

Provider of integrated intelligence software solutions and services as well as satellite communications systems.

A public-interest legal organization.

A public-interest legal organization.

A public-interest legal organization.

A public-interest legal organization.

A city authority that manages and provides convenient on-street parking and off-street parking in Center City gara

Global consulting firm providing risk management, internal audit, technology consulting, and financial advisory se

A division of the world's largest specialized staffing and consulting firm.

A division of the world's largest specialized staffing and consulting firm.

A division of the world's largest specialized staffing and consulting firm.

A division of the world's largest specialized staffing and consulting firm.

A division of the world's largest specialized staffing and consulting firm.

A division of the world's largest specialized staffing and consulting firm.

A division of the world's largest specialized staffing and consulting firm.

A civil and social organization.

A government contractor that provides engineering and manufacturing services specializing in sensor and system

A government contractor that provides engineering and manufacturing services specializing in sensor and system

A government contractor that provides engineering and manufacturing services specializing in sensor and system

A government contractor that provides engineering and manufacturing services specializing in sensor and system

A government contractor that provides engineering and manufacturing services specializing in sensor and system

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A government contractor that provides engineering and manufacturing services specializing in sensor and system

A government contractor that provides engineering and manufacturing services specializing in sensor and system

A government contractor that provides engineering and manufacturing services specializing in sensor and system

Works with the people who live and work in the area to improve the health and wellbeing of the people who live

Authorized to pursue economic development activities on behalf of the tribal government and members and is ch

Provides a wide range of consulting, integration, technology and support solutions and services to Federal agencie

An agency that manages the water resources of a county in California

A federally recognized Tribe located in the Pacific North West. [?]

A US state in New England. [?]

A federally-recognized tribe in the Pacific Northwest. [?]

A federally-recognized tribe in the Pacific Northwest. [?]

A leading provider of solutions for the strategic outsourcing of business processes and document processing servi

A town in south-central York Region, Ontario, Canada. [?]

A town in south-central York Region, Ontario, Canada.☐

A town in south-central York Region, Ontario, Canada.☐

One of the largest postal services in the world.

One of the largest postal services in the world.

One of the largest postal services in the world.

One of the largest postal services in the world.

One of the largest postal services in the world.

One of the largest postal services in the world.

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One of the largest postal services in the world.

One of the largest postal services in the world.

One of the largest postal services in the world.

One of the largest postal services in the world.

One of the largest postal services in the world.

Technology company offering engineering and technical services for maritime, defense, and government sectors.

Industry

Financial Services, Government

Government

Government

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Management Consulting, Government

Government, Not For Profit

Government

Government

Government, Utilities, Energy, Not For Profit

Energy, Utilities, Not For Profit, Government

Energy, Government, Not For Profit

Government, Energy, Utilities, Not For Profit

Government, Energy, Not For Profit, Utilities

Government

Government

Entertainment, Government

Entertainment, Government

Entertainment, Government

Government

Government

Government

Government,Not For Profit
Government,Not For Profit
Government,Healthcare,Not For Profit
Government,Healthcare,Not For Profit
Healthcare,Not For Profit,Government
Not For Profit,Government,Healthcare
Agriculture,Travel/Tourism,Government
Government,Hospitality,Entertainment,Travel/Tourism
Government,Healthcare
Healthcare,Government
Government,Healthcare
Technology,Government
Legal Services,Government
Government,Legal Services
Government,Legal Services
Legal Services,Government
Government
Professional Services,Government,Management Consulting
Government,Management Consulting,Staffing and Recruiting
Management Consulting,Government,Staffing and Recruiting
Management Consulting,Government,Staffing and Recruiting
Management Consulting,Government,Staffing and Recruiting
Staffing and Recruiting,Government,Management Consulting
Management Consulting,Staffing and Recruiting,Government
Government,Management Consulting,Staffing and Recruiting
Government,Media
Government,Manufacturing,Engineering,Aerospace and Defense
Engineering,Government,Aerospace and Defense,Manufacturing
Government,Aerospace and Defense,Manufacturing,Engineering
Aerospace and Defense,Manufacturing,Government,Engineering
Government,Aerospace and Defense,Engineering,Manufacturing
Government,Aerospace and Defense,Engineering,Manufacturing
Engineering,Manufacturing,Government,Aerospace and Defense
Engineering,Government,Aerospace and Defense,Manufacturing
Government,Aerospace and Defense,Manufacturing,Engineering
Government,Engineering,Manufacturing,Aerospace and Defense
Not For Profit,Government
Government
Government,Management Consulting
Government,Utilities
Government
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Shipping & Logistics, Government
Government, Shipping & Logistics
Shipping & Logistics, Government
Shipping & Logistics, Government
Government, Shipping & Logistics
Government, Shipping & Logistics
Shipping & Logistics, Government
Shipping & Logistics, Government
Government, Shipping & Logistics
Government, Shipping & Logistics
Government, Shipping & Logistics
Shipping & Logistics, Government
Government, Shipping & Logistics
Government, Aerospace and Defense

Assignment Name

Director of Budgets
Director of Employee Relations
Director of Sustainability
Senior Director of Financial Management
Senior Director of Treasury Management
Dean, Drucker School of Management
Director of Fund Development
Associate Controller
Assistant VP of Finance Planning & Analysis
Director of Internal Audit
Director of Risk Management & Audit Services
Tax Analyst
Tax Manager
Vice President of Finance/Chief Financial Officer
Chief Financial Officer
Vice President of Human Resources
Sr. Director, Systemwide Financial Standards & Reporting
Associate Vice President of Finance & Budget
Associate Vice President, Chief Human Resources Officer
Director of Neurology
Director of Operations
Director of Operations for the UT Hamilton Eye Institute
Clinical Research Manager
Manager, Application Development/Resource Management & Forecasting
AVP Financial Services
Chief Financial Officer

Internal Comments

- A University located in the Mid-Atlantic, offering undergraduate, graduate and professional learning programs.
- A University located in the Mid-Atlantic, offering undergraduate, graduate and professional learning programs.
- A University located in the Mid-Atlantic, offering undergraduate, graduate and professional learning programs.
- A University located in the Mid-Atlantic, offering undergraduate, graduate and professional learning programs.
- A University located in the Mid-Atlantic, offering undergraduate, graduate and professional learning programs.
- A private, all-graduate research University.
- A private university offering undergraduate degrees, after degrees, masters programs, graduate diplomas & certifi
- A privately endowed research university and a partner of the State University of New York.
- A public university which provides undergraduate, graduate and continuing education programs.
- An Ivy League higher education institution.
- An Ivy League higher education institution.
- An Ivy League higher education institution.
- An Ivy League higher education institution.
- A private liberal arts college.
- A non-profit organization for educational, research and community service.
- The Jesuit university in Silicon Valley advancing faith-inspired values of social justice, sustainability, and ethics.
- The largest system of four-year higher education in the country, with 23 campuses, 56,000 faculty and staff and 4
- A major private university.
- A major private university.
- An independent and physician-led faculty practice plan at the University of Tennessee Health Science Center, Univ
- An independent and physician-led faculty practice plan at the University of Tennessee Health Science Center, Univ
- An independent and physician-led faculty practice plan at the University of Tennessee Health Science Center, Univ
- a leading university dedicated exclusively to the health sciences.
- A highly ranked public research university offering a wide range of undergraduate and graduate programs
- A public research university
- Canada's largest private university – in enrollments and geographically – with campuses in Vancouver, Toronto, ai

Industry

- Higher Education
- Higher Education
- Higher Education
- Higher Education
- Higher Education
- Higher Education
- Higher Education
- Higher Education
- Higher Education
- Higher Education
- Higher Education
- Higher Education
- Higher Education
- Higher Education
- Not For Profit, Education
- Higher Education
- Higher Education
- Higher Education
- Higher Education
- Healthcare
- Healthcare
- Healthcare
- Higher Education
- Not For Profit, Education
- Higher Education
- Higher Education

Assignment Name

- Operations Controller
- Director of Contact Center Operations
- Vice President of Operations
- Operations Manager
- Senior Vice President of Operations
- Vice President of Operations
- Vice President of Operations
- Vice President of Operations
- Vice President of Operations, AMG Vanadium
- Vice President of Operations
- Director of Operations
- Vice President of Operations
- Service Delivery Director / Operations Manager
- Chief Financial Officer of US Operations
- Vice President of Operations
- Director of Operations & Infrastructure
- Regional Vice President of Financial Operations
- Director of Human Resources & Operations
- Vice President of Operations
- Director of Clinical Operations
- President of Business Operations
- Vice President of Service Operations
- Director of Trading Operations
- Vice President of Operations/Chief Operating Officer
- Vice President of Operations
- Director of Operations
- Vice President of Operations
- Vice President of Operations
- Director of China Operations
- Director of Operations
- Director of Lease Admin Operations, Rent Management
- Director of Lease Admin Operations, Seattle
- Vice President of Finance & Operations
- Director of Operations
- Vice President of Operations
- Director of Operations
- Director of Operations
- Senior Manager of Operations - Lob in
- Executive Vice President of Central Operations
- Director of Operations
- EVP of Operations
- Director of Clinical Operations
- Director of Expedite Operations
- First Shift Supervisor, Operations
- Director of Operations
- Director of Operations

Vice President of Operations
Senior Director of Contact Center Operations
Director of IT Operations
Director of IT Operations, Social Services
Vice President of Operations
Manager of Facilities Operations
Petroleum Operations Controller
Director of Operations, DAN Travel Assistance Services for Divers Alert Network
Vice President of Operations
Director of Operations
Vice President of Operations
Vice President of Operations
Vice President of Maintenance Operations
Director of Facilities Operations & Maintenance
Head of Operations
Senior Vice President of Operations
Operations Manager
Controller of Operations
Vice President of Operations
Executive Director of Operations
Director of Operations
Sales Operations Manager
Vice President of Service Operations
Vice President of Operations
Senior Director of Operations
Director of Operations, Maine
Director of Operations, SoCal
Director of Operations
Senior Vice President of Operations
Director of Operations
Senior Director of Project Management/Operations
Director of Contact Center Operations
Vice President of Clinical Operations
Vice President, North American Operations
Director, Omnichannel Operations, Impact Measurement & Optimization Lead
Head of Accounting Operations
Director of Audio-Visual Warehouse Operations
Plant Operations Leader – Micro Project
Operations Manager
Vice President - Information Technology Strategy and Data Operations
Director of Operations
Senior Vice President of Class Action & Mass Tort Operations
Vice President of Operations
Director of Electric Production Operations & Maintenance
Director of Operations
Vice President of Operations
Operations Manager – Las Vegas

Director of Operations
Director of Human Resources, Operations
Vice President of Operations
Engineering & Operations Manager
Head of Operations
Operations Superintendent
Chief Financial Officer, Residential Operations
Director of Global IT Operations
General Manager, Operations
Executive Director of Business Operations and Development
Vice President of Financial Operations (Lob In)
Director of Pharmacy Operations
Manufacturing and Logistics Operations Manager
Vice President of Sales & Operations, San Rallo Pasta Division
Vice President of Operations
Director of Operations
Vice President of HRIS Operations
Director Player Services and Operations
Director of Operations, Denver
Vice President of Operations
Western Vice President of Operations
Director of Operations
Operations Manager
Senior Director of Operations
Director of Maintenance Operations
Executive Vice President of FBO Operations
Director of Operations
Vice President of Operations
Vice President of Distribution Operations & Engineering
Vice President of Finance & Operations
Director of Operations
Vice President of Operations
Senior Director of Operations
Director of Operations
Director of Operations
Director of Operations
Director of Operations
MTS - Technology Strategy & Operations
MTS - Technology Strategy and Operations - 2
Director of Operations
Director of Operations
Vice President of Operations
Vice President of Operations
General Operations Manager
Director of Regional Operations
Director of Live Operations, Product Manager
Business Operations and Strategy

Commercial Strategy Operations
Director of Operations
Vice President of Operations
Senior Operations Analyst
Vice President of Operations, Culture, and Inclusion
Loan Operations Manager
Vice President of Operations
Director of People Operations
Head of Operations
Director of Operations
Senior Vice President - Fueling Operations
Director of Operations
Vice President of Operations
Vice President of Operations
Director of Operations
Director of Operations
Director of Foreclosure Operations
Vice President of Operations
Director of Operations
Finance & Operations Associate
General Manager, Sales and Operations
Vice President of Revenue Operations
Director of Operations
Director of Operations for the UT Hamilton Eye Institute
Director Of Marketing Operations - Refill
Director of Operations
Director of Operations
Director of Operations - Commercial Construction
Vice President of Operations
Director of Operations
Director of Operations
Vice President of Operations
Director of Operations
Vice President Engineering & Operations
Vice President of Operations
Director of Operations

Internal Comments

An expert on mercury control in flue gas streams.

The largest Northeastern Oklahoma family-owned and operated residential & commercial HVAC, electric, and plumbing company.

A Dallas-based property management company that aims to provide quality Dallas housing. They manage a wide variety of properties.

A SaaS (software as a service) company that is powered by AI, computer vision, machine learning and edge computing.

A food processing company specializing in the production, packaging, assembly and distribution of shelf-stable and fresh products.

A leading provider of products and services for the metals, manufacturing, refinery and petrochemical industries.

A producer highly engineered specialty metals and mineral products as well as related vacuum furnace systems and related services.

A producer highly engineered specialty metals and mineral products as well as related vacuum furnace systems and related services.

A producer highly engineered specialty metals and mineral products as well as related vacuum furnace systems and related services.

This company is one of the largest pie producers in Canada, distributing coast to coast and in the US.

A developer of creative training, skillfully executed, to unleash your success.

A solution provider to the aerospace and defense industry with a proven track record of excellence.

A global services company providing customer support, information technology, logistics, and finance services.

A company that provides a full-service management program for your commercial real estate asset with a satisfaction guarantee.

A full service and award winning trucking company based in the Midwest that have the capability of handling payroll, fuel, and maintenance.

A world leader in interior cabin products, fastener distribution, and logistical services for commercial, business & government.

A privately owned operator of acute care hospitals in San Antonio and South Texas. ☒

A provider for low-income clients with free civil legal assistance, including legal advice and counsel, effective referrals, and case management.

A healthcare third party administrator.

A full-service Contract Research Organization (CRO) offering: scientific, medical and regulatory affairs, bioanalysis, and clinical research.

A golf club manufacturer and retailer.

A provider of integrated communications solutions for business communications.

An SEC Registered Investment Advisor based in IL that provide customized wealth management solutions to help investors reach their goals.

The leading online retailer of costumes, accessories, party supplies, and party décor.

The CAPH is a trade association that represents California's 21 public health care systems, which include county-affiliated health care systems.

A non-profit corporation that specializes in improving access to telecommunications services for people with disabilities.

A trade association representing the steel construction industry.

A trade association representing the steel construction industry.

An integrated, multinational investment management firm with a proven track record of immigration-linked investments.

Network of healthcare and eldercare service providers, offering a comprehensive range of services to support families and care providers.

A public company and global leader in commercial real estate services and investments.

A public company and global leader in commercial real estate services and investments.

A non profit organization dedicated to closing racial income and wealth gaps.

San Francisco based property management company for large and small apartment buildings and homeowner associations.

A pet food manufacturer.

A company that develops medical devices at any or every stage of the product development cycle, including design, prototyping, and manufacturing.

A company that develops medical devices at any or every stage of the product development cycle, including design, prototyping, and manufacturing.

A company that develops medical devices at any or every stage of the product development cycle, including design, prototyping, and manufacturing.

North America's leading provider of environmental and hazardous waste management services, providing essential services to a wide range of industries.

A manufacturer of customized flexible plastic packaging who primarily serves the healthcare, industrial and foodservice markets.

A manufacturer of customized flexible plastic packaging who primarily serves the healthcare, industrial and foodservice markets.

The Health Center is a Federally Qualified Health Center (FQHC) providing a continuum of services for adults, adolescents, and children.

A transportation/freight company.

A transportation/freight company.

A manufacturer in the industrial automation industry that provides durable, high performance engineering solutions for a wide range of applications.

Plastic packaging manufacturer, supplying products nationwide.

- A food and beverage manufacturer.
- A public company and global provider of CRE (Commercial Real Estate) software.
- A local government entity and 6th most populous county in California.☐
- A local government entity and 6th most populous county in California.☐
- A company with strong engineering, environmental and architectural design history and project delivery services.
- A college-preparatory school for students in grades 9-12 and PG offering a wealth of courses, including AP and ho
- Diversified holding company primarily engaged in the petroleum refining and nitrogen fertilizer manufacturing.
- A group of not-for-profit organizations dedicated to improving diving safety for all divers.
- A leading designer, distributor, and retailer of three contemporary, consumer-inspired, apparel lifestyle brands.
- An experienced, professional cleaning service firm committed to delivering consistent high quality services.
- A company that uses data and analytics to accelerate the sustainability solutions for corporations, cities and gover
- A software company that provides facility solutions to healthcare, construction, real estate and other industries.
- One of the most experienced multifamily real estate operating companies in the United States.
- A benchmark winery and producer of Napa Valley Chardonnay and Cabernet Sauvignon.
- A mobile technology start-up focused on the same-day delivery and logistics space.
- A purveyor of wines and spirits spanning multiple origins and available in more than 50 countries worldwide.
- A global company and leading manufacturer of technically advanced air filters for all types of HVAC environments
- A manufacturer of activity trackers that are wireless-enabled wearable devices.
- The largest automotive aftermarket services provider.
- Privately owned medical group practice.☐
- A non-profit human rights organization committed to countering racism and antisemitism and to promoting the p
- A fuel-cell power company. This public company designs, manufactures, sells, installs, operates, and serves fuel-ce
- A fuel-cell power company. This public company designs, manufactures, sells, installs, operates, and serves fuel-ce
- An auto body shop that provides collision repair and auto glass services at locations across North America.
- A community food bank that provides food to over 500 soup kitchens, food pantries, shelters, and other agencies
- A food and beverage franchisee.
- A food and beverage franchisee.
- One of the largest meat packing companies in the United States, focused on beef processing.
- A company that provides planning, environmental, design, construction management, and right of way services fc
- A primary/secondary school district with 20 schools and over 11,000 students.
- A general contractor that specializes in concrete paving on airfields.
- Residential services provider in the South Central U.S. that provides homeowners with the highest-quality heating
- Home care agency providing personalized in-home care services for seniors and individuals with disabilities.
- Recognized worldwide for high quality, multi-player machines that provide the ultimate in luxury interactive enter
- The leader in RNA-targeted therapy, pioneering new markets and changing standards of care with its novel antise
- Manufacturer of advanced materials for printed circuit boards (PCBs), providing high-performance laminate and p
- Digital media and influencer marketing agency, specializing in creating and executing influencer campaigns and co
- A global leader in snacking and the No. 1 meat snack manufacturer worldwide.
- Designs and manufactures high performance engineered reinforcement fabrics to ensure optimum performance.☐
- Nonprofit organization fostering community engagement and support for Jewish causes in the Palm Beach County
- A convenience store chain and fuel oil dealers.
- A legal management and administration firm offering Class Action, eDiscovery, Government and Mass Tort service
- A legal management and administration firm offering Class Action, eDiscovery, Government and Mass Tort service
- A top 50, non-profit, public utility company that provides water and electric services while using sustainable power
- A fully accredited clinical labratory that provides a wide range of lab testing services including DNA testing, HLA ar
- A company who's pecialty is modifying brand new vehicles into police and emergency vehicles.
- A Colorado-owned and operated convenience store chain currently managing over 32 locations across the state o

- A premier pawn and jewelry chain.
- A global manufacturer of building materials such as cement, aggregates and concrete.
- A suite of developer tools that speed up the process of creating new and custom blockchains and apps.
- A rural electric distribution cooperative. We serve 13,000 electric accounts spread out over 2,600 square miles.
- A rural electric distribution cooperative. We serve 13,000 electric accounts spread out over 2,600 square miles.
- A rural electric distribution cooperative. We serve 13,000 electric accounts spread out over 2,600 square miles.
- Construction company specializing in custom home building, remodeling, and renovation projects, committed to c
- A leading global manufacturer of release liners, serving customers with in-depth technical expertise and industry-l
- Fashion accessory and jewelry retailer with more than 300 stores worldwide.
- A federally recognized northeastern woodland tribe located at one of America's oldest Indian reservations – Mas
- A private equity investment firm focusing on seed and early-stage companies, particularly in the technology secto
- A manufacturer of pill dispensers to remind the user to take their medications with a series of optional visual and,
- A glass company for commercial clients.
- A global food manufacturing and distribution company.
- An industrial services company.
- A manufacturer of paper products and other accessories for the food service and hospitality industries.
- The leader in on-demand human resources software for the public sector. The HR software automates the entire h
- An award-winning supplier of best-in-class iLottery solutions to the North American lottery market.
- An investor in transportation companies that provide a good geographical fit, have strong personnel, a strong rep
- An investor in transportation companies that provide a good geographical fit, have strong personnel, a strong rep
- An investor in transportation companies that provide a good geographical fit, have strong personnel, a strong rep
- A grocery retail management company.
- A global chemical manufacturing company.
- A franchisor and operator of fitness centers in the United States. The public company's reportable segments are F
- Aviation services company offering fixed-base operations (FBO), aircraft maintenance, fueling, and concierge serv
- Aviation services company offering fixed-base operations (FBO), aircraft maintenance, fueling, and concierge serv
- A multifamily investment and management company.
- Autonomous technology company developing advanced driver-assistance systems (ADAS) and self-driving solutio
- A non-profit public broadcasting television service with 354 member TV stations.
- A civil and social organization.
- State of the art, world class fireworks.
- A government contractor that provides engineering and manufacturing services specializing in sensor and system
- A clinical research organization that conducts studies on behalf of pharmaceutical and biotech companies for the
- Is a growing chain of exterior-only, express car washes in California, Texas, Utah, Arizona and Colorado.
- The largest medical record retrieval company supporting multi-line insurance carriers and law firms in the US.
- The largest medical record retrieval company supporting multi-line insurance carriers and law firms in the US.
- A company that specializes in the manufacturing processes of rotational lining, rotational molding, and laser sinte
- A global S&P 500 staffing and recruiting firm.
- A global S&P 500 staffing and recruiting firm.
- A residential and commercial real estate brokerage firm.
- A dental supply company.
- a worldwide leader in the development and manufacturing of high-performance synthetic ropes.
- A year-round experiential travel and special event destination.
- A residential and business facilities services company that provides customers with a clean environment at home
- A specialized sleep medicine centers.
- A leading publisher of free-to-play online games.
- A venture-backed biotech startup that produces high-performance chemicals from plant-derived substitutes. A m:

A venture-backed biotech startup that produces high-performance chemicals from plant-derived substitutes. A m
A conscious food company with a mission to revive the lost flavor and nutrition in food and to rebuild the sustaina
A conscious food company with a mission to revive the lost flavor and nutrition in food and to rebuild the sustaina
A global designer and manufacturer of commercial window treatments.
A non-profit day shelter providing basic, rehabilitative, and housing services.
A full-service Credit Union that offers checking, lending, mortgages, business banking and financial planning to Ne
New York's premier HVAC service company focusing exclusively on private residences.
One of the largest litigation firms within California, representing clients in a range of consumer protection and civi
A synthetic grass and turf provider.
A semiconductor manufacturing company that also produces chemical processing, and from oil and gas exploratic
An International AG provided best-in-class airport ground services for some 186 million airline passengers and har
A vertically integrated cannabis-focused agriculture company that is committed to cultivating and providing the hi
A publisher of books and magazines for pet owners.
Manufacturer of biological safety cabinets and clean air containment solutions for laboratories and healthcare fac
Online Child Care Professional Development Training Courses.
Online Child Care Professional Development Training Courses.
A law firm.
A luxury vacation resort.
A platform that facilitates the distribution of insurance across the entire spectrum of the industry from Carriers to
An independent investment management firm.
The leading provider of temporary site services to construction, industrial and special events customers.
The leading provider of temporary site services to construction, industrial and special events customers.
An independent and physician-led faculty practice plan at the University of Tennessee Health Science Center, Univ
An independent and physician-led faculty practice plan at the University of Tennessee Health Science Center, Univ
Is a strategic marketing consultancy and creative partner that integrates with clients to become an ongoing exten
A hospital grade, professional janitorial, day porter, and specialty service provider that surpasses expectations. ☐
Consulting firm specializing in global sourcing, supply chain optimization, and procurement solutions for business
Real estate development and investment firm specializing in commercial and residential properties, offering comp
The third largest global manufacturer of glass containers for food and beverages, and proposes innovative, custom
A global compliance firm.
A branded retailer of fuels throughout the San Francisco Bay Area.
A global genetics company that helps to advance bovine, deer, and buffalo genetics by redefining reproduction.
Provider of custom-sized mats for retail tables and trays.
Specializes in software solutions to help businesses streamline daily tasks such as record management, incident re
A company that specializes in heating and air conditioning installation, maintenance and repair of heating, cooling
Manufacturer and provider of temporary fencing and barrier solutions for construction, events, and site security,

Industry

- Utilities,Energy
- Construction
- Real Estate
- Software
- Food Production - Manufacturing
- Mining and Metals,Manufacturing
- Mining and Metals
- Mining and Metals
- Mining and Metals
- Food & Beverage
- Professional Services
- Aerospace and Defense
- Professional Services,Financial Services
- Real Estate Development
- Transportation
- Aerospace and Defense
- Healthcare
- Legal Services
- Healthcare
- Pharmaceuticals
- Retail
- Public Relations/Communications,Professional Services
- Financial Services,Professional Services
- Retail
- Healthcare,Not For Profit
- Telecommunications
- Not For Profit
- Not For Profit
- Investment Management
- Healthcare
- Real Estate
- Real Estate
- Not For Profit
- Residential Real Estate
- Food & Beverage
- Manufacturing,Medical Device
- Manufacturing,Medical Device
- Manufacturing,Medical Device
- Oil & Gas
- Manufacturing
- Consumer Products/Goods
- Healthcare,Not For Profit
- Shipping & Logistics
- Shipping & Logistics
- Industrial Automation
- Manufacturing,Electronics

Consumer Products/Goods, Food Production - Manufacturing
Software
Government
Government
Engineering, Construction
Education
Energy
Not For Profit
Apparel, Retail
Service
Information Technology, Environmental Services
Software, Technology
Real Estate
Food & Beverage
Shipping & Logistics, Technology, Service
Food Production - Manufacturing, Consumer Products/Goods, Agriculture
Manufacturing, Engineering
Technology
Automotive
Healthcare
Not For Profit
Energy
Energy
Service, Automotive
Not For Profit
Food & Beverage
Food & Beverage
Food Production - Manufacturing
Engineering, Construction
Education
Construction
Consumer Services, Utilities
Healthcare
Entertainment
Biotechnology, Pharmaceuticals
Manufacturing
Entertainment, Service, Shipping & Logistics
Manufacturing, Food Production - Manufacturing
Manufacturing
Service
Retail
Legal Services
Legal Services
Energy, Utilities, Not For Profit, Government
Biotechnology
Automotive
Retail, Oil & Gas

Consumer Products/Goods,Retail
Building Materials,Manufacturing
Software
Utilities
Utilities
Utilities
Construction,Real Estate
Manufacturing,Consumer Products/Goods
Retail
Entertainment,Government
Private Equity and Venture Capital,Financial Services
Healthcare
Construction
Manufacturing,Food Production - Manufacturing
Machinery,Professional Services
Manufacturing
Software
Technology
Transportation
Transportation
Transportation
Retail
Manufacturing,Chemicals
Retail
Travel/Tourism
Travel/Tourism
Real Estate
Technology
Media,Not For Profit
Government,Media
Entertainment
Engineering,Government,Aerospace and Defense,Manufacturing
Biotechnology,Pharmaceuticals
Retail
Healthcare,Information Technology
Information Technology,Healthcare
Manufacturing,Chemicals,Aerospace and Defense
Professional Services,Staffing and Recruiting
Staffing and Recruiting,Professional Services
Real Estate
Healthcare
Manufacturing
Hospitality
Service,Professional Services
Healthcare
Entertainment
Biotechnology

Biotechnology
Food Production - Manufacturing
Food Production - Manufacturing
Consumer Products/Goods, Manufacturing
Not For Profit
Financial Services, Banking
Construction
Legal Services
Environmental Services, Building Materials
Manufacturing
Transportation
Agriculture
Printing/Publishing
Manufacturing, High Tech, Biotechnology
Technology, Education
Technology, Education
Legal Services
Travel/Tourism, Hospitality
Software, Insurance
Professional Services, Asset Management, Financial Services
Construction
Construction
Healthcare
Healthcare
Marketing
Professional Services
Wholesale/Distribution
Real Estate, Construction
Manufacturing
Legal Services
Retail, Consumer Products/Goods
Biotechnology
Consumer Products/Goods
Technology
Construction
Manufacturing, Building Materials

Assignment Name

Senior Vice President of Finance
Director of Finance
Director of Finance
Vice President of Finance & Controller
General Manager Corporate Finance & Accounting
Director of Finance
Vice President of Finance
Director of Corporate BD Finance
Executive Director of Global & US Commercial Finance
Head of R&D Finance
Senior Director of US Commercial Finance
Vice President of Finance
Director of Finance
Vice President of Finance
Vice President of Finance
Director of Finance
Director of Finance
Director of Finance, San Antonio
Senior Finance Manager
Head of Finance and Accounting
Vice President of Finance & Accounting
Vice President of Accounting & Finance
Vice President of Finance
Vice President / Director of Finance
Vice President of Finance, Power Services Division
Finance Manager
Finance Manager
Director of Finance / Controller – Highly Confidential
Head of Finance / Controller
Manager of Tax and Finance
Vice President of Finance
Head of Finance
Portfolio Finance Manager
Director of Finance
Senior Finance Director
Head of Finance & Administration
Vice President of Finance
Finance Director
Head of Finance and Accounting
Senior Director of Finance (FP&A) - America
Vice President of Finance & Operations
Senior Director of Finance & Accounting
Vice President of Finance
Vice President of Finance
Assistant Director of Finance
Assistant Vice President of Finance

Finance Executive
Vice President of Finance
Director of Finance
Senior Director Finance and Procurement
Finance Manager/Controller
Vice President of Finance
Vice President of Finance/ Chief Financial Officer
Director of Finance & Investments
Vice President of Finance
Director of Finance
Senior Finance Manager
Senior Director of Corporate Finance
Vice President of Corporate Finance
Finance Executive
Vice President Finance/Controller
Director of Finance / Controller
Vice President of Finance
Director of Global Supply Chain Finance
Vice President of Finance
Vice President of Finance
Vice President of Finance
Chief Financial Officer / Vice President of Finance
Director of Finance, Product, & Technology
Senior Finance Manager
Senior Manager of Purchasing Finance
Vice President of Finance
Corporate Vice President of Finance
Senior Vice President of Finance
Assistant VP of Finance Planning & Analysis
Vice President of Finance & Strategy
Senior Vice President of Finance
Vice President of Finance
Vice President of Finance
Director of Finance
Vice President of Finance – Philadelphia Market
Vice President of Finance - Washington DC Market
Vice President of Finance, Houston TX
Vice President of Finance, Orlando
Latin America Regional Finance Leader
Vice President of Finance and Accounting, Full Stop Management
Vice President of Finance, Full Stop Management
Vice President of Finance, Global Music Rights LLC
Vice President of Finance
Director of Finance and Administration
Controller/VP Finance & Accounting
Director of Finance
Vice President of Finance

Vice President of Supply Chain Finance
Director of Finance (Treasury)
Vice President of Finance & Budgeting
Senior Director of Finance & Accounting
CFO/EVP of Finance
Director of Finance
Vice President Finance/Controller- Edmonton, Alberta, Canada
Vice President Finance/Controller- Edmonton, Alberta, Canada
Vice President of Finance / Chief Accounting Officer
Director of Finance
Director of Finance
Vice President of Finance
Director/Vice President of Corporate Finance (Lob in)
Director of Finance, Cement
Vice President of Finance
Head of Finance & Administration
Sr. Analyst/Finance Manager FP&A – Marketing, IT, &/or Supply Chain
Director of Finance
Director of Finance & Accounting
Senior Vice President of Corporate Finance & Business Development
VP, Finance/CFO
Chief Finance & Administrative Officer
Director of Finance
Vice President of Finance
Head of Accounting & Finance
Director of Finance
Vice President of Finance
Director of Finance
Director of Finance, North America
Director of Finance, North America
Finance Director
Director of Finance
Vice President of Finance
Vice President of Finance
Director of Finance & Accounting
Senior Vice President of Finance
Director of Finance, Canada
Director of Finance
Director of Finance, OVG Facilities
Director of Finance, OVG Media & Conferences
Senior Vice President of Finance
Group Director of Finance
Vice President of Finance & Accounting
Vice President of Finance
Controller / Director of Finance
Director of Finance
Director of Finance

Director of Finance
Head of Global Finance
Head of Global Finance
Vice President of Finance
Vice President of Finance
Director of BPI Finance Transformation
Vice President of Finance & Operations
Finance Manager
Director of Finance
Vice President of Finance, North America and Global Brands
Director of Finance
Vice President of Finance/Chief Financial Officer
Director of Finance
Vice President of Finance
Vice President of Finance
Director of Finance
Vice President of Finance
Vice President of Finance
Area Director of Finance
Vice President of Finance
Director of Finance and Administration
Senior Director of Finance & Accounting
Vice President of Accounting and Finance
Director of Finance
Director of Finance
Vice President of Finance
Vice President of Finance
SVP, Finance
Vice President of Finance
Vice President of Finance
Finance Business Partner
Finance Business Partner
Director of Finance, Energy, & Resources
Finance Director / Chief Financial Officer
Vice President of Finance
Vice President of Finance
Director of Finance
Vice President of Finance & Administration
Director of Government Finance
Director of Finance
Director of Finance & Audit
Director of Finance
Vice President of Finance
Vice President of Finance
Vice President of Finance
Vice President of Finance
EVP Finance/Chief Financial Officer

Head of Finance - Consumer Products
Senior Vice President of Finance
Vice President of Finance and Accounting
Associate Vice President of Finance & Budget
Director of Finance
Vice President of Finance
Vice President of Finance
Director of Finance
Director of Finance, Corporate Treasurer
Vice President of Finance
Head of Finance
Global Finance Controller
Senior Finance Executive
Director of Finance/Controller
Finance & Operations Associate
Senior Vice President of Finance
Vice President of Finance
Vice President of Finance
Chief Finance Director
IT Finance Support Manager
Vice President of Finance & Accounting
Project Manager, Business Systems Design - Finance
Vice President of Finance
Finance Business Partner
Finance Business Partner
Finance Business Partner I
Sr. Finance Business Partner
Finance Manager - ESG Accounting
Finance Manager, Global Information Systems
Finance Manager
Vice President of Finance

Internal Comments

An importer of distilled spirits.

A non-profit that provides hope and support to people by engaging communities to prevent violence, ensure sch
The nation's preeminent and most trusted emergency road service organization.

A manufacturer that engineers metal buildings and roofing for spanning the spectrum of facility requirements.

The leading supplier of TPO's (Thermoplastic Olefins) and Polypropylene Compounds to the North American Autor
Agricultural infrastructure company providing installation, maintenance, and services for agricultural equipment a

A provider of cooling and heating rental equipment. The company operates two business units: rental solutions ar

A global biopharmaceutical company focused on the discovery, development and commercialization of therapies

A global biopharmaceutical company focused on the discovery, development and commercialization of therapies

A global biopharmaceutical company focused on the discovery, development and commercialization of therapies

A global biopharmaceutical company focused on the discovery, development and commercialization of therapies

A public company creating the most affordable and accessible pharmaceutical medicines in the industry making h

A global designer and manufacturer of switches, joysticks and panel solutions.

A company that provides Canadians with storage services (temperature controlled, custom facilities, variable dura

A private equity group who invest in established domestic or international companies who need a capital infusion

A global designer, manufacturer and distributor of custom merchandising systems and point-of-purchase displays f

A specialty contractor doing business in the commercial, industrial and institutional markets throughout Northern

A leading provider of fresh prepared food in the UK with a growing international presence in the US and China.

A provider of state-of-the-art solutions and the finest quality products for a range of industries worldwide.

Distributor of bearings and related products, providing solutions for industrial, commercial, and OEM applications

A premier distributor of emergency generator systems, automatic transfer switches and paralleling switchgear.

A provider of senior living services including independent living, assisted living, memory care, skilled nursing, and

A luxury, craft, quality and sustainability are strong fibers woven into our philosophy and practices!

A financial institution.

An industry-leading provider of specialty services and staffing solutions in support of the daily operations, routine

Family-owned retailer of multi-channel products. The company's product range includes food, clothing, electronic

Family-owned retailer of multi-channel products. The company's product range includes food, clothing, electronic

Headquartered in Switzerland, a company that produces and sells a comprehensive range of metalworking fluids (

Headquartered in Switzerland, a company that produces and sells a comprehensive range of metalworking fluids (

An international law firm.

A non-profit, regional specialty mental health and addictions treatment center that was founded in 1834.

A commercial real estate investment management and advisory firm

A commercial real estate investment management and advisory firm

Offers custom educational and performance tours and events in a broad range of domestic and international loca

Premier senior living community offering exceptional amenities and personalized care services within the vibrant

California's leader in community wildfire risk reduction and resiliency.

A real estate company that builds, leases and manages new and recently constructed single family homes and tow

Provider of high-quality childcare services for families with children of college-age parents, located on or near uni

A firm of 100 employees providing civil engineering and land surveying services across the South Central United St

A public company, the leader in digital intelligence and investigative analytics, partnering with public and private o

A non profit organization dedicated to closing racial income and wealth gaps.

A global company and worldwide pioneer committed to developing and manufacturing value-added flooring prod

A company that designs and manufactures highly engineered products.

Texas city municipal offices.

A leader in construction and maintenance of transportation infrastructure; a holding and management company v

A 6th generation family-owned and operated farm with headquarters just south of the small Western Oregon community of Clifton. A company that provides the highest-quality repair.

The largest Catholic health system and the second largest non-profit hospital chain in the United States.

Public transportation agency providing bus, vanpool, and paratransit services to communities in Snohomish County. Comprehensive eye care practice offering advanced treatments for vision correction, cataract surgery, and management of eye disease.

A staple of shippers for more than 66 years.

A food and beverage manufacturer.

A trusted resource and advisor for financial services.

A United Kingdom catalogue corporation.

The country's largest processor and distributor of dairy products.

A private equity backed software company that consolidates dentistry practices across Canada to streamline services.

A private equity backed software company that consolidates dentistry practices across Canada to streamline services.

A private equity and venture capital firm specializing in middle market, growth capital, acquisition transactions, and exit strategies.

A leader in disseminating company data to subscribers and helping companies conform to SEC standards.

A real estate development company.

A Canadian real estate arm of the ELAD Group.

A global prestige beauty products company with an extensive portfolio of prestige beauty brands sold in over 120 countries.

A food and beverage company.

A global leader in metal recycling.

A global leader in metal recycling.

A financial services organization that helps Christians blend faith and finances to be wise with money and live generously.

A technology start-up company focused on the development of intelligent electric vehicles.

A technology start-up company focused on the development of intelligent electric vehicles.

A technology start-up company focused on the development of intelligent electric vehicles.

A technology start-up company focused on the development of intelligent electric vehicles.

A commercial investment, development and hospitality management company.

A purveyor of wines and spirits spanning multiple origins and available in more than 50 countries worldwide.

A public university which provides undergraduate, graduate and continuing education programs.

A global technology company that designs, manufactures, leases, and sells innovative gas turbine systems that power aircraft.

An industry pioneer and global leader in broker-neutral, execution and order management trading platforms for equities.

An industry pioneer and global leader in broker-neutral, execution and order management trading platforms for equities.

A privately held real estate investment company.

The most watched television news channel for nearly 20 years.

One of the nation's largest owned-and-operated network broadcast groups.

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One of the nation's largest owned-and-operated network broadcast groups.

One of the nation's largest owned-and-operated network broadcast groups.

A global business advisory firm that provides multidisciplinary solutions to complex challenges and opportunities.

A music rights management company focused on licensing, surveying and distributing public performance royalties.

A Vancouver, BC based private company whose line of business is Gold ores.

A transportation organization.

Provider of access control and security solutions, offering a range of products and services for residential, commercial and government.

A primary/secondary school district with 20 schools and over 11,000 students.

Provider of home healthcare services, offering personalized care and support to individuals in need of medical assistance.

- A world-class contract manufacturer, of bars, cookies, crackers and more.
- An award-winning entertainment & hospitality organization with properties.
- A multi-facility and multi-discipline healthcare system with 21 locations throughout southeastern Ohio and western
- An entertainment company that provides artist management, music publishing, and entertainment content production
- An organization that creates platforms for industries and specialist markets to trade, innovate and grow.
- A Canada-based full-service provider of registry and information services and solutions to governments and private
- An industry leader in the design and manufacture of custom bearings for the downhole drilling motor industry.
- An industry leader in the design and manufacture of custom bearings for the downhole drilling motor industry.
- The top provider of credit and debit card-based payment processing services.
- A hospital that provides a range of services and care typically found in a larger facility including cancer care, physical
- An independent, non-profit biomedical research institution.
- A real estate company with assets in office, industrial, retail, and ground lease properties.
- A leader in global food ingredients.
- A global manufacturer of building materials such as cement, aggregates and concrete.
- A real estate developer.
- A rural electric distribution cooperative. We serve 13,000 electric accounts spread out over 2,600 square miles.
- The largest gutter protection solutions company in the world.
- A leading plumbing contractor serving the residential areas of Philadelphia and the Delaware Valley area.
- A leading plumbing contractor serving the residential areas of Philadelphia and the Delaware Valley area.
- Chinese internet company that offers video streaming services and technology. ☐
- A leading provider of retail technology and software as a service (SaaS) solutions that help dealers and auto manufacturers
- Non-profit that provides services to individuals with autism and other intellectual and developmental disabilities.
- A global leader for live entertainment.

- The most innovative "finishing" extruder on the West Coast with more innovations on the way.
- A society that collects, preserves, and tells the story of Minnesota's past through museum exhibits, libraries and collections
- An insurance brokerage firm.
- A brewing company.
- A global manufacturing and engineering company focused on ceramics, carbon and composites.
- A global manufacturing and engineering company focused on ceramics, carbon and composites.
- One of the world's largest providers of contraception and safe abortion services, with over 10,000 team members
- A privately held, global enterprise that delivers mechanisms, structural components, suspension systems, and engineering
- A biotechnology company founded by artists with the mission to create a platform for the highest quality materials
- A global S&P 500 oil and gas drilling contractor.
- A 501(c)3 non-profit serving urban communities to break the cycle of poverty for those who are trapped.
- An investor in transportation companies that provide a good geographical fit, have strong personnel, a strong reputation
- A specialist nuclear services organization working across the complete nuclear facility lifecycle.
- A global live entertainment and facility management company.
- A global live entertainment and facility management company.
- A global live entertainment and facility management company.
- A global live entertainment and facility management company.
- A Relais & Chateaux luxury resort.
- A real estate investment and development firm focused on high quality, desirably located hotels and fully serviced
- A global specialty pharmaceutical company.
- A private, charitable trust that assists people in achieving full economic, civic and social participation in and for their
- A Vancouver-based, producer of television programming and films, ranging from character-driven documentaries
- An award-winning, privately-owned, Vancouver-based commercial and urban real estate developer.

A luxury golf resort.

One of Australia's largest wealth managers, an expert financial adviser to high net worth individuals, families and

One of Australia's largest wealth managers, an expert financial adviser to high net worth individuals, families and

The leading supplier of high quality copper and copper alloys in North America.

A communications company that works to discover, design and build technologies that enable 100+ networks in 6

Global consulting firm providing risk management, internal audit, technology consulting, and financial advisory se

A civil and social organization.

manufactures and supplies passive cabling services for communication networks.

Works with the people who live and work in the area to improve the health and wellbeing of the people who live

A public company and one of the leading global beauty companies, with a range of products including color cosme

A global asset management and disposition company, offering customers end-to-end solutions for buying and sell

A private liberal arts college.

A Canadian rail-tour company offering Western Canadian vacation packages that operates trains on four rail route

A food processing & distribution company.

A furniture and home furnishing manufacturer.

A coeducational, pre-kindergarten through grade eight day school.

An arts materials company that invents and markets art and writing supplies the U.S. and Canada.

The world's leading luggage brand who is renowned for its breakthrough research and development, and commit

Catering and food service division of ASM Global, delivering high-quality culinary experiences for events at conver

A preferred mobility provider for stroller, wheelchair and electric scooter rentals in the US's top tourist destinatio

A nonprofit organization governed by a Membership Group of governor appointees from the 50 States, the Distric

A specialty global Contract Research Organization (CRO) specializing in ADME/DMPK/DDI testing of potential drug

A non-profit, member-owned financial cooperative with 50 branch locations in New Hampshire, Massachusetts, N

An industrial inorganic chemicals company.

A non-profit organization advocating for the health and wellbeing of children.

A private equity firm that invests through real estate funds and growth funds.

Designs and manufactures onshore and offshore oilfield equipment for oil and gas producers

The global leader in eLearning.

A commercial and durable property developer.

A global leader in the design, manufacturing and marketing of differentiated internal and external AC/DC and DC/I

A multinational provider of testing, consulting, information, and certification services. With world-class laborator

A multinational provider of testing, consulting, information, and certification services. With world-class laborator

a French food services and facilities management company. One of the world's largest multinational corporations

A temperature control packaging systems company for the pharmaceutical industry.

The 8th largest hotel company in the world, with 15 brands that consist of 1200 hotels, 100K+ rooms, across thre

A regional transit system including public transportation, roads and bridges.

A non-profit day shelter providing basic, rehabilitative, and housing services.

A non-profit day shelter providing basic, rehabilitative, and housing services.

A non-profit that partners with community organizations, business and philanthropic leaders, teachers, professor

A national non-profit organization pursuing a vision of an America where personal freedom, innovation, opportun

An organization specializing in residential homes and acreage.

A travel and tourism company that helps students plan spring break trips.

A leading solution provider of energy efficient temperature and humidity management technology, specifically for

A privately-held holding company that owns and operates several natural gas distribution and transmission subsic

An independently owned, vertically integrated agricultural supply company.

A company developing an advanced reactor based on its Integral Molten Salt Reactor (IMSR™) technology.

A privately held media and entertainment company and holding group.

- A privately held media and entertainment company and holding group.
- A privately held media and entertainment company and holding group.
- A privately held media and entertainment company and holding group.
- A major private university.
- A non-profit educational research and development organization based in Concord, Massachusetts, and Emeryville
- The premier producer and supplier of sustainable and renewable fuel products for the generation of clean heat at
- A diversified group of privately-held businesses including construction, real estate, building materials, and mainte
- A society that helps to regulate the legal profession by setting and enforcing standards of professional conduct for
- A not for profit organization that is focused on promoting and building support to address international issues.
- A national non-profit which partners with schools to provide services to help foster educational equality for all stu
- Headquartered in Switzerland, a global manufacturer and service provider of automatic door systems.
- Global digital value services network processing transactions for money transfer operators, mobile operators, digi
- A publicly traded Internet services and telecommunications company.
- An independent investment management firm.
- An independent investment management firm.
- An academic and career training provider.
- A labor management trust fund that provides affordable health care to their participants at a better value than th
- A safety solutions provider specializing in safety equipment, personnel and services for the Oil and Gas industry
- Labor union representing educators and other school staff in the Los Angeles Unified School District, advocating fo
- The leading chemical and ingredient distributor in the United States, providing more chemical products and relate
- Provider of cultivation equipment, design services, and integrated solutions for commercial indoor and greenhous
- An international manufacturer and marketer of transportation fuels and petrochemical products.
- The largest non-profit healthcare provider serving over 600,000 residents. In addition to the hospital, the Medical
- A supply chain company offering warehousing, transportation, third party logistics and distribution services.
- A supply chain company offering warehousing, transportation, third party logistics and distribution services.
- A supply chain company offering warehousing, transportation, third party logistics and distribution services.
- A supply chain company offering warehousing, transportation, third party logistics and distribution services.
- A global, public company that utilizes new technology to innovate and manufacture kitchen and laundry appliance
- A global, public company that utilizes new technology to innovate and manufacture kitchen and laundry appliance
- A professional services business.
- An Aviation and Aerospace manufacturer that enables scalable, sustainable aviation by replacing conventional enj

Industry

Food & Beverage, Entertainment
 Not For Profit
 Insurance, Automotive
 Construction, Building Materials
 Chemicals, Manufacturing
 Construction
 Utilities
 Biotechnology, Pharmaceuticals
 Biotechnology, Pharmaceuticals
 Pharmaceuticals, Biotechnology
 Pharmaceuticals
 Pharmaceuticals
 Electronics, Electronic Manufacturing
 Transportation
 Financial Services
 Marketing, Manufacturing
 Construction
 Food Production - Manufacturing
 Chemicals
 Automotive
 Wholesale/Distribution
 Healthcare
 Apparel, Manufacturing
 Automotive, Financial Services
 Environmental Services, Energy
 Consumer Products/Goods
 Consumer Products/Goods, Retail
 Engineering, Biotechnology, Chemicals
 Chemicals, Engineering, Biotechnology
 Legal Services
 Not For Profit, Healthcare
 Real Estate
 Real Estate
 Education, Travel/Tourism
 Not For Profit, Consumer Services
 Not For Profit
 Real Estate
 Education
 Engineering
 Software
 Not For Profit
 Manufacturing, Building Materials
 Manufacturing, Machinery
 Healthcare
 Government
 Construction

Agriculture
Automotive
Healthcare, Not For Profit
Transportation

Industrial Automation, Automotive
Food Production - Manufacturing, Consumer Products/Goods
Financial Services
Information Technology
Retail
Food & Beverage
Software
Software
Healthcare
Professional Services
Real Estate Development, Real Estate
Real Estate
Retail
Food Production - Manufacturing, Food & Beverage
Environmental Services, Mining and Metals
Mining and Metals, Environmental Services
Financial Services
Manufacturing, Technology, Automotive
Technology, Manufacturing, Automotive
Automotive, Manufacturing, Technology
Manufacturing, Technology, Automotive
Hospitality
Food Production - Manufacturing, Consumer Products/Goods, Agriculture
Higher Education
Oil & Gas, Energy
Financial Services, Software
Software, Financial Services
Real Estate
Media
Media
Media
Media
Media
Management Consulting
Entertainment
Entertainment
Entertainment
Mining and Metals
Manufacturing
Consumer Services
Education
Healthcare

Food Production - Manufacturing
Hospitality, Entertainment
Healthcare
Entertainment
Business Services
Information Technology
Manufacturing, Engineering
Manufacturing, Engineering
Technology
Healthcare, Not For Profit
Not For Profit, Biotechnology
Real Estate Investment Trust (REIT), Commercial Real Estate, Real Estate
Food & Beverage
Building Materials, Manufacturing
Real Estate, Residential Real Estate
Utilities
Professional Services

Professional Services
Media, Entertainment
Software
Not For Profit
Entertainment
Professional Services
Mining and Metals
Not For Profit
Financial Services
Food & Beverage, Food Production - Manufacturing
Engineering, Manufacturing
Manufacturing, Engineering
Not For Profit
Automotive, Manufacturing, Industrial Manufacturing
Apparel, Biotechnology, Retail
Oil & Gas
Not For Profit
Transportation
Energy
Media, Entertainment
Entertainment, Media
Media, Entertainment
Entertainment, Media
Hospitality
Real Estate, Construction
Pharmaceuticals
Banking
Entertainment
Real Estate Development, Construction

Travel/Tourism,Recreation,Hospitality
Financial Services
Financial Services
Mining and Metals
Telecommunications,Technology
Management Consulting,Professional Services
Government,Media
Technology,Manufacturing,Telecommunications
Not For Profit,Government
Consumer Products/Goods
Machinery
Higher Education
Travel/Tourism
Food Production - Manufacturing,Agriculture
Manufacturing,Consumer Products/Goods
Education
Consumer Products/Goods
Consumer Products/Goods,Manufacturing
Food & Beverage
Service
Not For Profit,Legal Services
Pharmaceuticals
Financial Services,Banking
Chemicals,Manufacturing
Not For Profit,Healthcare
Private Equity and Venture Capital
Oil & Gas
Education
Commercial Real Estate,Real Estate Development
Manufacturing
Consumer Products/Goods,Environmental Services,Management Consulting,Service
Consumer Products/Goods,Service,Management Consulting,Environmental Services
Food & Beverage
Medical Device,Manufacturing
Hospitality
Transportation
Not For Profit
Not For Profit
Not For Profit
Not For Profit
Real Estate
Travel/Tourism
Machinery,Manufacturing
Oil & Gas,Utilities,Energy
Wholesale/Distribution,Retail,Agriculture,Transportation
Energy
Entertainment

Entertainment
Entertainment
Entertainment
Higher Education
Not For Profit
Environmental Services,Oil & Gas
Construction
Not For Profit
Not For Profit
Education,Not For Profit
Service,Manufacturing,Industrial Manufacturing
Financial Services,Technology
Information Technology,Technology
Financial Services,Professional Services,Asset Management
Professional Services,Asset Management,Financial Services
Education,Not For Profit
Not For Profit,Healthcare
Oil & Gas
Education
Chemicals
Service
Energy,Oil & Gas
Healthcare
Transportation
Transportation,Wholesale/Distribution
Wholesale/Distribution,Transportation
Transportation,Wholesale/Distribution
Consumer Products/Goods
Consumer Products/Goods
Engineering
Aerospace and Defense

Assignment Name

Associate Superintendent

Superintendent

Operations Superintendent

Superintendent of the Oregon State Hospital

Internal Comments

A non-profit religious institution.

A company with three divisions of real estate services serving consumers and investors alike with our focused team

A rural electric distribution cooperative. We serve 13,000 electric accounts spread out over 2,600 square miles.

A government agency OHA oversees most of Oregon's health-related programs including behavioral health (addic

Industry

Not For Profit

Real Estate

Utilities

Government, Healthcare



GovTemps USA

Staffing Solutions for Local Governments

GovTemps USA is the interim staffing division of GovHR USA. It was formed in 2011 by Joellen Cademartori and Heidi Voorhees, who have both had distinguished careers in local government management. They identified the need for a firm that specialized in providing short, long-term, and project-based staffing solutions for local governments.

Our Clients

GovTemps has assisted numerous municipalities and counties as well as other local governments such as community colleges, park and school districts, townships, special government districts and intergovernmental agencies.

Positions Filled

GovTemps has placed employees in a wide range of positions including: Accountants, Administrative Assistants, Administrators/Managers, Building Officials/Plan Review Officers, Clerks, Community Development/Economic Development Directors, Engineers, Finance Directors/ CFO's, Fire Chiefs, HR Professionals, IT Technicians, Parks and Recreation Directors, Planners, Police Chiefs, Public Works Directors/Superintendents, and more.



Why Employees Choose GovTemps

Employees choose GovTemps because of its reputation as a leader in providing temporary staffing assignments for local governments. Placement terms are flexible, typically lasting 3-5 months with a work week that can range anywhere from 10 to 40 hours/week, and many more clients are embracing a remote work option.

GovTemps offers employee benefits that include optional health insurance and a matching contribution towards an IRA for eligible employees. Many employees have been hired on permanently by the client in a temp-to-hire arrangement and more still are working in a long-term contractual capacity.

GovTemps carries professional liability coverage for all its employees. Employees who otherwise might consider working as 1099 independent contractor have opted to work for GovTemps and avoid paying for costly insurance.

To discuss your temporary staffing needs, contact Senior Vice President Mike Earl at 224-261-8366 or mearl@govhrusa.com

Why Local Governments Choose GovTemps

Availability of Talented and Skilled Candidates

Leveraging its connection to GovHR, the GovTemps candidate network includes professionals in transition as well as retirees seeking temporary assignments. GovTemps actively recruits candidates through social media, attendance at association conferences and its connections in the field. GovTemps maintains a robust candidate library.

Cost Savings - By partnering with GovTemps, local governments avoid the costs of employee benefits and candidate recruitment. GovTemps is responsible for employee payroll withholdings and carries workers' compensation, unemployment insurance and professional liability insurance on all its employees.

Flexible Work Schedule - GovTemps recognizes that local governments often do not need to fill a position on a 40 hour/week basis. Accordingly, GovTemps employees embrace flexible work schedules.

Creative Staffing Solutions

- ✓ Temp-to-Hire - Prefer to "test drive" the relationship with a candidate for a few months before deciding to make an offer? GovTemps can solicit, vet and present candidates under a temp-to-hire scenario.
- ✓ Out-Sourcing - Do you have a position that you will only need filled for a few months or a couple of years and would rather avoid hiring the person directly? GovTemps can take the lead and find you the right candidate.

Selection Process

Upon notification from an agency that needs to fill a short, long-term, or project-based position, GovTemps will discuss the position requirements with potential candidate(s) and present those that are best suited. The client will decide if they desire to interview any or all of the presented candidates. If a suitable candidate is not immediately available, GovTemps will actively recruit candidates. Once a candidate has been identified and the billing rate is determined, GovTemps and the jurisdiction will enter into an employee leasing agreement.

Lisa Kerstner

From: Chris Lowe <clowe@governmentpros.com>
Sent: Sunday, September 29, 2024 9:20 PM
To: Lisa Kerstner
Cc: Bret Bauer
Subject: Re: [External] Village of Kronenwetter

Follow Up Flag: Follow up
Flag Status: Flagged

Hi, Lisa. Thanks so much for getting back with us. I would be able to reduce our fee to \$22,000 but I would have to reduce our in-person visits to 2, one at the outset of the recruitment and one visit for final interviews. Unfortunately, we would not be able to accept payment only at the conclusion of the search. I am assuming that the payment is stretching the budget, so we would be able to execute the agreement and begin with a payment of \$13,500 with a second payment of \$5,000 and a final payment that would likely be into the next fiscal year of \$3,500. Please keep in mind that we will guarantee the placement for 18 months, so if the candidate we all choose doesn't work out, I will perform the search with no additional fee. The Village would only pay for readvertisement and other publication costs on the next search.

Thanks,

Chris Lowe, Partner
(C) (785) 766-9104



From: Lisa Kerstner <lkerstner@kronenwetter.org>
Sent: Friday, September 27, 2024 10:52 AM
To: Chris Lowe <clowe@governmentpros.com>
Subject: RE: [External] Village of Kronenwetter

Chris,

Would GPS be willing to decrease the payment to 15%?
Would GPS take payment after an Administrator was found?

Thank you,
Lisa Kerstner
Finance Director



1582 Kronenwetter Drive
Kronenwetter, WI 54455

Proposal to provide Professional Executive Search Services for the Village Administrator Position

AUGUST 21, 2024

Provided to Lisa Kerstner, Finance Director of the Village of Kronenwetter, WI
By Government Professional Solutions (GPS)



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August 21, 2024

Lisa Kerstner, Finance Director
1582 Kronenwetter Drive
Kronenwetter, WI 54455






Dear Lisa Kerstner,

Government Professional Solutions, LLC (GPS), welcomes the opportunity to submit our proposal for executive search services to help the Village of Kronenwetter find and hire the best candidate to serve as its next Village Administrator.

GPS offers you a distinct alternative to the traditional executive search firm. We are a government consultancy comprised of only senior level, former city managers with MPA degrees. Our services are based on best practices built from a combined 30+ years of experience in the public sector and city management. Our firm philosophy is rooted in the highest ethics and integrity, and relationships are at the core of everything we do.

We believe, and hope you will agree, that we are the best partner to guide you through this very important executive search process for several reasons:

-  **Our ability to leverage an extensive network of public officials across the U.S.** Throughout our decades of public service, we have developed and continue to grow long-lasting relationships with countless public executives, managers, and staff.
-  **Our insight into what it takes to be successful in the Public Sector.** As former city managers, we are very familiar with the types of discussions to have and questions to ask of candidates as we have been in those positions ourselves and tackled the same types of opportunities and challenges they most likely will face.
-  **Our commitment to giving you customized and personal service of the highest quality.** GPS Partner, Chris Lowe, will be the only consultant working on this project and will work closely with you to customize a search approach that best serves your specific objectives. This means you know exactly who you are working with from start to finish, that you can count on receiving senior level expertise, and that the process will be seamless.

Chris Lowe prepared this submittal and can be reached by email or phone (info below). Thank you very much for your consideration of our firm and proposal.

Sincerely,

Bret Bauer, Partner and Co-Founder
104 Harbor Haven St.
Gun Barrel City, TX 75156
(316) 207-0688
bbauer@governmentpros.com

Chris Lowe, Partner and Co-Founder
18605 Arrowwood Dr.
Monument, CO 80132
(785) 766-9104
clowe@governmentpros.com



Government Professional Solutions (GPS) does not operate like most national search firms. Our approach is collaborative, customized, personal, and **relationship based**. As former city managers who have served full-service cities and their elected officials, we understand first-hand how the executive search function must fit within the larger mission of the local government and the community. We are passionate about public service and we know at the core, that means our focus is about getting to know people - those in your community, and those wishing to serve your community.

City managers who know how to hire managers

As former city managers, we know how to get in front of top candidates. We are connected to modern, accomplished manager candidates, both directly and indirectly through our extensive network of public officials. We have worked with many of them as colleagues and have personally networked with them at industry association and other events. We have served with them on boards and held leadership positions in the same organizations. We are connected to them through the university MPA programs. Most importantly, we know both the seasoned veterans AND the young up-and-coming professionals who are highly sought after by cities.

We also know the newsletters, publications, and websites these professional candidates subscribe to because we subscribe to them ourselves, and we understand which sources are trusted most.

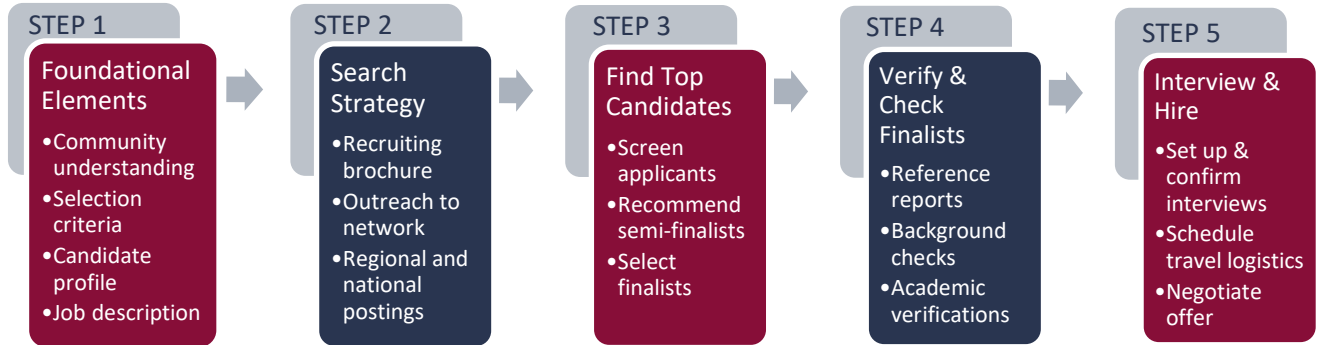
Finally, because of our lengthy and direct experience in the public sector, we are also able to screen candidates quickly and efficiently. An initial conversation by one of our senior level partners quickly yields an accurate assessment of capability and fit. This enables us to focus the majority of our energy and resources on those candidates who have the highest probability of becoming semi-finalists in the search.

A single dedicated senior level consultant by your side

Because our recruitment searches are conducted start to finish by one of our partners, you get an extremely efficient process. A single senior level person dedicated to every step of your project means no gaps or delays in information transfer among multiple staff members and consultants. It means that both you and the candidates get a very direct and responsive line of communication. And, it means you get a level of experience and personal service you know you can count on.

GPS Partner, Chris Lowe, will be the consultant on this project.

GPS will customize a search process that best serves your specific objectives and situation. Below is the general workflow we will follow



STEP 1: DEVELOP FOUNDATIONAL ELEMENTS

Understanding you and the community

The first, and most important step of our process is to spend time getting to know you and your community.

In our experience we have found that too often the process of finding the next leader for an organization is a cookie-cutter process focused on developing a community profile and quickly finding a candidate. As public executives, we understand how important it is to understand your community and to have a complete, professional, and thorough process to find top level talent for your future leaders. That is why we structure time to spend in your community to experience its amenities, economy, people, and infrastructure, and to get to know your organization and community, both individually and as a collective group.

Developing the ideal candidate profile begins with a survey sent to you, Council members, and designated staff prior to our first meeting. Members individually complete these surveys to help begin to paint the picture about what you want to see in your next Village Administrator.

We then meet on-site with you, the Council, and designated staff to discuss the required background, professional experience, and management and leadership characteristics for your position. We work with you to thoroughly understand (or help identify) the position’s requirements, current challenges, strategic priorities, and expectations.

Information obtained from these efforts, coupled with our review of any provided resources, is used to prepare selection criteria, a job position (if needed), and a candidate profile, all of which will be approved by you before recruitment begins. Spending time getting these items right is critical to ensuring an efficient and effective process to follow.

Timeframe:

1 week

Deliverables:

- Community understanding
- Selection criteria surveys
- Job position
- Candidate profile

STEP 2: DESIGN A CUSTOM SEARCH STRATEGY

We work collaboratively with you to develop a comprehensive outreach strategy to notify potential candidates about the vacancy and conduct an open recruitment that encourages applications from a talented and diverse pool of candidates. We will recommend a strategy that includes national, state, regional, and local elements.

Leveraging our network

Central to that strategy is to leverage our extensive network of public officials. Often, we know qualified candidates who are not actively seeking new employment and will not necessarily respond to an advertisement.

One of the tools we leverage is a comprehensive recruitment brochure that can accompany all networking and outreach efforts. This brochure typically includes the candidate profile defined in Step 1, a summary of challenges and priorities, and information that positions your location as a highly attractive place to live and work. *(Please see example provided in the Appendix)*

Leveraging the ICMA & other professional organizations

From our decades in city leadership and as candidates ourselves, we depend on the International City/County Management Association (ICMA), as do the type of candidates you want for this position. Most managers are members, and it is the first stop for anyone in the industry looking for a new job. As 15-year members of the organization, we are highly familiar with its leadership, processes, and network. ICMA also publishes a monthly magazine, PM, which we often use for advertising.

We use our extensive networks at the state level to ensure we are adequately marketing to in-state candidates through the League of Wisconsin Municipalities (LWM).

We value diversity and our recruitment process reflects that. We work with the National Forum for Black Public Administrators (NFBPA) and the Local Government Hispanic Network (an affiliate of ICMA).

Timeframe:

1-2 weeks

Deliverables:

Timeline

Recruitment brochure

Advertisement

STEP 3: FIND TOP CANDIDATES

Upon approval of the custom search strategy and marketing tools, we promptly begin the search process, starting first and foremost with our network.

Application packets will be received and categorized according to the rating criteria established by you and your team to ensure that the candidate pool has the matching skills and background. You will receive weekly updates on the development of the candidate pool. Information on all applicants will be retained and organized for recordkeeping purposes and will be transmitted to you upon completion.

Timeframe:

5-6 weeks

Deliverables:

Custom questionnaires

Each candidate submitting an application packet is sent a timely acknowledgement, including an approximate schedule for the recruitment. Throughout the process, communications are maintained with each candidate regarding information about the recruitment progress and their status.

We will screen candidates against the position and criteria defined in Step 1 and recommend a list of 10-15 semi-finalists to you.

Two important tools we use during this process are a candidate questionnaire and a due diligence questionnaire, both customized to your unique position and situation (please see examples of each in the appendix). The candidate questionnaire goes to all semi-finalists and provides additional information about their background and experience. The due diligence questionnaire goes only to finalists.

We also ask semi-finalists to engage in video storytelling where they are given an opportunity to tell us about their journey in public service. This is intended to help us, and you better assess who they are as people and as leaders. This approach can help in developing a more comprehensive understanding of the candidate’s ability to think on their feet as well as their personal and professional demeanor.

We will provide you with a semi-finalist report that includes copies of all marketing media, the master applicant list, as well as a cover letter, resume, completed questionnaire, and videos (if used) for each semi-finalist.








From there, we will review semi-finalist information with you and ask you to select finalists for interviews.

- 10-15 semi-finalist recommendations
- Timely and regular communications to candidates
- Regular updates to you and your team
- Semi-finalist report

STEP 4: VERIFY AND CHECK FINALISTS

When you approve a group of finalists for on-site interviews, we will begin the process of conducting reference checks, background checks, and academic verifications. A confidential reference report is prepared for each finalist to complete our understanding of his or her management and leadership characteristics and professional work performance.

For the background checks, we will collect information on the candidates in the following areas:

- | | |
|--|---|
|  City/County/State Criminal |  Federal District Civil Litigation |
|  Federal District Criminal |  Judgement/Tax Lien |
|  City/County/State Civil Litigation |  Sex Offender Registry |
|  Employment Verification |  Motor Vehicle Driving Record |
| |  Educational Verification |

- Timeframe:**
- 2 weeks
- Deliverables:**
- Reference check results
- Background check results
- Academic verification results



STEP 5: INTERVIEW AND HIRE

Upon completing the candidate verifications and checks, we will work collaboratively with you to develop the final interview process.

We will provide you with a Final Candidate Report prior to commencement of interviews. This report will include a copy of the recruitment brochure and interview schedule, as well as cover letter, resume, completed questionnaires, and reference/background results for each finalist to be interviewed. It will also include our individual analysis of each candidate compared to the ideal candidate profile developed with you (e.g., our evaluation of minimum professional qualifications, responses to questionnaires, etc.). *Note: A minimum of one week is required to develop the packet of information for your review once finalists have been identified.*

Accompanying the final report will be guidelines for interviewing the finalists, suggested interview questions, and a customized interview grading tool for your interview panel(s). We will attend finalist interviews to support continuity of the process.

We will work with you to develop an interview process that is thorough and inclusive of your organization and community. Successful options we have used in the past include: a community meet and greet (this allows community members, elected officials, and staff to meet and visit with the finalists), community interview panel to serve as one of the events for finalists during the in-person interview process, and/or a community dialogue event.

*Additional options available to you are:



Participation in deliberation of candidates.



Assistance with developing a compensation package and related employment considerations.



Assistance with employment agreement negotiation.

Finally, we will notify candidates of the final decision and will confirm final process close out items with you.

Timeframe:

2-3 weeks

Deliverables:

Interview and travel itinerary schedules

Final Candidate Report

Interview guidelines

Suggested interview questions

Interview grading tool

Candidate notifications



30+ years combined experience in city management

GPS is comprised of only senior level, former city managers with MPA degrees. Our partners share a passion for serving the public and bring a combined 30+ years of experience in leading communities. Their public service careers include serving as City Manager, Town Manager, and Assistant City Administrator throughout the country.

Resumes of Partners, Chris Lowe and Bret Bauer, are included in the appendix. Chris Lowe will be the consultant assigned to this project and will execute all tasks involved. No outside consultants are expected to be used.

18 years of successful recruiting history

RECENT RECRUITMENTS

- Exec. Dir.-Rock Valley Comm. Prog.
- City Manager-DeSoto, TX
- City Administrator-Grand Island, NE
- Public Utilities Dir.-Grand Island, NE
- Public Works Dir.-Grand Island, NE
- Town Manager-Prosper, TX
- City Manager-Janesville, WI
- City Manager-La Grange, TX
- Public Utilities Director-DeSoto, TX
- Chief of Police-Hutto, TX
- Town Administrator-Elizabeth, CO

At GPS, we have been conducting executive level recruitments for 18 years. We believe the perspective we bring as former city managers and candidates, combined with the principled approach we developed based on decades of combined experience, enables us to help you find and hire the right candidate for the job the first time around.

As former city managers, we are very familiar with the types of discussions to have and questions to ask of candidates as we have been in those positions ourselves and tackled the same types of opportunities and challenges they most likely will face.

More than an executive search firm

GPS was founded with one central objective: to use our industry experience and decades of public service to help cities and counties improve their communities. Since 2006, GPS Partners Bret and Chris have been expanding their government experience and network in cities across the country to position themselves to be the best trained public servants available to serve cities and counties on a diverse range of projects, challenges, and opportunities.

Our breadth of services includes:

- Executive Search
- Budgeting
- Human Resources (Class & Comp. Studies)
- Leadership Development
- Strategic Planning
- Project Management (Interim Services)

The compass in our logo depicts our goal of providing guiding direction to our public clients and we strive to be a steady partner throughout that journey. We firmly believe in the value of **trusted relationships**, and want to be your **trusted partner**, not just another vendor.

The GPS Guarantee

While others in the industry may offer a 1-year guarantee, we are confident in our process, and offer an 18-month guarantee against resignation or termination for any reason. Any subsequent search will be done for actual cost.






“When we needed to hire a search firm for our next City Manager, our HR director recommended several firms. What initially attracted me to GPS was their track record of working with communities of different sizes and different areas of the country. We really wanted to find the best candidate and didn't want to limit ourselves. Next, I really loved that the two partners were both former city managers and had been through this process before on the other side. Chris and his team at GPS exceeded my expectations. First, they worked with us to create a process that worked for our City Council. They were very organized and kept us up to date on their work. Then they brought us a really strong group of candidates. And when I compared our candidate pool to some other local communities who were also going through the hiring process, I was very impressed. Finally, when it came to do the interviews and final negotiations, Chris's expertise and advice was instrumental. He helped us hire the right person and served as a liaison to make the negotiation process go more smoothly. I give Chris and GPS the absolute highest recommendation.” - Paul Benson, Council President of Janesville, Wisconsin

Demonstrated ability to complete a thorough and detailed report






We hope the steps outlined in the Approach section of this proposal have demonstrated that our process is highly thorough and detailed. Additionally, we trust the background, experience, and reputation presented about our firm, and in particular the partner assigned to this project, Bret Bauer, have demonstrated the accountability and integrity we bring to this important effort.

Likewise, we are confident the final candidate reference report we provide to you will be comprehensive and detailed, and will equip you with everything you need to carefully and thoroughly interview final candidates and make a sound and supported final decision. The report will include:

Information on each finalist:

-  Cover letter and resume
-  Completed questionnaires
-  Reference/background results
-  GPS analysis/evaluation
-  Video Storytelling (if used)

Additional supporting information:

-  Recruitment brochure
-  Interview schedule
-  Interview guidelines
-  Suggested interview questions
-  Customized interview grading tool



Owner/address/telephone contact	City of DeSoto, TX / Denaë Greenly, Human Resources Director 211 East Pleasant Run Road, DeSoto, TX 75115 (972) 230-9602, dgreenly@desototexas.gov
Project name	Executive recruitment for City Manager
Project description	Performed national executive recruitment services to recruit for a City Manager to be a part of DeSoto’s Executive Team.
Position or capacity on the project	GPS Partner, Bret Bauer, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	City of Grand Island, NE /Aaron Schmid, Director of Human Resources 100 East First Street, Grand Island, NE 68801 (308) 385-5444, aarons@grand-island.com
Project name	Executive recruitment for Public Utilities Director
Project description	Performed national executive recruitment services to recruit for a Public Utilities Director to be a part of Grand Island’s Executive Team.
Position or capacity on the project	GPS Partner, Chris Lowe, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	City of Grand Island, NE /Aaron Schmid, Director of Human Resources 100 East First Street, Grand Island, NE 68801 (308) 385-5444, aarons@grand-island.com
Project name	Executive recruitment for Public Works Director
Project description	Performed national executive recruitment services to recruit for a Public Works Director to be a part of Grand Island’s Executive Team.
Position or capacity on the project	GPS Partner, Chris Lowe, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	City of Grand Island, NE /Aaron Schmid, Director of Human Resources 100 East First Street, Grand Island, NE 68801 (308) 385-5444, aarons@grand-island.com
Project name	Executive recruitment for City Administrator

Project description	Performed national executive recruitment services to recruit for a City Administrator to be a part of Grand Island’s Executive Team.
Position or capacity on the project	GPS Partner, Chris Lowe, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	Town of Prosper, TX / David Bristol, Mayor 250 W. First Street, Prosper, TX 75078 (972) 965-0446, dbristol@prospertx.gov
Project name	Executive recruitment for Town Manager
Project description	Performed national executive recruitment services to recruit for a Town Manager to be a part of Prosper’s Executive Team.
Position or capacity on the project	GPS Partner, Bret Bauer, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	City of Janesville, WI / Paul Benson, Council President 18 N. Jackson Street, Janesville, WI 53548 (608) 352-8010, bensonp@ci.janesville.wi.us
Project name	Executive recruitment for City Manager
Project description	Performed national executive recruitment services to recruit for a City Manager to be a part of Janesville’s Executive Team.
Position or capacity on the project	GPS Partner, Chris Lowe, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	City of La Grange, TX / Jan Dockery, Mayor 151 S. Banner Street, Elizabeth, CO 80107 (979) 968-5805, citysecretary@cityoflg.com
Project name	Executive recruitment for City Manager
Project description	Performed national executive recruitment services to recruit for a City Manager to be a part of La Grange’s Executive Team.
Position or capacity on the project	GPS Partner, Bret Bauer, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	City of DeSoto, TX / Dena Greenly, Human Resources Director 211 East Pleasant Run Road, DeSoto, TX 75115 (972) 230-9602, dgreenly@desototexas.gov
Project name	Executive recruitment for Public Utilities Director
Project description	Performed national executive recruitment services to recruit for a Public Utilities Director to be a part of DeSoto’s Executive Team.
Position or capacity on the project	GPS Partner, Bret Bauer, served as Project Manager for this recruitment

Related litigation, administrative proceedings, or claims	None
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Owner/address/telephone contact	City of DeSoto, TX / Denae Greenly, Human Resources Director 211 East Pleasant Run Road, DeSoto, TX 75115 (972) 230-9602, dgreenly@desototexas.gov
Project name	Executive recruitment for Library Director
Project description	Performed national executive recruitment services to recruit for a Library Director to be a part of DeSoto's Executive Team.
Position or capacity on the project	GPS Partner, Bret Bauer, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	City of Hutto, TX / Stacy Schmitt, Assistant to the City Manager 500 West Live Oak Street, Hutto, TX 78634
Project name	Executive recruitment for Chief of Police
Project description	Performed national executive recruitment services to recruit for a Chief of Police to be a part of Hutto's Executive Team.
Position or capacity on the project	GPS Partner, Bret Bauer, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	Aubrey Municipal Development District, Aubrey, TX / Jesse Auer, President 107 S. Main Street, Aubrey, TX 76227 (940) 440-9343, jauer@aubreytx.gov
Project name	Executive recruitment for Executive Director
Project description	Performed national executive recruitment services to recruit for a Executive Director to be a part of Aubrey's MDD Team.
Position or capacity on the project	GPS Partner, Bret Bauer, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	Town of Elizabeth, Colorado / Megan Vasquez, Mayor 151 S. Banner Street, Elizabeth, CO 80107 (303) 646-4166, megan.vasquez@townofelizabeth.org
Project name	Executive recruitment for Town Administrator
Project description	Performed national executive recruitment services to recruit for a Town Administrator to be a part of Elizabeth's Executive Team.
Position or capacity on the project	GPS Partner, Chris Lowe, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	City of Hutto, Texas / Warren Hutmacher, City Manager 500 W. Live Oak Street, Hutto, TX 78634 (512) 759-4015, warren.hutmacher@huttotx.gov
Project name	Executive recruitment for Public Works Director
Project description	Performed national executive recruitment services to recruit for a Public Works Director to be a part of Hutto’s Executive Team.
Position or capacity on the project	GPS Partner, Bret Bauer, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	City of Hutto, Texas / Warren Hutmacher, City Manager 500 W. Live Oak Street, Hutto, TX 78634 (512) 759-4015, warren.hutmacher@huttotx.gov
Project name	Executive recruitment for Chief Financial Officer
Project description	Performed national executive recruitment services to recruit for a Chief Financial Officer to be a part of Hutto’s Executive Team.
Position or capacity on the project	GPS Partner, Bret Bauer, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Testimonials

*“When we needed to hire a search firm for our next City Manager, our HR director recommended several firms. What initially attracted me to GPS was their track record of working with communities of different sizes and different areas of the country. We really wanted to find the best candidate and didn't want to limit ourselves. Next, I really loved that the two partners were both former city managers and had been through this process before on the other side. Chris and his team at GPS exceeded my expectations. First, they worked with us to create a process that worked for our City Council. They were very organized and kept us up to date on their work. Then they brought us a really strong group of candidates. And when I compared our candidate pool to some other local communities who were also going through the hiring process, I was very impressed. Finally, when it came to do the interviews and final negotiations, Chris's expertise and advice was instrumental. He helped us hire the right person and served as a liaison to make the negotiation process go more smoothly. **I give Chris and GPS the absolute highest recommendation.**” - Paul Benson, Council President of Janesville, Wisconsin*

*“Government Professional Solutions (GPS) and specifically Bret Bauer exceeded my expectations during our search for a new Town Manager. Bret brought years of experience in municipal government as well as a vast network of potential candidates to the search. Not only did he accomplish the task, he did it in a professional, expeditious and cost effective method. His attention to detail and clear sense of the urgency of the need was critical to our council and to the candidates. **I strongly recommend GPS and will utilize them if needed in the future.**” - David Bristol, Mayor of Prosper, Texas*

“As a Trustee of the Town of Elizabeth, Colorado, I am pleased and honored to write on behalf of Chris Lowe and his partner, Bret Bauer, of Government Professional Solutions. GPS was chosen to conduct the search effort for a permanent Town Administrator who could restore confidence for the staff and the community within an

atmosphere of doubt. The decision to engage Chris and Bret was easy, given their individual backgrounds in city management and boots on the ground experience. Almost immediately upon their selection, our currently serving Interim Administrator accepted a permanent position closer to his home, and the Town was once again without daily leadership. Chris offered GPS' services to serve in this role while they continued the search for a permanent Administrator. My personal view is that this was an unexpected blessing, as in this way Chris could not only utilize his professional expertise in the search effort but would also come to know the subtle nuances of our Board, the organization, and the community to identify the perfect pool of candidates. Additionally, the Board engaged GPS to conduct the search effort to fill the vacant position of Community Development Director. **Chris led us on a remarkable journey of discovery as to how to function at our highest level as a Board of Trustees, beginning with a series of strategic planning workshops to identify first: who we are as a community; and secondly: what are the values we embrace and how can we best preserve and protect them.** Chris allowed us to explore myriad ideas while sharpening the focus on how those ideas reflect our values and goals. Never had we participated in such an important exercise, and the experience established unity and helped build consensus among Board members that had earlier struggled with distrust and dissonance. Chris and Bret shepherded us through the process of evaluating the many highly qualified candidates they attracted for us to consider, and we selected someone whom I believe will be not only a neighbor but an exceedingly engaged contributor serving our community of residents and business owners. This of course signaled a conclusion to the tremendously productive time spent with Chris, but it is my hope that we will maintain our relationship with future engagements, especially with respect to strategic planning and budget workshops that were invaluable and frankly life-changing for our Board and staff. **I wholeheartedly recommend Government Professional Solutions for their firsthand professional expertise and experienced understanding of the unique challenges facing municipalities. They truly create the solutions needed for those striving to do their best for the communities in which they serve.**" - Tammy Payne, Trustee of Town of Elizabeth, Colorado

"Chris Lowe, with Government Professional Solutions, was **professional, enthusiastic, and showed great dedication to the Town's search for their next Town Administrator**, while taking on the role as the Interim Town Administrator. He provided team management skills and a hands-on approach to ensure the sustainability of the town, staff and board." - Megan Vasquez, Mayor of Town of Elizabeth, Colorado

"I'm writing this letter of recommendation on behalf of Bret Bauer, Partner & Co-Founder of Government Professional Solutions ("GPS") who I have had the pleasure of working with over the past 7 months related to our Chief Financial Officer placement with the City of Hutto, and our most recent placement for a Director of Public Works & Engineering. Bret (along with his colleague Chris Lowe) have been extremely thorough with the recruitment process from inception to negotiating and extending the offer. **Bret's experience of serving in city management roles has been extremely beneficial, as he understands the needs of city government experience for these types of placements, which is most valuable during the screening process.** This streamlines my time as the City Manager to focus on City issues, as I know we are in good hands, as Bret takes the time needed to figure out exactly the type of background and personality we are in search of for any given position, and only presents those top-notch candidates meeting our criteria. GPS creates the hiring brochure, which is necessary to initially attract potential candidates, and is meticulous in their overall screening process and always carves out time to answer any questions I might have during the process. They have great attention to detail, and a great pool of candidates. This is the reason I have continued to use GPS for other placements within the City of Hutto. **I would highly recommend Government Professional Solutions to any City or Government entity looking to recruit for executive-level positions.**" - Warren Hutmacher, City Manager of Hutto, Texas

*“As the former mayor of Gun Barrel City, Texas, it was my pleasure to work with Bret Bauer, our city manager, for over four years. Bret had the experience and background to immediately work on and solve problem areas within our city infrastructure. It took no time at all for Bret to gain the trust and admiration of the city employees. **Cities are faced daily with problems that require outside professional help. These professional(s) must have firsthand knowledge of how municipalities operate. Mr. Bauer and Mr. Lowe have that knowledge from their years of working for and with cities. GPS is the company any city can depend on for help when help is needed.**”* - Jim Braswell, Former Mayor of Gun Barrel City, Texas

*“Effective and efficient government operations is more important than ever. I’ve known Chris Lowe for over a decade and his ability to improve government services and achieve goals for a community is outstanding. **The consultants with GPS are highly qualified to assist you in solving problems and guiding public decision-makers toward the best paths forward for improvement.**”* - Dave Corliss, City Manager of Castle Rock, Colorado

*“In government, there are two types of leaders; those that are interested in getting the job done, and those afraid to tackle the tough problems. In my twenty plus years of work with governmental entities, I can say that Chris Lowe was among the best and most committed to getting the job done. Chris has a keen ability to find the right tool and the right path to solve a variety of problems, whether negotiation with an employee group, transition of the City to an updated or automated process or responding to a politically charged community issue. Strength of character and integrity are hallmarks of how Chris approaches his work. His research and presentations to elected officials are thorough, data driven, and effective. I have watched him build consensus around difficult problems and implement solutions that have carried his communities forward through tough challenges. **If your community has a problem in search of a solution, Chris Lowe can navigate those waters with your organization and help you find your port in a storm.**”* - Douglas B. Harris, City Attorney, Harris, Harris, & Sommer, LLC

“I had the pleasure to offer Chris Lowe the position as City Administrator for Baldwin City, Kansas early on in my term as Mayor. I felt that the experiences and energy that he could bring to our community would be extremely impactful, but I had no idea on how impactful it would ultimately be. Chris was so eager to learn so much about our community. He jumped into our utility enterprise, which included electrical generation as well as water and wastewater treatment. He handled all the challenges that those entities bring to City Management, very effectively. He developed personal relationships that last to this day. He built and developed a great team of professionals that carried out the combined vision that he and the City Council had for the community. One can drive around our community and in a very short distance, can see the enormity of the projects that have Chris’s imprint. When you communicate the vision to Chris, you can be assured that he will bring that vision to life. He also is a consensus builder and works effectively to build relationships with other governmental agencies. I am proud that we had Chris in our community and so proud of the work he led to make our community even better.” - Ken Wagner, Former Mayor of Baldwin City, Kansas

*“Chris Lowe has the unique ability to identify and attract key individuals in any organization and knows how to best utilize their skills to achieve the best results possible. His outstanding leadership abilities are very well-suited for any team environment, and he is a proven leader in all areas of municipal government. **I highly recommend Chris and his team to lead and guide any community forward through the unique problems that constantly present themselves.**”* - Jeff Kaiser, Former Mayor & Trustee, Town of Monument

Agreement to use Village of Kronenwetter contract

GPS is happy to execute a standard contract form provided by the Village or if preferred, we can provide our standard engagement agreement. GPS further acknowledges that our firm maintains, or will acquire, the minimum or greater of the insurance limits required.



Agreement to complete project according to project schedule

The timeline at right provides a general breakdown of tasks, milestones, and timeframes to support a thorough and successful recruitment process.

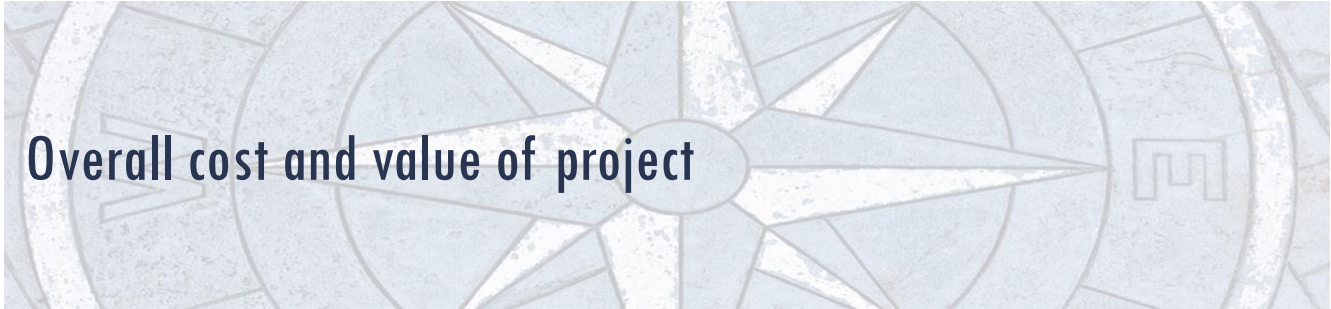
This timeline is a suggestion only and we will work with you to finalize and approve an exact timeline.

SUGGESTED TIMELINE

**Village of Kronenwetter
Village Administrator
Executive Search Services**

The Village will be asked to approve a final timeline before any recruitment begin, the timeline may be lengthened, if so desired





GPS offers a firm, fixed fee of \$24,500 to conduct a professional executive search, ***which includes all our expenses and costs.***

In other words, the only thing you will pay GPS is the agreed upon fee. This includes costs for professional graphic design, background and academic verification, and consultant travel and expenses. This means the only other costs you will be responsible for are the costs associated with the candidates' (and spouses, if invited) travel, accommodations, and meals for the interview process.

The advantage to you is you know exactly what you will pay and do not have to worry about reviewing costs associated with the project.

We will bill the fee as the phases are completed and according to the following schedule:

- \$14,500 upon execution of contract
- \$7,000 upon selection of group of semi-finalists
- \$3,000 upon completion of negotiations with final candidate



Appendix includes:

Sample City Manager search report (Final Candidate Report)

Sample recruitment brochure

Sample questionnaire (candidate and due diligence)

Resumes (Chris Lowe and Bret Bauer)

Certificate of insurance

JANESVILLE, WISCONSIN

Section 10, Item N.



1853

The City of Janesville, Wisconsin is hiring a
CITY MANAGER



Position marketed by
Government Professional Solutions
GovernmentPros.com



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WELCOME TO THE CITY OF JANESVILLE, WISCONSIN

Section 10, Item N.

Community Life

Janesville residents often say that they grew up in Janesville and never wanted to leave, or moved to Janesville and decided Janesville was where they wanted to put down roots and raise their families. Excellent schools, affordable and high-quality housing, beautiful parks, outstanding recreational opportunities, low crime rate and numerous cultural opportunities all contribute to Janesville's appeal.

The Community

The City of Janesville (population 65,615) is a historic, full-service community located on the Rock River amidst the rolling hills of south-central Wisconsin. Known as "Wisconsin's Park Place," Janesville has an abundance of beautiful parks, playgrounds, trails, cross-country skiing routes, and other recreation areas. The City impressively offers 64 neighborhood, community, and regional parks, including the crown jewel, the Rotary Botanical Gardens, a 20-acre non-profit flora masterpiece that is home to numerous verdures and radiant flower venues. Adjacent to Rotary Gardens is Lion's Beach, an 8-acre spring-fed lake open for public swimming. The City has developed an extensive 32-mile bikeway and hiking system along the river that connects parks, downtown, and residential areas.

Janesville residents are proud of their history and are dedicated to its preservation. The City is home to 13.5% of the Wisconsin buildings listed on the National Register of Historic Places. Restored buildings embrace commercial businesses and offices throughout downtown, and buildings are carefully maintained within the City's 13 historic districts.

Janesville residents are particularly proud of the Lincoln-Tallman House, a 26-room, Italianate, villa-style mansion built in 1857, which receives thousands of visitors each year.

Hedberg Public Library is an award-winning facility located in the heart of Janesville. In addition to traditional library services, the library also features changing exhibits, a gift shop, coffee shop and educational programs.

Education

Janesville has a robust educational system, including 12 elementary schools, three middle schools, two high schools, four charter schools and numerous private school opportunities. The community is also home to the Wisconsin Center for the Blind and Visually Impaired.

There are several higher educational opportunities as well, including the University of Wisconsin-Whitewater at Rock County, located in Janesville. The university offers two-year associate degree programs and collaborative programs with several UW Universities that allow students to earn bachelor's degrees while attending classes in person on the local campus or online. The University of Wisconsin-Madison is within an hour's drive, and the University of Wisconsin-Whitewater is located one-half hour northeast of Janesville. Blackhawk Technical College, located three miles south of Janesville, provides technical training to Janesville area workers and designs customized training for area employers.



Photo: Janesville Convention & Visitors Bureau



Quality of Life

According to the City of Janesville Police Department 2021 Community Survey conducted by the University of Wisconsin-Whitewater:

- Almost 90% of residents are satisfied or very satisfied with the quality of life in Janesville.
- Residents find Janesville to be a safe place to live, work and recreate with strong majorities in most categories responding that they feel safe or very safe.

Special Events

Janesville events are a regional draw for visitors.

Annual and ongoing events include:

- Flannel Fest
- Farmers Market
- Janesville Morning Rotary Pie Ride
- Tallman Arts Festival
- Rock River Wine Walk
- Skelly's Corn Maze
- Rock River Threshereer
- Enchanted Forest
- Art Infusion
- Janesville's Jolly Jingle
- Holiday Light Show

Downtown Janesville

The City worked closely with the business community and residents to develop the Rock Renaissance Area Redevelopment and Implementation Strategy (ARISE). Revitalization of the downtown continues with the Town Square, completed in late 2020, boasting pavilions, an interactive water feature, the Great River Lawn, and access to the Ice Age Trail.

At-A-Glance:

- Population: 65,615
- County: Rock (Janesville is the County Seat)
- Land area: 34.68 square miles
- Number of households: 26,659
- Owner occupied housing units: 66%
- Median household income: \$56,293
- Average home assessed value: \$163,100
- Parkland: 2,609 acres
- Bike trails: 32 miles

(Sources: City of Janesville and U.S. Census, QuickFacts, 2019 estimated)

Recent Accolades and Awards

- The City's Department of Public Works became the first agency in the State of Wisconsin to become accredited by the American Public Works Association.
- The Janesville Fire Department was named 2021 Pediatric Champion of the Year by the Wisconsin EMS for Children Program.
- In 2021, the City's Janesville Senior Center celebrated a decade of statewide accreditation recognizing their excellent service to the community's senior citizens.
- In 2021, Janesville Transit System received a "perfect score" on the Federal Transit Administration's Triennial Review.
- In 2022, Wisconsin's Park Place celebrated its 18th year as a Tree City and 10th year as a Bird City Community.
- The City is celebrating four years as a Green Tier Legacy Community.



The City of Janesville has enjoyed steady growth and development since its establishment as the county seat in 1836. This long history of strong industry and economic success helped turn the City into a major commercial and industrial hub for South Central Wisconsin. This success is due to a collaborative, action-oriented approach to economic development. The City steadily recovered from the closure of the General Motors plant in 2008 with a significant boom in the local economy since 2014. With the recovery the City diversified its economy, added numerous new businesses and expanded many existing businesses.

The Janesville Innovation Center (JIC) is a 22,000 square-foot facility that offers office and manufacturing suites for businesses looking to start up and expand, and provides access to technical and business support to assist JIC tenants with their future growth. The Innovation Center has graduated numerous businesses that continue to grow within the community.

Janesville's largest employer is the Mercy Health System headquartered in Janesville with over 2,620 employees. Other major employers include the Janesville School District, Rock County, Grainger Industrial Supply, Dollar General, Prent Corporation, SSM Health, Blains Supply, Blackhawk Technical College, the City of Janesville, Data Dimensions, SSI Technologies, J. P. Cullen & Sons, Lemans Corporation, and Seneca Foods Corporation.

Janesville's regional labor pool is 839,000, with strong economic anchors in manufacturing, health care and medical technologies, and logistics.

Current notable, larger industrial economic development projects for the City of Janesville:

- Recent groundbreaking for GEA Mechanical Group on a new 85,000 square-foot repair facility
- Milwaukee-based Industrial Developer is in planning, permitting and construction phases, approximately 1 million square feet of industrial space within three different facilities
- Project RIPE is a proposed 1.5 million square-foot hydroponics strawberry facility and an additional 600,000-800,000 square feet of additional industrial space
- City Option to Purchase 129 acres to enable an additional 2 million square feet of industrial development opportunities
- Proposed reactivation of intermodal spurs at the JATCO portion of the GM brownfield site
- Working with several existing companies in Janesville on expansion projects that equate to a couple hundred thousand additional feet of industrial space



Photo: Janesville Convention & Visitors Bureau



Photo: Janesville Convention & Visitors Bureau

The City of Janesville adopted the Council-Manager form of government in 1923. The Janesville Common Council has seven members who are elected at large on a nonpartisan basis. Councilmembers serve two-year, overlapping terms and are non-salaried. The Council President is elected from among the councilmembers and presides over Council meetings. The Common Council appoints the City Manager, who serves as the City's Chief Executive Officer. Janesville has had three City Managers in the past 33 years. There is no Mayor.

The City Manager administers the day-to-day operations of the City, providing leadership and direction to the City's management staff, which include the Police Chief, Fire Chief, Public Works Director, and Neighborhood and Community Services Director; and indirectly to division heads. The City Manager appoints members of the Police and Fire Commission, the Plan Commission, and the Library Board of Trustees, among other boards, commissions and committees. The Advisory Committee on Appointments reviews applications and makes recommendations to the City Manager and the Council President.

The Organization

The City employs 563 full-time equivalent employees, including the Library and JATV, and has a proposed 2023 budget of \$197 million including city and library operations and capital projects.

The City Manager is responsible for the development of the City's budget, Capital Improvement Plan and overall long-range financial management plan.

The City has 5 main departments (Fire, Neighborhood & Community Services, Police, Public Works, and Library), divided into 13 different divisions and 8 individual offices.

There are three unions representing the Police Department, Fire Department, and Janesville Transit.

City Finances

- Annual Budget = \$119,953,540
- Capital Improvement Budget = \$78,953,957
- Water & Wastewater Utilities = \$24,933,927
- Sanitation = \$12,644,462
- Stormwater Utility = \$8,290,042

The City of Janesville has received the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting for 28 consecutive years.

The City is committed to building a workforce that values diversity, promotes equity, fosters inclusion, and cultivates belonging with the community and organization. The next City Manager will have the opportunity to provide leadership and guidance on the issue of diversity, equity, inclusion, and belonging.

Opportunities

- Redevelopment of Centennial Park (former General Motors site)
- Serve as an advocate for state-shared revenue reform
- Woodman's Sports & Convention Center
- Ongoing public/private partnerships in conjunction with economic development
- Affordable housing efforts
- Street rehabilitation
- Support the development of a Children's Museum



Community Vision Statement

"Wisconsin's Park Place": discover the community of choice to realize life's opportunities.

Organizational Mission Statement

To innovatively provide effective municipal services that are responsive to the needs of residents, businesses and visitors and delivered in a reliable, efficient manner in order to sustain Janesville as the community of choice.

Organizational Values: Adaptability, Respect, Service, Communication

The City of Janesville's Strategic Plan serves as a five-year roadmap to guide the City's efforts to achieve its mission and vision statements. The plan was first developed in 2014 and aligns with other City policy and planning documents including the budget, the capital improvement program, and Comprehensive Plan. Its inherent flexibility allows the City to change course to meet the community's changing needs.

Strategic Goals

- **Downtown:** To position our downtown as a vibrant neighborhood where commerce, culture, entertainment and history intersect.
- **Economy:** To facilitate continued growth and diversification of our local economy.
- **Financial Sustainability:** To remain a responsible and forward-thinking steward of financial resources.
- **Image & Engagement:** To strategically communicate the City's strengths, priorities and initiatives while maintaining trust and confidence through effective engagement.
- **Infrastructure:** To build upon the community's foundation of well-planned, maintained, dependable and sustainable infrastructure.
- **Partnerships:** To embrace and enhance collaboration with local, regional, national and global stakeholders to realize shared success.
- **Performance Culture:** To cultivate an organizational environment that empowers an engaged, innovative and diverse municipal employee base.
- **Rock River Corridor:** To promote, enhance and respect the unifying feature of our community.
- **Safe & Healthy Community:** To advance safety and overall well-being of residents and neighborhoods through cooperation and encouraging an active lifestyle.



Janesville's City Council appoints a professionally trained City Manager as chief executive officer responsible for management of the city administration and service delivery to the community. Wisconsin Statutes state that the City Manager is the chief executive of the city government and is responsible to the City Council for its administration.

This position demands highly responsible executive work in directing and coordinating the administration of the municipal government in accordance with policies established by the City Council and all applicable laws. The City Manager has charge of the executive side of the City government and is responsible for the efficiency of its administration.

Essential Duties:

- Provides leadership to the City Administration and Staff in the provision of municipal services. Recommends the organization's mission. Establishes the organization's structure and values. Hires and evaluates the core leadership team. Establishes administrative and personnel policies. Is responsible for collective bargaining.
- Manages and oversees the development of the annual budget and capital improvement program and presents them to the City Council. Ensures the City's financial condition is excellent and managed in accordance with generally accepted accounting principles.
- Represents the City in intergovernmental relations (local, state, federal).
- Recommends and manages the City's five-year Strategic Plan in support of the community vision. Establishes and leads the City's economic and community development efforts. Plans for the City's future.
- Presents policy alternatives to the City Council, providing facts and advice on matters of policy to give the Council a basis for making decisions on community goals. Submits reports and recommendations to the City Council on matters which come before them for consideration and action.
- Recognizes the difference between policy and administration. Administers policies set by the City Council.
- Is a visible community leader. Keeps the community informed on municipal affairs. Effectively communicates Council decisions to the public. Encourages community involvement.
- Serves the best interest of all City residents on a non-partisan basis.



- Someone with confidence borne from expertise and experience, possessing a calm and approachable demeanor.
- Outstanding leadership skills, a management style who can work as an active part of a team, provide great customer service, be a strategic thinker and listener, and is trustworthy and dependable.
- Servant leader who always demonstrates honesty, integrity, fairness and diplomacy.
- Friendly, humble, calm and collected, even during chaos, and desires to immerse oneself in and be a part of the community.
- Motivator who works collaboratively with and empowers staff.
- Positive and supportive management style, who encourages and reinforces employees.
- Serves as the voice for staff with Council and the public.
- Respectful of all, provides mentoring, sets priorities, provides resources, has high expectations and ensures accountability.
- Encourages teamwork and is comfortable with creating partnerships.
- While this person will be a leader of the staff, they will be skillful in overseeing projects, but comfortable with delegation.
- True professional skilled at building and sustaining interpersonal relationships.
- Outstanding communication skills, both verbal and written.
- Gifted at making clear and concise presentations to the City Council and public.
- Able to guide the Council without taking sides or playing politics, always providing their best professional recommendations.
- Strong financial and budgeting background with ability to ensure financial data is accurate every time, all the time.
- Experience managing a growth environment in residential and commercial development, including planning, anticipating, and meeting infrastructure needs.
- Skills to encourage, develop and maintain public-private partnerships (in coordination with economic development).
- Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Public Policy or related field required (Master's degree preferred).
- Minimum seven years experience of progressively responsible management and supervisory experience as a city/town or county manager for a similar size population base, or as an Assistant or Deputy in a larger community.
- Current member of International City/County Management Association (ICMA) in good standing or willing to join.

HOW TO APPLY

Compensation: Annual base salary will depend on qualifications but is expected to be in the range of \$185,000 to \$225,000. Benefits include health, disability and life insurance; vacation, sick leave, personal days, floating holidays and holidays; monthly automobile allowance; and Wisconsin Retirement System and Deferred Compensation contributions.

To apply, please email your cover letter and resume in .pdf format by Tuesday, December 20, 2022, 5pm CT, to clowe@governmentpros.com. Position is open until filled. Faxed and mailed submissions will not be considered. Direct questions to Chris Lowe at 785-766-9104 or clowe@governmentpros.com.

For additional information about the City of Janesville, please visit:

- JanesvilleWI.gov
- ForwardJanesville.com
- GrowJanesville.com
- Janesvillecvb.com
- Janesville.k12.wi.us

Applicants that desire confidentiality must include the following statement in their cover letter stating, "In accord with Wis. Stats. Sec. 19.36(7)(b), I, an applicant for the position of city manager for the City of Janesville, hereby indicate in writing to the authority that I do not wish the authority to reveal my identity, except if I am a finalist. Because I have so indicated, the authority shall not provide access to any record related to me that may reveal my identity, unless and until I am selected as a finalist — as those terms are defined and/or understood under Wisconsin's Public Records Laws."

The City of Janesville is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is the City's intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

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Town of Prosper, Town Manager
Candidate Selection Criteria (Matrix)

Evaluator: Bret Bauer

Scoring: 1-10 with 10 being the highest

Categories are weighted & equal 100

Experience: Relevance of previous management experience & success with a similar organization

Education: Relevant Education and/or Training

Philosophy & Approach: Candidate's ability to manage and implement Council objectives

Accomplishments: Previous accomplishments demonstrating leadership, teamwork, empowering staff & innovation

Versatility: Broad organizational knowledge (including budgeting, managing growth & economic development, strategic planning & leadership development)

Longevity: Candidate's previous record of serving an organization long-term

Presentation: Candidate's overall resume/application approach (organization, legibility, literacy)

	(25%)	(15%)	(20%)	(10%)	(20%)	(5%)	(5%)	TOTAL SCORE	Semi-Finalist	Finalist
	6.0	10.0	7.0	7.0	7.0	6.0	10.0	7.45		
	5.0	9.0	5.0	6.0	6.0	6.0	10.0	6.40		
	0.0	10.0	3.0	4.0	3.0	3.0	9.0	4.10		
	8.0	10.0	8.0	8.0	8.0	7.0	10.0	8.45		
	0.0	9.0	3.0	5.0	3.0	3.0	10.0	4.10		
	7.0	10.0	7.0	8.0	7.0	9.0	10.0	8.00		
	9.0	10.0	8.0	8.0	9.0	9.0	10.0	8.95	Yes	Yes
	7.0	10.0	8.0	7.0	8.0	7.0	10.0	8.05		
	5.0	10.0	6.0	7.0	5.0	6.0	10.0	6.75		
	4.0	10.0	4.0	5.0	3.0	6.0	10.0	5.60		
	6.0	10.0	6.0	6.0	6.0	5.0	10.0	6.95		
	6.0	9.0	4.0	4.0	4.0	9.0	9.0	6.00		
	8.0	10.0	7.0	8.0	5.0	10.0	10.0	8.00		
	6.0	9.0	6.0	7.0	6.0	7.0	9.0	6.95		
	5.0	10.0	5.0	6.0	5.0	6.0	10.0	6.45		
	0.0	9.0	3.0	4.0	3.0	5.0	10.0	4.05		
	7.0	10.0	8.0	7.0	8.0	7.0	10.0	8.05		
	6.0	9.0	6.0	7.0	8.0	9.0	10.0	7.40		
	5.0	10.0	5.0	5.0	7.0	6.0	10.0	6.60		
	0.0	0.0	0.0	0.0	0.0	3.0	9.0	0.60		
	0.0	10.0	0.0	0.0	0.0	0.0	9.0	2.45		
	8.0	10.0	7.0	8.0	8.0	7.0	10.0	8.30		
	9.0	10.0	8.0	8.0	9.0	8.0	10.0	8.90	Yes	No
	9.0	10.0	8.0	9.0	8.0	8.0	10.0	8.90		
	5.0	10.0	4.0	4.0	3.0	7.0	10.0	5.75		
	7.0	10.0	8.0	8.0	7.0	5.0	10.0	7.95		
	7.0	10.0	7.0	8.0	8.0	10.0	10.0	8.20		
	0.0	9.0	0.0	0.0	0.0	8.0	10.0	2.70		
	9.0	10.0	8.0	8.0	9.0	8.0	10.0	8.90	Yes	No
	9.0	10.0	9.0	8.0	9.0	9.0	10.0	9.10		
	5.0	9.0	5.0	7.0	5.0	6.0	10.0	6.40		
	6.0	10.0	5.0	7.0	6.0	9.0	10.0	7.15		
	5.0	10.0	6.0	5.0	6.0	6.0	10.0	6.60		
	0.0	10.0	0.0	2.0	0.0	5.0	9.0	3.00		
	7.0	10.0	7.0	7.0	8.0	8.0	10.0	7.95		
	7.0	10.0	8.0	7.0	8.0	8.0	10.0	8.10	Yes	No
	0.0	9.0	0.0	4.0	0.0	7.0	10.0	3.25		
	5.0	10.0	6.0	5.0	7.0	7.0	10.0	6.80		
	0.0	10.0	0.0	2.0	0.0	4.0	10.0	3.00		
	7.0	10.0	6.0	7.0	6.0	6.0	10.0	7.40		
	8.0	10.0	8.0	7.0	8.0	8.0	10.0	8.35		
	6.0	9.0	6.0	6.0	7.0	9.0	10.0	7.10		
	7.0	10.0	7.0	7.0	7.0	8.0	10.0	7.80		
	0.0	10.0	0.0	5.0	0.0	9.0	9.0	3.65		
	8.0	10.0	8.0	7.0	7.0	8.0	10.0	8.20		
	0.0	10.0	0.0	4.0	0.0	6.0	10.0	3.40		
	0.0	10.0	0.0	4.0	0.0	7.0	9.0	3.40		
	0.0	10.0	0.0	3.0	0.0	5.0	10.0	3.20		
	9.0	10.0	9.0	8.0	8.0	8.0	10.0	8.90	Yes	Yes
	0.0	10.0	0.0	4.0	0.0	6.0	9.0	3.35		
	0.0	10.0	0.0	3.0	0.0	4.0	10.0	3.15		
	7.0	10.0	7.0	6.0	7.0	7.0	10.0	7.60		
	8.0	10.0	8.0	7.0	8.0	8.0	10.0	8.35		
	0.0	0.0	0.0	4.0	4.0	3.0	9.0	1.80		
	9.0	10.0	7.0	8.0	8.0	8.0	10.0	8.60		
	7.0	10.0	7.0	7.0	7.0	5.0	10.0	7.65		
	7.0	9.0	6.0	7.0	7.0	7.0	10.0	7.40	Yes	No
	5.0	10.0	5.0	7.0	6.0	6.0	10.0	6.75		
	6.0	10.0	0.0	7.0	5.0	6.0	10.0	6.10		
	7.0	10.0	7.0	6.0	7.0	7.0	10.0	7.60		
	8.0	10.0	7.0	7.0	7.0	10.0	10.0	8.15		
	9.0	10.0	9.0	8.0	9.0	8.0	10.0	9.05	Yes	Yes
	7.0	9.0	7.0	6.0	7.0	5.0	10.0	7.30	Yes	Yes
	5.0	9.0	0.0	6.0	3.0	6.0	10.0	5.20		
	7.0	10.0	8.0	6.0	7.0	7.0	10.0	7.75		
	5.0	10.0	4.0	5.0	4.0	5.0	10.0	5.95		
	6.0	10.0	5.0	5.0	5.0	6.0	10.0	6.55		
	0.0	10.0	0.0	2.0	0.0	5.0	10.0	3.05		
	7.0	10.0	8.0	8.0	8.0	7.0	10.0	8.20		
	9.0	9.0	9.0	8.0	8.0	8.0	10.0	8.70	Yes	Yes
	6.0	9.0	7.0	7.0	6.0	7.0	10.0	7.15		
	0.0	0.0	0.0	0.0	0.0	0.0	10.0	0.50		
	6.0	10.0	6.0	5.0	5.0	6.0	10.0	6.70		
	7.0	10.0	8.0	7.0	8.0	8.0	10.0	8.10		
	3.0	9.0	0.0	2.0	0.0	5.0	10.0	3.60		
	7.0	10.0	6.0	6.0	5.0	6.0	10.0	7.10		
	6.0	10.0	5.0	4.0	5.0	6.0	10.0	6.40		

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Town of Prosper, TX

Town Manager Interview Schedule

Friday, January 6, 2023

Meet at Prosper City Hall Lobby - 250 W. First Street, Prosper, Texas 75078

Participating Team Members Meet at 8:30 a.m.

Time	*Town Tour/w Designated Town Staff (Meet @ Town Hall)	**Candidates Lunch/w Town Staff (PD Multi-Purpose Room)	***Presentation Exercise (Town Hall Council Chambers)	Town Council & Staff Presentation Debrief (Town Hall Council Chambers)	****Community Meet & Greet (Town Hall Lobby & Chambers)	*****Council End of Day Debrief (Town Hall Executive Conference Room)
9:00 a.m. - 11:15 a.m.	All Finalists					
11:15 a.m. - 11:30 a.m. Break						
11:30 a.m. - 12:30 p.m.		All Finalists				
12:30 p.m. - 1:00 p.m. Break						
1:00 p.m. - 2:00 p.m.			Finalist A			
2:15 p.m. - 3:15 p.m.			Finalist B			
3:15 p.m. - 3:30 p.m. Break						
3:30 p.m. - 4:30 p.m.			Finalist C			
4:45 p.m. - 5:45 p.m.			Finalist D			
5:45 p.m. - 6:15 p.m.				Staff, GPS		
6:30 p.m. - 8:00 p.m.					All Finalists	
8:00 p.m. - 8:30 p.m.						TC, GPS, ITM

NOTES: * Tour bus and routing planned by Robyn and team; Staff tour guides will be Stuart, Robyn and Hulon. (Bob to do a ride along only)

** Lunch provider / menu...**TBD**; Robyn has lead on coordination.

*** Presentation is to be 20 minutes plus Q&A time; Subject - "Describe the tools, actions and infrastructure required on the part of the Town to prepare the DNT commercial corridor for development."

***Presentations to be recorded by Leigh and posted with to TC SharePoint Site within each candidates folder; post not later than 6:00 p.m.

**** Invitation only; invitees list by TC; e-mail invite to be desinged by Communications team; **e-mail invite to go out NLT December 21st**; candidate spouses invited; use 4 hight top tables in lobby (2) and chambers (2) for the candidates and let invitees move to each area to meet candidates.

*****Michelle - Post meeting with executive session for Town Manager search.

Hotel - OMNI @ The Star; Ron has called Marla for rate / reservation assistance.

Saturday, January 7, 2023

Meet at Prosper City Hall Lobby - 250 W. First Street, Prosper, Texas 75078

Participating Team Members Meet at 8:00 a.m.

Time	Meet/w Town Council (Town Hall Executive Conference Room)	Meet/w Interim Town Manager (Town Manager's Office)	*Candidates Lunch/w Town Council (Town Hall - Community Room)	**Council Interview Debrief (Town Hall Executive Conference Room)
8:30 a.m. - 9:30 a.m.	Finalist A	Finalist D		
9:45 a.m. - 10:45 a.m.	Finalist B	Finalist A		
11:00 a.m. - 12:15 p.m.	Finalist C	Finalist B		
12:30 p.m. - 1:30 p.m.			All Finalists	
2:00 p.m. - 3:00 p.m.	Finalist D	Finalist C		
3:00 p.m. - 4:00 p.m.				TC, GPS, ITM

NOTES: * Lunch provider / menu...**TBD**; Robyn has lead on lead on coordination.

**Michelle - Post meeting with executive session for Town Manager search.

Tuesday, January 10, 2023

Town Council Meeting - Selection of Town Manager

NOTES: Michelle - Post regular meeting with executive session for Town Manager search. Have employment contract ready for review.

[Redacted]

November 15, 2022

Mr. Bret Bauer
Co-Founder
Government Professional Solutions

Dear Mr. Bauer:

I am providing this letter and enclosed resume to show my interest in becoming the Town of Prosper Town Manager. I have over twenty-six years of progressive experience in city management, and I believe my background would be a positive fit for the Town of Prosper.

Currently, I am serving as the Nacogdoches City Manager and previously served for over three years as the Deputy City Manager in Denton, Texas and then over eight years as Deputy City Manager for the City of Coppell, Texas. From 2003 to 2009, I worked for the Town of Addison as the Assistant to the City Manager and then Assistant City Manager.

The following are excerpts of why I would be a good fit for Prosper:

- I currently serve as the City Manager in a diverse, full-service city of 33,000 residents that is the County seat and home to Stephen F. Austin State University (SFASU).
- The city budget is \$77 million, with 325 employees. Nacogdoches provides all city services including water, wastewater, and solid waste utilities and a general aviation airport with a flight school for SFASU.
- Prior to Nacogdoches, I served for 24 years in cities located in Dallas-Fort Worth. The most recent was with the City of Denton, which is a fast-growing, full-service, municipality of over 136,000 residents, 1700 employees, and \$1.2 billion operating and capital budget.
- My experience with economic development in fast-growing DFW and delivering excellent city services to a sophisticated and demanding citizenry.
- Years of experience working to bring reinvestment and activities to historic downtowns and working with Main Street and CVB groups.
- My expertise in capital planning and delivery with strategic planning for future growth.
- Working with several Mayors and City Councils over the years and having fostered a cohesive and positive Council-Manager-Staff rapport.
- My resourcefulness and collaboration with the business community, other cities, counties, school districts, universities, non-profits, Councils of Governments, transit authorities, and state agencies.
- Having an enjoyment and personal yearning for civic involvement and volunteerism.
- I deliver organizational excellence by building a city staff that responds with a sense of urgency, is solutions-oriented, is responsive to the City Council and resident's needs.

My philosophy is that municipal service delivery is customer-centric, while promoting a positive organizational culture that cares for each other and fosters professional and personal development.

The challenges cities face is enormous, the high-service demands, economic development growth, and infrastructure needs all with limited resources. I believe that my background working in close knit communities, my personality and work ethic, has prepared me to lead the Town of Prosper into the future.

Enclosed, you will find my resume so that you and the City Council can learn more about my background, work experiences, and qualifications. I welcome the opportunity to discuss further the Prosper Town Manager's position. Please do not hesitate to contact me at [REDACTED]. Thank you for your time and consideration.

[REDACTED]
[REDACTED]
[REDACTED]



SUMMARY OF QUALIFICATIONS

- A purposeful leader with over 26 years of service in municipal government, with twenty-two years of executive/senior leadership.
- An approachable and community-centered person with an emphasis on customer responsiveness.
- An open communicator that has developed an excellent rapport with Mayors & City Council Members, other government policymakers, community, and business leaders.
- Municipal government experience serving in areas including:
 - Budget/Finance -Policy implementation -Public/Private/Non-profit partnerships
 - HR/Employment relations -Parks & Recreation -Public Safety -Communications
 - Organizational leadership -Economic development -Strategic planning
 - Town & Gown relations -Planning & Development -Public Works/Utilities/Engineering
- Exceptional in a collaborative environment with an emphasis on leadership development and mentoring.
- Enjoys spending time with family, physical fitness, a foodie, travel, and music, all with a sense of humor.

PROFESSIONAL EXPERIENCE

CITY MANAGER

AUGUST 2020 - PRESENT

CITY OF NACOGDOCHES, TX (POPULATION 33,000)

- Serving as the Chief Executive Officer for a diverse, full-service organization with 325 employees, \$77 million annual budget.
- One of two City Council appointed employees.
- Provides the direction and leadership for all operational aspects of a complex organization.
- A change agent that develops a culture of excellence for residents, customers, business, and fellow employees.
- The final negotiator for economic development recruitments and retention projects.
- Redirected organization and resources towards City Council priorities and initiatives.
- Advanced the strategic review for long-term development for the city and historic downtown.
- Established an emphasis towards community connectedness and collaboration.

Key accomplishments:

- Directed the concept of establishing organizational core values.
- A fully integrated executive team with positive chemistry and shared leadership model with the CMO.
- Maximized City’s financial resources towards re-staffing of key positions in Police, HR, Finance, Engineering, and Planning to enhance operations.
- Refocused resources towards the prioritization for infrastructure investment, neighborhood services, public safety, and quality of life.
- Increased sense of urgency on transparency in staff reporting, delivery of projects, increased citizen responsiveness, and service delivery.
- Negotiated Chapter 380 agreements for a new flight school at the Airport, new housing subdivision, and water park amenities.
- Re-established and fostered positive relationships with community partners: Stephen Austin State University, Nacogdoches ISD, TXDOT, Nacogdoches County, United Way, and Chamber of Commerce.
- Established listening and speaking tours to share city initiatives with the community and city employees.
- Directed the formulation of the City’s first Capital Improvement Plan.
- Directed the initiation process for a Comprehensive Land Use Plan and Downtown Master Plan.
- Encouraged the initiation for private investment of downtown buildings and directed the support for evening and weekend entertainment activities.
- Maximized opportunities to re-establish special events with an emphasis towards community spirit and fun.

DEPUTY CITY MANAGER**APRIL 2019 – AUGUST 2020****ASSISTANT CITY MANAGER****MAY 2017 – APRIL 2019****CITY OF DENTON, TX (POPULATION 136,000):**

Core Responsibilities include the following:

- Second in charge of a large, fast-growing, full-service, and diverse organization with approximately 1,700 employees and a \$1.2 Billion annual budget.
- Collaborated closely with City Council. Maximized a flow of communication between City Council, CMO, and operating departments.
- Supervised the Water/Wastewater Utilities, Solid Waste, Public Works, Engineering/Capital Projects, Fleet Services, Airport, and Transportation.
- Directed and assisted in the management and oversight of all operational aspects within the city.
- Strategized organizational needs to develop action plans to change organizational culture, enhance service delivery, and correct customer service deficiencies.
- Participated in economic development recruitment and negotiation efforts for major commercial and residential projects within the city.
- Served as the Staff liaison to City Boards and City Council Committees

Key accomplishments:

- Served as a lead in the City's COVID-19 Pandemic response.
- Served as a key participant in the city's largest General Obligation bond program (\$221M) in November 2019.
- Contributed as a negotiator in the city's largest economic development deal: Hunter & Cole Ranch
- Formulated a culture of accountability, customer service, transparency, and a sense of urgency for the city.
- Re-established and fostered positive relationships with key partners: University of North Texas, Texas Woman's University, Denton ISD, North Central Texas Council of Governments, TXDOT, and Denton County.
- Reformatted the Capital Improvement Program into a communicative, understandable, and accountable format.
- Led the negotiations for the Civil Service Meet & Confer agreement between the city and the Denton Police Officers Association.
- Negotiated professional contracts for engineering, architectural services, and pre-construction services.
- Established a Mid-Level Management Development Series that was co-facilitated by City Department Directors.
- Restructured departments to better serve citizens, eliminated duplicative efforts and outdated practices.
- Utilized business-based principles to recommend the elimination of unsustainable programs in Solid Waste.
- Established better relations with downtown businesses and new service delivery models.

DEPUTY CITY MANAGER**JANUARY 2009 – MAY 2017****CITY OF COPPELL, TX (POPULATION 40,000)**

- Served as second in command of a medium-sized, diverse organization that comprises approximately 425 employees and a \$110 Million annual budget.
- Directed all City Departments which included: Human Resources, Engineering/Public Works, Parks & Recreation, Information Services, Finance, Police, Fire, Library, and Planning until July 2012. From July 2012 until May 2017 directed half of the organization with the hiring of a second Deputy City Manager.
- Led and participated in several quality of life and private development projects and efforts within the city.

Key accomplishments:

- Implemented and communicated the Coppel 2030 Vision goals and objectives.
- Advanced the city's re-imaging campaign through the Bold Vision/Big Impact Initiative.
- Resolved citizen complaints and other service issues.
- Collaborated for the successful deployment of a combined public safety dispatch system that serves the Metrocrest cities (NTECC).

- Implemented and deployed several enterprise-wide technology systems.
- Recruited and mentored executive-level employees.
- Recommended and implemented policy directives towards all city operations.
- Collaborated in the sales tax re-authorization referendums.
- Re-engineered the City’s Information Technology Department.
- Assisted in the formulation of a combined public safety radio system and fire training facility.
- Spearheaded the City’s *Living Well in Coppell* wellness initiative.
- Managed the contract transit services for seniors and disabled citizens.
- Oversaw the successful implementation of city facility and infrastructure construction projects.
- Directed the City’s Annual Employee Conference.

ASSISTANT CITY MANAGER/CITY SECRETARY

OCTOBER 2006 TO JANUARY 2009

ASSISTANT TO THE CITY MANAGER

SEPTEMBER 2003 TO SEPTEMBER 2006

TOWN OF ADDISON, TX (POPULATION 15,000)

- Managed the Parks & Recreation, Visitor Services, Conference Centre, and Municipal Court Departments including the Town’s top-rated Internship Program.
- Managed municipal elections, council agenda postings, minutes, and public information requests.
- Coordinated the Addison Citizens Advisory Committee process.
- Developed and managed the Town Manager’s and City Council operating budgets.
- Acted as the staff liaison to the Dallas Area Rapid Transit (DART).
- Performed all legislative affairs for the Town.
- Responsible for the bi-annual Citizen Academy program.
- Project manager for public affairs campaign to secure passenger rail service into Addison.

ASSISTANT DIRECTOR – COMMUNITY SERVICES

JUNE 1999 – SEPTEMBER 2003

CITY OF HURST, TX (POPULATION 35,000)

- Reported to the Deputy City Manager.
- Oversaw the day-to-day functions within the Department.
- Prepared all staff reports for City Council, Library, Historical, and Park Boards.
- Developed and monitored the Community Services Department annual budget.
- Oversaw the Community Development 4B sales tax and miscellaneous project funds.
- Conducted project and contract management for departmental projects.

MANAGEMENT ANALYST

FEBRUARY 1998 TO MAY 1999

INTERIM PURCHASING MANAGER

OCTOBER 1997 TO FEBRUARY 1998

FLEET ANALYST

MARCH 1996 TO OCTOBER 1997

CITY OF CARROLLTON, TX (POPULATION 105,000)

- Coordinated entire City budget process.
- Conducted reports related to cost accounting, water/sewer rates, and cost of service studies.
- Supervised Purchasing Division staff and operations.
- Developed and managed equipment replacement schedule and coordinated equipment bid specifications and procurement and administered Alternative Fuels Program for compliance.

ADMINISTRATIVE INTERN

JANUARY 1995 – SEPTEMBER 1995

CITY OF LUFKIN, TX

- Conducted special projects for the City Manager’s Office and other departments.

EDUCATION

[Redacted]

PROFESSIONAL AND COMMUNITY ACTIVITIES

Professional Memberships:

- International City/County Management Association (ICMA)
- Texas City Management Association (TCMA)
- East Texas City Management Association (ETCMA)
- Texas Municipal League (TML)

Professional Activities:

- UMANT President (2002); Vice-President (2001); Treasurer (2000); Membership Co-Chair (1999)
- ICMA Workplace Diversity Conference Scholarship Recipient (2001)
- ICMA Emerging Leaders Task Force (2005)
- Graduate of the Senior Executive Institute (SEI) Program at the University of Virginia, July 2006
- ICMA Local Government Management Fellow, Board Member (2006-2019)
- Leadership ICMA Graduate, September 2007
- TCMA Committees: Public Relations, Membership, Mentoring, and Professional Development
- NTCMA At-Large Board Member (2005-07 and 2017-2019)
- 2012 Recipient of the UMANT Joy Sansom Mentor Award
- Participant in the Commandant’s National Security Program at the US Army War College, July 2013
- Graduate of the North Texas Commission’s Leadership North Texas Class VII
- 2016 Recipient of the Alumnus of the Year University of North Texas, Master of Public Administration

Community Involvement:

- Nacogdoches Rotary Club Member (2020-present)
- Nacogdoches Booster Club Member (2020-present)
- Nacogdoches Charitable Foundation (2021-present)
- Dallas ISD: Site-Based Committee: Anne Frank Elementary, DISD (2003-09)
- Coppell YMCA Board of Managers (2012 to 2017)
- Coppell Rotary Club Member (2010 to 2019)
 - Club Secretary (2012-13), President-Elect (2013-14), President (2014-15)
- Coppell ISD:
 - Mentor to students at Austin Elementary (2011 to 2017)
 - Facilities Visioning Committee: (2015)
 - School Bond Committee: (2015-2016)
 - Band Volunteer: (2016 to 2018)
 - Site-Based Committee: Coppell High School (2016-2018)
- University of North Texas
 - Public Administration Advisory Board (PAAB), Member (2010-2022)
 - Public Administration Advisory Board, Chair (2013-2016)
 - Latino Alumni Network Leadership Group (2019-present)



Candidate Questionnaire Town Manager Town of Prosper, Texas

Candidate Information

Full Name (First, Middle, Last): [REDACTED]	Phone/Email Information
Nicknames: N/A	Cell: [REDACTED]
	Home: [REDACTED]
	Email: [REDACTED]

Please answer each of the following questions completely and thoroughly.

- How many employees and what size budget do you oversee?
*There are 325 employees at the City of Nacogdoches.
The current budget size is a total of \$82,357,000.
(Operational funds: \$51,956,000; Capital \$30,401,000)*
- Please explain why you left your last three positions.
I left Addison to become the Deputy City Manager in Coppell. I left Coppell to become the Assistant City Manager in Denton. I left Denton to become the City Manager in Nacogdoches.
- Are there any gaps in your employment history? *No, there are no gaps in my employment history.*
If so, please explain in detail. *N/A.*
- What is your proudest professional accomplishment?
Becoming a first-time City Manager in Nacogdoches which is also the community of my undergraduate alma mater and where I chose to get into the city management profession.
- Briefly describe your experience and skills in developing/maintaining community partnerships.
At every leadership position where I have worked, I have developed a good rapport with the local entities such as the school district, the County, the universities, and Chambers of Commerce. My approach is to learn who are the active groups to engage and reach out proactively to understand their mission, their names and faces, and stay connected. I join civic and business organizations, maintain active memberships, and serve in leadership roles. I serve on various community boards/committees, enjoy volunteering, and speak at events when called upon.
- Briefly describe your experience and skills in economic and community development.
In Coppell, Denton, and Nacogdoches I have played an influential role in economic development and community development. Each of these communities had different funding structures for these efforts.

Coppell: We relied on sales tax rebates, tax abatements, and land banking for incentivizing development. We created a robust tax base as Coppell landed several high-profile businesses in the city. This increased the tax base significantly which leveraged the use of the 4B sales tax for crime control, street maintenance, and parks & recreation amenities. Coppell through the use of land banking created Old Town Coppell which is their version of a small downtown setting with Charleston style homes, a performing art center, a farmer’s market, city facilities, a central park, cottage style businesses, and successful restaurants. The 4B sales tax was expanded to allow the full renovation and expansion of the city’s park system for active and passive recreation use. I worked directly with the Billingsley Company in the formation and operation of the Cypress Water Municipal Management District which is a 940-acre master planned community of multi-family, retail, office, a lake amenity, and DART rail stop.

Denton: In Denton, we relied on sales tax rebates, tax abatements, tax increment financing (TIF), and impact fee credits for economic development. Staff also incorporated an expedited development review process where developers paid extra fees for a quicker turnaround. We worked closely with UNT and TWU on small area plans to ensure that adjacent neighborhoods were enhanced and protected from student traffic and parking. We boosted historic downtown Denton through the promotion of weekend and evening activities with pubs, restaurants, and the music scene. We worked collaboratively with business owners and the County on a Downtown Master Plan to plan for the future while respecting the historic characteristics of the area and adjacent neighborhoods. A downtown TIF was created to bank revenues for future capital projects which could include a parking garage.

The continual construction on Denton streets and other major roadways such as I-35, SH 380 required staff to work with TXDOT to ensure proactive messaging was clear and timely. As a result, businesses and commuters affected by construction could be informed of travel disruptions. An entire communications plan and team was created just for informing the public and businesses regarding construction. We facilitated a bond committee that reviewed and recommended projects to the City Council. In November 2019, the citizens of Denton overwhelmingly approved a \$221M bond program for street repairs, public safety facilities, and parks.

The city also embarked on a large economic development project by the combining of the Hunter and Cole Ranches into a 6500-acre master planned community. This involved the formation of a municipal management district (MMD) to ultimately build 15,000 single family homes, 5,000 multi-family units, 400 acres of commercial, and 100 acres of industrial developments. We negotiated land banking for the future expansion of city facilities, cash commitments from the developer held in escrow for their pro-rata share of building city facilities, open and recreational space for the public, and guaranteed impact fee rates for utility expansions.

Nacogdoches: In Nacogdoches, the city relies on an economic development fund that has accumulated monies from contributions from the General, Utilities, and Solid Waste funds. The City’s economic development efforts are served by the Nacogdoches Economic Development Corporation (NEDCO). NEDCO’s President and the City Manager work closely as they occupy office space in City Hall. Nacogdoches does not have a 4B sales tax.

During my time as the City Manager, we have revamped the economic development policies to make it more transparent and protect these funds from unrelated uses. The city negotiated a public private partnership for the creation of a new undergraduate degree aviation program between the city and the airport, with Stephen F. Austin State University, and HCH Aviation LLC to build a state-of-the-art hangar, purchase multiple planes, and a simulator. The city created a housing incentive program to encourage single family development by offering a rebate for each home built after the City issued the certificate of occupancy. The program is zero-risk to the city and designed to bridge the cost gap of public infrastructure that serves the development. The city renegotiated a past incentive agreement with a

water park operator to ensure that performance measures were incorporated to guarantee are built as promised to the public. We are currently in three-way negotiations with a large land owner in the County to voluntarily annex so that a prospective industrial user can obtain city utilities for their future development. This development deal once completed will be a major contributor to the City's tax base and a large utility user.

Upon my arrival in late 2020, the staff has embarked on strategic community planning and investing in infrastructure for the future. The city is currently working on an update to the Comprehensive Land Use Plan and Downtown Master Plan. The Comp Plan scope is also comprised of an Interstate 69 corridor study and housing analysis. The Downtown Plan will ensure that the historic downtown is preserved while taking a critical look at housing, pedestrian access, landscaping, traffic flows, parking, lighting, and other infrastructure needs. The city is very fortunate to have the Hotel Fredonia, a full-service hotel, as an anchor in Downtown. The hotel has been successful from its complete renovation as a result of the Qualified Hotel Project incentive program that allows the city's portion of the hotel tax and the state's hotel tax and sales tax to be rebated to the hotel for a 10-year period.

Over the course of the last 18 months, the city created its first Capital Improvement Program that identified a full review of its capital needs for the next 10-12 years. The City Council held several dedicated workshops to review this material in preparation to address deferred infrastructure investments. The plan is a proposed General Obligation bond program in November 2023 and the issuance of revenue bonds in 2024.

7. Briefly describe your experience and skills in preparing, monitoring, and adhering to a budget.

My entire career in city management has involved working with the budget. In the executive roles I have had over the past 16 plus years, I have relied on the finance and/or budget staff to organize and coordinate the budget. We have established internal service funds to address fleet and other capital equipment needs. While budgeting is done on an annual basis, it is imperative to financially plan 3-5 years into the future. This demonstrates the long-term effects of decisions especially given the stringent revenue caps for cities.

Based on the priorities set by City Council, I work to ensure these are well communicated to the departments at the budget kickoff. The departments are informed of the nature of the revenue situation in advance as they prepare their budgets for the following year. The budget team, City Manager's Office, and departments collaborate on establishing the recommended budgets for the City Council. Council budget workshops are scheduled to allow departments to present a brief overview of the budget by sharing their goals and accomplishments, the issues facing the department, and next year's budget requests. This provides the Council a review of operations to ensure transparency and accountability of the departments.

Regarding the monitoring and adherence of the budget, the city has adopted a number of financial policies. While the City Manager has broad authority, I fully respect and adhere to these policies to ensure there is integrity in our systems and processes. For example, we will never fall below our 25% fund balance policy. In fact, I prefer to maintain extra cushion for contingency purposes. Budget to actual reports is reviewed monthly by Finance and available to the CMO and departments. If there is an outlier, the Finance Director will report it. On a quarterly basis the City Council is sent a recap of the budget and budget amendments are taken to City Council for their approval. All expenditure items taken before the City Council are scrutinized and approved by Finance prior to action being taken. The Annual Comprehensive Financial Report (ACFR) is completed in a timely manner with little to no management findings. The outside auditing firm will validate cash balances from bank records and financial reports.

In summary, my recommended budgets to City Council are balanced as we budget conservatively on revenues and budget aggressively for expenditures. We will live within our means, we maintain healthy reserves, and we do not use one-time monies for recurring expenditures and hope for the best.

8. Briefly describe your experience in providing written and verbal communication to employees and elected/appointed officials?

In my role as City Manager and past positions, I have presented quite often to a myriad of groups as a representative of the city. On a regular basis I send out written communications to our employees. As part of an employee newsletter, I write a "Manager's Message". I enjoy meeting with employees to share what is happening in the community and organization. I have a monthly Manager's meeting which is comprised of 25+ management staff for them to share about any ongoing issues and projects within their operations. As part of the recent Police Chief recruitment, I met with over 50 police department employees to seek their input on the attributes of a new chief. I personally met one on one with employees and surveyed them to get more specific feedback as well.

I meet privately with the Mayor and City Council to review any issues they may need addressing and/or provide them updates. I have extensive experience presenting items before City Council and do present on a regular basis depending on the matter. I speak regularly to community groups, civic organizations, and sit on panels representing the city. The City Manager's Office produces a weekly Friday Update which is a brief recap of recent activities for the week and an outlook for upcoming activities and events.

9. What do you feel are your greatest strengths as a public servant?

Problem solving skills and my quest to find workable solutions to issues.

I am a participatory manager.

I employ a shared leadership style.

10. What areas do you perceive you need to be working on to become a better leader?

I can be impatient at times.

I can lose sight to celebrate successes and mourn our losses.

I should try to have more fun at work and do need to let my guard down at times.

11. Describe your philosophy and approach to building a strong team environment?

As the new Town Manager, I would take the time to learn the organization and develop relationships across all levels. It is important to establish a rapport with the staff and develop a sense of trust.

I encourage an organizational culture that is servant minded, that exceeds expectations and delivers on its commitments. We establish core values and/or guiding principles (our non-negotiables) where everyone regardless of stature is treated with dignity and respect.

I want to be surrounded with people who have the aptitude to learn but more importantly have the positive attitude to serve others. I provide the team with the tools and resources to allow them to do their jobs well. This can be accomplished by taking the time to vision and to think strategically and broadly. Then work towards building the support systems to set the goals, objectives, and outcomes for success.

I am approachable and a good listener so others feel welcome to seek assistance and bring issues to me that they arise. I challenge people to make decisions and recommendations while also holding them accountable, and incorporate teachable moments when decisions do not go the right way.

Finally, I prefer to work in an environment where we as a group can get to know each other on a personal level. We would learn together and from each other through group book readings, attending trainings/seminars, and enjoying each other's company by socializing together during and after work hours. I enjoy fostering a mentor/mentee relationship as we all can learn from each other through our interactions and experiences.

12. Briefly describe the role of City/Town Manager's in this day in age?

Today's municipal organizations are very complex with many issues happening at once and subject matter experts on staff dealing with these issues. The Manager needs to be less technical and more conceptual with their skillset. The Manager needs to be adaptive to a constantly changing environment, as they seek input and options on difficult issues, and work to build consensus on competing interests in a political environment without being political. The Manager has to be a skilled communicator that tailors the message to resonate with their audience.

Also, in a small/medium size organization, the Town Manager is the culture leader by setting the tone for the organization. The Manager influences the organizational culture and how employees are treated and services are delivered to the community. If the tone set by the Manager is incongruent with culture of the organization, then there needs to be alignment or there could be difficult times ahead.

13. As a part of our overall application process, we may conduct social media, online presence, news, blogs, or similar inquiries or reviews, using Google or similar search engines. Is there any information you have not disclosed, addressed, in this or any other document relating to this search, or which you have not discussed, shared or disclosed with the GPS search consultant, that someone may construe as negative or consequential as it relates to the position for which you have applied?

No, there is nothing that I am aware of that has not been disclosed.

14. The established salary range for this position is \$230,000 - \$260,000, with a great benefit package. Do you have any concerns about agreeing to a salary in this range? *There are no concerns on my part.*

15. How did you hear about this position? (Please be specific)

I saw the posting in the ICMA weekly newsletter and contacted Mr. Bauer to inquire more information. Around the same time, I was contacted by colleagues in the DFW area about the posting. Before I considered applying, I did reach out to Bob Scott to hear more about the organization and he was very complimentary.

16. Have you interviewed, over the past six (6) months, with any other employers, or are you a finalist in any recruitment processes for similar position at this time? If yes, what is the status of any current search processes in which you are involved?

I was a finalist for the City Manager in Addison, Texas but was not named. I am not involved in any other searches.



Due Diligence Questionnaire Town Manager Town of Prosper, TX

Candidate Information

Full Name (First, Middle, Last): [REDACTED]	Phone Information
Nicknames: N/A	Cell: [REDACTED]
	Home: [REDACTED]
	Office: [REDACTED]

Please answer each of the following questions completely and thoroughly.

- Have you been subject to a formal charge regarding a conflict of interest, violation of ethical conduct, malfeasance, or misfeasance in the performance of duties? **No** If so, please explain the circumstances.
- Have you ever been the subject of an investigation, or censured by a grand jury, board of inquiry or similar body? **No**
If so, please provide details, explain the circumstances and final outcome.
- Have you been subject to any disciplinary actions, including suspension, probation, or demotion in your adult working career? **No**
If so, please provide relevant details, explain the circumstances and the final outcome.
- Has any organization, corporation, institution, or former employer dismissed, or asked you to resign for any reason, or from any position? **No** If so, please provide relevant details, and explain the circumstances. **N/A**
- If you have been in your current, or most recent organization, for less than two years, please describe why you are interested in a career move at this time? **N/A**
- Have you ever filed for bankruptcy, or taken similar adverse financial action, that may limit your ability to be in a position of fiduciary responsibility, including being bonded? **No**
- Is there anything, in your personal or professional background history that our Firm, an employer or citizen could possibly, or perceive, view, or interpret as factually or potentially embarrassing to anyone? **No**
Would, or could, this information impair your ability to perform the essential duties of this job if discovered at a later time? **No** If so, please explain, provide details of the circumstances and current disposition. **N/A**
- Please list all your social media outlets and the usernames for those social media outlets.
Facebook: [REDACTED]
Twitter: [REDACTED]
Snapchat: [REDACTED]

Instagram: [REDACTED]

LinkedIn: [REDACTED]

Pinterest: [REDACTED]

Nextdoor: [REDACTED]

Reddit: [REDACTED]

9. Do you understand that we may disqualify your candidacy from this search if valid, verifiable, and reliable information emerges, contrary to any information you provide us during this process? **Yes**





Internet Research for



www.sfasu.edu

Leading the way: Career in city management brings [REDACTED] back to Nac

When [REDACTED] walked the SFA commencement stage in 1995, he had a small U-Haul trailer packed and connected to his Chevy Blazer, and he was ready to drive back to the DFW area and begin his career. He wasn't sure he would ever return to Nacogdoches, but he was positive about the career he wanted to pursue.

"As a 20 year old, I knew I wanted to work in city management," [REDACTED] said.

[REDACTED] confidence was based on his interactions with Dr. Richard Herzog, an SFA faculty member who encouraged him to consider a career in public administration and introduced him to the Lufkin city manager in neighboring Angelina County.

[REDACTED] went on to work for several Texas cities, including Denton, Coppell, Addison, Hurst and Carrollton. He earned a master's degree in public administration from the University of North Texas and became involved in professional organizations that include the International City/County Management Association and the Texas City Management Association. And, in the midst of a pandemic, he returned to Nacogdoches as city manager in August 2020.

"Coming back to Nacogdoches has been so rewarding," [REDACTED] said. "I was excited and humbled that the city council had the confidence to appoint me as city manager. Everyone I have met has been friendly and extremely supportive. I am proud of what has been accomplished in our community and on campus during the past 25 years. It has blown me away."

In addition to his academic coursework, [REDACTED] said his participation in the Student Activities Association served as valuable career preparation.

"Having a leadership position during my junior and senior years allowed me to work with fellow students and faculty members to coordinate bringing concerts and other entertainment options to campus," he explained. "The opportunities taught me the collaborative nature of working with other employees and volunteers to meet expectations and execute a successful event."

[REDACTED] said the challenges cities face are enormous, with high service-delivery demands and minimal and declining resources. But the day-to-day stresses of the job prepared him well for his first months in Nacogdoches, when in addition to the COVID-19 pandemic, he led the city through hurricane preparation in August and two of the largest winter-weather events in recorded history.

"Regardless of how much you plan, each day is never the same," he said. "We have emergency plans in place to deal with inclement weather, and with Hurricane Laura and the snowfalls and winter storms."

However, [REDACTED] said COVID-19 was a different story.

"Through the devastation of the pandemic, we've learned that good and effective leadership is vital in making it through tough times," he said. "Local governments have finite resources, so working across jurisdictional boundaries is imperative when budgets are squeezed and resources evaporate. The role of the city manager is

to be flexible in approach, clear hurdles, advocate for resources, create avenues for communication out of the way so that the subject matter experts can do their jobs. Along the way, the manager should be encouraging and motivating to an exhausted staff, because all of this work is in addition to everyone's normal duties. I can't imagine myself in any other career."

Once again [redacted] is using the skills he learned at SFA to ensure that the city, the university, the Nacogdoches Independent School District and Nacogdoches County bring collaboration to a new level to accomplish goals that may previously have seemed out of reach.

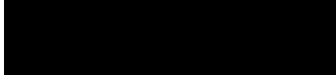
"The leaders of each of these entities are meeting regularly and have formed great friendships," he said. "We have set a positive tone and will work together to better our community. I have no doubt that, as a group, we can accomplish so much more than we could on our own."

One of those goals in 2021 is to bring back, within the safe parameters of health guidelines, many of the special events and festivals for which Nacogdoches is known.

"I know many people are ready to get out and travel again, so I encourage alumni to come and see what is going on in Nacogdoches and the exciting changes that are happening on the SFA campus. That charm and hospitality of our community has never been more appealing."



YouTube Links for



1. 








CHRIS LOWE

J.D., M.P.A.

Partner and Co-Founder

SUMMARY

Chris Lowe is a dynamic leader and creative problem-solver with a deep affinity for public service. He draws upon 15 years of experience in city management and over 20 years in the public sector to help guide public clients through myriad opportunities and challenges, from economic development and funding, to human resources and utility management.

EDUCATION

Juris Doctor, Marquette University, Milwaukee, WI

Master of Public Administration (MPA), Bowie State University, Bowie, MD

Bachelor of Arts, Political Science and Government, University of Kansas, Lawrence, KS

CONTACT

(785) 766-9104

clowe@governmentpros.com

LINKEDIN:

<https://www.linkedin.com/in/chris-lowe-823bb4173/>

ASSOCIATIONS

International City/County Manager's Association (ICMA)
 Government Finance Officers Association (GFOA)

SPECIFIC EXPERIENCE

Executive Recruitment & Human Resources

- Personally recruited and hired more than 50 employees, including executives and department heads
- Conducted classification and compensation studies
- Developed and implemented performance measurement programs
- Developed and implemented compliant personnel policies, procedures manuals, and employee handbooks
- Negotiated collective bargaining agreements with unions

Budgeting & Finance

- Developed and managed more than \$75 million in municipality annual budgets
- Supervised competitive bond sales to finance public infrastructure improvements
- Led efforts to refinance bonded indebtedness, saving millions in debt service
- Created and implemented accounting manuals and investment policies

Community Strategic Planning

- Created full scope community strategic plans
- Conducted council retreats with goal setting priorities
- Led extensive community engagement efforts
- Conducted numerous stakeholder interviews

Economic Development

- Developed public private partnerships and negotiated economic development agreements, resulting in new community services, financial savings, and local business expansion
- Secured grant funding for various community improvements, from city lighting to transportation infrastructure
- Administered multi-million capital improvement programs



BRET BAUER

M.P.A.

Partner and Co-Founder

SUMMARY

Bret Bauer brings more than 15 years of public sector experience and best practices to his work with public clients. Serving in city management roles in Missouri, Kansas and Texas gave Bret significant experience in utility and budget management, human resources, and economic and community development. Bret's ethics and integrity have also earned him widespread recognition and trust.

EDUCATION

**Master of Public Administration (MPA),
Bachelor of Science, Criminal Justice**
Wichita State University, Wichita, KS

CONTACT

(316) 207-0688

bbauer@governmentpros.com

LINKEDIN:

<https://www.linkedin.com/in/bret-bauer-mpa-icma-cm-b89ab3b3/>

ASSOCIATIONS

International City/County Manager's Association (ICMA)
Government Finance Officers Association (GFOA)
Texas City Managers Association (TCMA), Ethics Committee 2019-2020, Membership Committee 2017-2019
East Texas City Managers Association (ETCMA), Board VP 2019-2020

SPECIFIC EXPERIENCE

Executive Recruitment & Human Resources

- Personally recruited and hired more than 25 employees, including executives and department heads
- Conducted classification and compensation studies
- Developed and managed training exercises for county staff and residents on emergency preparedness and the National Incident Management System
- Conducted ethics training

Budgeting & Finance

- Managed multi-million-dollar municipal budgets, both departmental and annual
- Developed capital improvement programs and strategic plans
- Managed and oversaw payroll processes

Community Strategic Planning

- Created full scope community strategic plans
- Led extensive community engagement efforts
- Conducted multiple stakeholder interviews
- Conducted council retreats with goal setting priorities

Economic & Community Development

- Led numerous economic development successes in new development and redevelopment
- Led successful negotiations with developers

Project & Program Management

- Managed and oversaw Public Works and Parks Departments
- Streamlined departments to operate more efficiently and effectively, including a Build/Code Enforcement department

Utility Management

- Developed, maintained, and managed National Pollutant Discharge Elimination System permits
- Recommended to serve on the Kansas Municipal Energy Agency



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

Section 10, Item N.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER SECURITY SERVICE INSURANCE/PHS 65815020 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	CONTACT NAME: PHONE (A/C, No, Ext): (866) 467-8730		FAX (A/C, No):
	E-MAIL ADDRESS:		
INSURED Government Professional Solutions, LLC 104 HARBOR HAVEN ST GUN BARREL CITY TX 75156-4319		INSURER(S) AFFORDING COVERAGE INSURER A : Hartford Underwriters Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	NAIC# 30104

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS					
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liability			65 SBA AG7X1Y	07/13/2024	07/13/2025	EACH OCCURRENCE	\$1,000,000				
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000				
							MED EXP (Any one person)	\$10,000				
							PERSONAL & ADV INJURY	\$1,000,000				
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:							GENERAL AGGREGATE	\$2,000,000				
							PRODUCTS - COMP/OP AGG	\$2,000,000				
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			65 SBA AG7X1Y	07/13/2024	07/13/2025	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000				
								BODILY INJURY (Per person)				
								BODILY INJURY (Per accident)				
								PROPERTY DAMAGE (Per accident)				
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB			65 SBA AG7X1Y	07/13/2024	07/13/2025	EACH OCCURRENCE	\$1,000,000				
								AGGREGATE	\$1,000,000			
							DED	RETENTION \$ 10,000				
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below							<input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A					
							PER STATUTE	OTHER				
							E.L. EACH ACCIDENT					
							E.L. DISEASE -EA EMPLOYEE					
							E.L. DISEASE - POLICY LIMIT					
A	Professional Liability			65 SBA AG7X1Y	07/13/2024	07/13/2025	Each Claim Limit	\$100,000				
							Aggregate Limit	\$100,000				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

CERTIFICATE HOLDER

For Informational Purposes
 104 HARBOR HAVEN ST
 GUN BARREL CITY TX 75156-4319

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Susan L. Castaneda

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Lisa Kerstner

From: devertsen <devertsen@municipalsolutions.org>
Sent: Tuesday, October 1, 2024 3:39 PM
To: Lisa Kerstner
Subject: RE: [External] Village of Kronenwetter

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Lisa –

I am thrilled the Village is still considering the use of a professional search consultant. This is the right move.

IF I were to speak with the APC Committee or the Village Trustees, I would emphasize some very important benefits:

1. A professional search isn't saying *"we couldn't do this ourselves"*, it says to potential candidates *"we want the best candidates for our community, and we are willing to hire a professional search firm to help us get there"*. Many professional administrators will not apply for positions which are handled 'in-house'. We cant to get you the largest, and most qualified candidate pool to choose from.
2. The process of evaluating and selecting a candidate is designed to EMPOWER the TRUSTEES and COMMITTEE MEMBERS. Our process provided you (a) a detailed analysis of each candidate, and (b) facilitates the 'narrowing down' of candidates by collaboration between Trustee and Committee Members. Simply, we bring you the information you need, to work collaboratively to discuss and consider each candidate's qualifications and 'fit'. Standing by, watching and listening to the Trustees and APC Committee discuss and consider candidates is INCREDIBLY SATISFYING – this is where we learn from you, this is where we find great value from our clients, and where we help to build cohesion and unity through the process. The journey together in the recruitment / evaluation / selection process is SO MUCH MORE IMPORTANT than arriving at a decision.
3. Kronenwetter has had its share of challenges, but it deserves an amazing future, and it deserves great leadership of individuals with technical skills, best-practices, and an infectious love for local government. Every community has its struggles, but I tend to believe greater and more prosperous days are ahead for your community. This process is where it can begin.
4. Regarding Payment...our scope of work is divided into 6 phases – which, at each phase – provides specific value to you and the search committee. Having managed more than 400 local government searches, and having been a 3x town manager, for me...and for my clients, it needs to be about providing value. IF at any phase of the recruitment you feel that you aren't receiving the value you are expecting, you can stop the work, take it from where we leave off, and move forward on your own if you choose. Our goal is to provide you a \$50,000 value for less than \$25,000. That's our goal!!!

The recruitment wont be simple...it takes a LOT of hard work on our part...but I believe in the process, and if the Village Committee and Trustees can work together, everyone will enjoy the process.

PS – the candidate interviews – we generally like to have a community event – where members of the public can come and interact, lunch with department heads, and an interview process / panels – which includes staff interaction and good feedback. Decisions like this are best when everyone has the opportunity to provide input to the Village Trustees.

I hope this helps. Happy to discuss.



VILLAGE OF KRONENWETTER (WI)

EXECUTIVE SEARCH | *VILLAGE ADMINISTRATOR*

SCOPE OF WORK, METHODOLOGY,
SCHEDULE & QUALIFICATIONS

PREPARED FOR:



Village of Kronenwetter
1582 Kronenwetter Drive,
Kronenwetter, WI 54455
Attn: Bobbi Birk-LaBarge

PREPARED BY:



Municipal Solutions LLC
875 S. Estrella Parkway # 5038
Goodyear (Phoenix), AZ, 85338
David A. Evertsen, CEO & Principal

Prepared for:

Village of Kronenwetter
1582 Kronenwetter Drive,
Kronenwetter, WI 54455
Attn: Bobbi Birk-LaBarge

Prepared by:

Municipal Solutions LLC
875 S. Estrella Parkway # 5038
Goodyear (Phoenix), AZ, 85338
David A. Evertsen, CEO & Principal
devertsen@municipalsolutions.org
(888) 545-7333



28 June 2023

Village of Kronenwetter
 1582 Kronenwetter Drive,
 Kronenwetter, WI 54455
 Attn: Bobbi Birk-LaBarge

RE: SEARCH for VILLAGE ADMINISTRATOR
(includes discounts for future searches)

Ms. Birk-LaBarge, Chris Voll, Village President and Village Trustees -

Local governments of *today* and *tomorrow* require professionals who understand ‘*public service in the current context*’, how to attract, retain and develop a diverse workforce while creating a highly-motivated local government workforce that more efficient, effective and sustainable. Although you are currently facing staffing challenges, this vacancy should be looked at as an opportunity to strengthen your management. You have an amazing opportunity before you!!!!

As 20-year advisors to *small* local governments, we appreciate how significant this opportunity is for Kronenwetter’s future. We understand the unique challenge of a smaller local government to attract and retain quality public employees who invest themselves in the community’s future. Thankfully, our Executive Search Team understands small local governments. Our firm highly respected We use a proven and highly-effective recruitment process which has aided 400+ local governments in successful searches and interim placements.

What makes us different:

- ✓ we consider the *uniqueness* of your local government – particularly the uniqueness of a small community,
- ✓ we contact **regional administrators** not actively looking for employment and personally invite them to apply,
- ✓ we use a **Hybrid 3-part Recruiting Process** including *personal* (person-to-person contact), *digital* (social media), and *relational* (national network of 20,000 public administrators, to attract candidates,
- ✓ we use **SmartCheck®** – our own **4-level background investigation** process of social media / news archives, references, employment / education verification, and criminal / civil / financial records,
- ✓ **360° Interview Process** of stakeholders, staff, and Board and Assessment Centers at 6 & 12 months, and
- ✓ we will attract incredible women, men and minorities who are a ‘best fit’ for and committed to your community.

Our proposal includes a *significantly-reduced pricing for multiple searches if needed within 1 year**:

Cost per search		
Village Administrator recruitment	<i>future recruitment (if needed)</i>	<i>future recruitment (if needed)</i>
\$24,000	\$22,000*	\$20,000*
	-\$2,000	-\$4,000

A few of our Executive Searches, Interim placements and Human Resource-related assignments include:

- **Virginia:** Colonial Heights, Danville, Loudoun County, Prince William County, Roanoke, Winchester, York;
- Maryland:** Baltimore, Brunswick, Cheverly, Glenarden, La Plata, MD Parks & Planning Comm.;
- Michigan:** Walker;
- Massachusetts:** Dartmouth, MA;
- Minnesota:** Murray County;
- New Hampshire:** Hanover;
- Ohio:** Beachwood, Cuyahoga County, Dublin;
- North Dakota:** Huron;
- Pennsylvania:** Norristown (x3).

Our national & state-by-state search experience uniquely qualifies us for this assignment:

- *Arizona, Alabama, Alaska, California, Florida, Georgia, Illinois, Iowa, Kansas, Kentucky, **Maine, Maryland, Massachusetts, Michigan, Mississippi, Minnesota, Montana, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Oklahoma, Ohio, Oregon, **Pennsylvania, Rhode Island, Texas, Virginia, Washington, Washington D.C., and more!*****

A few of our non-New England past & current clients include:

- **Alaska:** Matanuska-Susitna Borough, North Pole, Sitka, Valdez;
- **Arizona:** Anthem, Avondale, Buckeye, Chandler, El Mirage (x4), Flagstaff, Fountain Hills, Glendale, Goodyear, Guadalupe, Kingman, Mesa, Maricopa, Payson, Phoenix, Queen Creek, Safford, Scottsdale, Tusayan, Yuma;
- **Iowa:** Ankeny, Indianola, Polk County, Windsor Heights;
- **Kansas:** Arkansas City, Salina
- **New Mexico:** Alamogordo, Farmington, Gallup, Sunland Park;
- **Nevada:** Elco, Mesquite, North Las Vegas;
- **North Carolina:** Fayetteville Greenville Utilities Commission, Greensboro, Union County;
- **Florida:** Bel Harbour, Broward County, Cape Coral, Clay County, Coconut Creek, Collier County, Daytona Beach, Delray Beach, Fort Lauderdale, Hernando County, Indian River Shores, Jupiter Island, Key West, Largo, Marco Island, Martin County, Melbourne, Miami, Miramar, New Smyrna Beach (2x), Oskaloosa, Parkland, St. Cloud, Tequesta, Wellington, West Palm Beach;
- **Texas:** Bellville Corpus Christi, Port Arthur (3x), Odessa (x3),;
- **Utah:** Centerville, Clearfield, Cottonwood Heights, Draper, Eagle Mountain, Fruit Heights, Harrisville, Hurricane, Kaysville, Layton, Lindon, North Ogden, Pleasant Grove, Pleasant View, Provo, Syracuse, Washington Terrace, and West Jordan;
- **Washington:** Fife, Oak Harbor, Sunnyside, Surprise; and Tacoma; (complete list below).

We are your 'safe pair of hands'

The following materials include details of our Methodology, Qualifications, and proposed Scope of Work for our Executive Search services. We have included:

- a sample of our 10-page color Recruitment Profile,
- a Statement of Qualifications including references and list of clients,
- a *customized* Recruitment Schedule – which can be amended to your liking, and
- a sample of our comprehensive Finalist Candidate Background Investigations Report.

Please contact me personally at (928) 220-2611 if you have any questions or suggested alterations.

We look forward to working with you!!!

Thank you kindly,



David Evertsen, CEO & Principal
Municipal Solutions, LLC

Kathryn Knudsen, Sr. Associate
Oneida County, WI

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Section 1 - Executive Summary

Below is a *brief* description of the scope of work detailed in this proposal that Municipal Solutions, LLC will deliver including the costs and timeline for expected delivery. It is recommended that the proposal is read and considered in its entirety.

Objectives

This project will be the mechanism for attracting, evaluating, screening, recommending, interviewing and on-boarding high-quality candidates through a well-established, successful Executive Search process. We understand that our work will shape the efficient management, culture and effectiveness of municipal operations for years to come!

Municipal Solutions LLC will conduct a dynamic national recruitment, review all candidate credentials, examine their work experience, explore their media and social media history, interview a wide-variety of professional references, conduct comprehensive civil and criminal background checks, sharing these findings with Recruitment Team and proposing candidates who will likely provide the Organization, staff and community with the best possible leadership potential.

Details are provided in the pages following this section.

Goals of this Project

- ✓ Attract, Recruit and Retain a high-quality pool of candidates for consideration by the Board of Trustees to serve as *Village Administrator*.

To accomplish this primary goal, we will perform the following services:

- ✓ Interviews w/ the Trustees and/or Department Heads (as appropriate) to understand organization successes, challenges and expectations for the *Village Administrator*.
- ✓ Prepare, and publish a **10-page color Recruitment Profiles** to provide a comprehensive view of the City, various organizations, accomplishments, challenges and opportunities to be expected.
- ✓ Conduct a **3-Part Dynamic Recruitment** using our national professional network & electronic media.
- ✓ Complete **SmartCheck® a 4-Level Digital and Manual Background Screening Process** examining (1) Pre-screening, (2) internet & social media & news archives, (4) reference interviews, and (5) Comprehensive Background (Education and Employment verification, Civil, Criminal and Financial Investigations).
- ✓ Assist in **Finalist Selection and Interview Support**.
- ✓ Candidate transition, on-boarding, and continued assistance.

Scope of Work

Activity 1: Stakeholder Interviews

- ✓ Interviews with the Trustees and / or Department Heads as appropriate to:
 - *Develop a profile of the 'ideal candidate'.*
 - *Learn the issues new employee will face.*
 - *Discuss organizational successes and challenges likely to be faced.*
 - *Gather materials for our information and to send to potential candidates.*
 - *Discuss compensation package the agency is prepared to offer the Village Administrator.*
 - *Finalize the recruitment schedule.*

Activity 2: Job Profile; 3-Part Dynamic Recruitment

- ✓ Design and publish a **10-page color Recruitment Profile** used to recruit candidates nationally (see attached samples).
- ✓ **3-Part Dynamic Recruitment**
 1. Active Pursuit. Identify and pursue regional candidates who are qualified for each position (particularly those not actively seeking a new job) and encouraging them to apply.
 2. Professional Network. E-mail the advertisement to our professional network of 20,000 public administrators and encourage them to apply and / or share the opportunity.
 3. Digital Media. Distribute the profiles and recruitment materials through local, regional and national sources including industry associations, publications & websites.

Activity 3: 4-Level background Screening Process

Candidate Reports (see sample attached) will be provided to the Board of Trustees and will include all updated information – including background investigations – as they are completed at each stage. These reports will aid the Board of Trustees in discussing and deciding on the progression of candidates up to the Finalist interviews.

Level 1 - Candidate Pre-screening. Consultants will carefully review each resume and cover letter, putting all relevant detail into a Qualifications Table for easy reference to screen-out all non-qualified candidates and create a narrower list of 12-15 *first-round* candidates (exact number TBD). *Top candidates will be asked to complete a writing sample and will participate in a 15-minute video interview.*

Level 2 – Internet, Social Media & News Archives. Once a first-round of 12-15 potential candidates have been identified, consultants conduct a comprehensive internet search of Social Media (*Facebook, Twitter, Google Plus, Instagram, LinkedIn & News Archives*) for information regarding each candidate.

Level 3 - Reference Interviews & Writing Samples. We will ask 6-8 *second round* candidates to provide a list / variety of references including elected officials, media, subordinates, and co-workers who will be interviewed by our consultants. Our reference checks might include elected officials, the board attorney, the external auditor, representatives of the local press, community leaders, peers, and subordinate employees – some selected by the candidate, and others we select independently. We prefer a minimum of 6, preferably 8 to 10 interviews per candidate.

We will also provide a 6-page questionnaire for candidates to respond to – a *writing sample*. The expectation is to arrive at 4-6 Finalist Candidates.

Level 4 – Comprehensive Background Checks. Once 4-6 Finalist Candidates are selected, our Consultants examine Employment History, Education Verification, Criminal-Civil-DMV-Credit checks.

Activity 4: Finalist Selection & Interview Support

Interview Preparation. Consultants will assist the Board of Trustees or Selection Committee in the preparation and coordination of interviews – including preparation of the interview *schedule* and 360° interview *process* which may include one of more of the following:

- ✓ *A Social Event with the candidates,*
- ✓ *Technical & Administrative interview panels,*
- ✓ *Group meetings with HR Department staff,*
- ✓ *Meet-and-greet with all employees*
- ✓ *Tour of the Borough,*
- ✓ *Executive Panel Interview (final).*

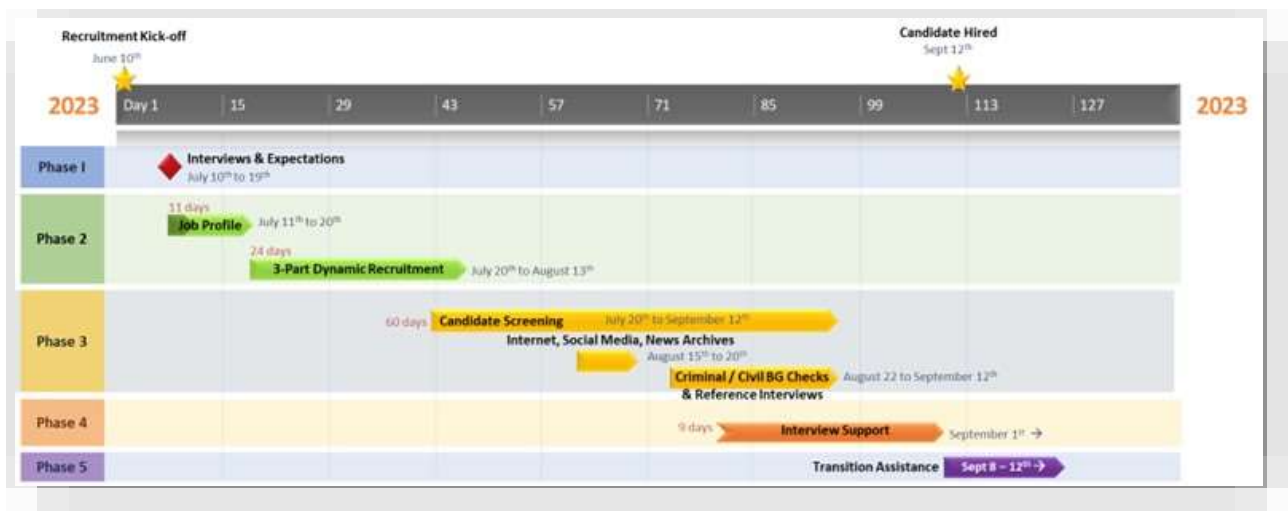
Activity 5: Transition Assistance & Warranty

Consultants will serve as a resource in the effective transition of the candidate into employment with the Village. This important step includes negotiating the compensation package (if desired) assuring continuity and cohesiveness with a **Team-building Workshop** at 6 months, and assistance in the **employee’s Evaluation** at 6 and 12 months – if requested for no additional cost.

Other team-building / leadership training and Meyers Briggs / Color Code personality testing and training is also available under separate agreement. The warranty will extend for 2 years and is explained below.

Completion & Deliverables Timeline

Our standard recruitment process requires 90-days to assure a high-quality result which produces a candidate who has a compelling reason to be in your community, and who is committed to building a future with you. Below is a standard timeline – customized to your recruitment.



Costs

Municipal Solutions provides a highly-discounted rate for multiple recruitments. Our standard (*negotiable*) price range of **\$24,000** for a single search, is significantly reduced to **\$22,000*** and **\$20,000*** for a **second and third search - if additional searches are requested during or within 1 year**. See below.

Phase	Cost per search*		
	1 st recruitment	2 nd recruitment	3 rd recruitment
I. Needs Analysis & Interviews	\$5,400	\$3,900	\$3,600
II. Advertisement & Recruitment	\$5,400	\$4,900	\$4,500
III. Candidate Screening & Selection	\$5,600	\$5,600	\$4,800
IV: Coordination of Interviews & Selection	\$4,700	\$4,700	\$4,200
V: Contract Negotiation, Warranty, 6-mo Workshop	\$2,900	\$2,900	\$2,900
Total	\$24,000	\$22,000* -\$2,000	\$20,000* -\$4,000

* if we modify the initial base recruitment profile.

Costs **include** all advertising, all travel expenses, and preliminary background checks. Expenses and fees associated with *Comprehensive* Finalist Background Checks and candidate travel for interviews are invoiced separately @ \$400 per background check.

Payment will be rendered as follows:

- Payment of Phase I up-front for mobilization and travel costs,
- Progress payments at the end of each Phase II – V as indicated above,
- Separate invoice for criminal / civil background checks and employment / education verification.

Warranty

Municipal Solutions offers one of the best warranties in the Executive Search Industry. If all Phases are followed, we honor our **2-year Warranty** and will re-do the search should the candidate leave before two (2) years (details below). Provided we conduct the full search and assuming that your agency selects from the candidates we recommend, we warrant the following:

- 1) We will not approach the selected candidate concerning any other position as long as the individual is employed by your agency.
- 2) If the selected individual leaves for any reason other than an act of God (*for example, total incapacitation or death*) within the *first* year, we will repeat the search at no charge. If he/she departs during the *second* year for any reason other than an act of God, we will repeat the search for the reimbursement of our expenses only.
- 3) If you are not satisfied with any of the candidates we present, we will repeat the search until you are satisfied.
- 4) Our price is guaranteed and will not be exceeded for any reason, even if conditions change after the contract is executed.

Section 2 - Executive Search Methodology

The following methodology has been refined over the past 20 years and now is virtually foolproof. We will modify it to integrate your ideas into the process. Our goal is to ensure you have the right people to interview as well as the information you need to make the right decision. Below is our 90-day recruitment process.

Activity 1 – Interviews with Mayor, Councilmembers, Department Heads & Employees

An important part of the recruiter's work is selling the community to the very best candidates (*including those that are not actively looking for the next job*) while also providing an accurate portrayal of the community and the opportunity.

The principal objective of these interviews is to determine the needs of the client and the characteristics and attributes of the *ideal* candidate.

Client / Consultant Conference; Community

As the position is an Executive position, our consultants will benefit from personal interviews with the Board Trustees, Department Heads and staff (as appropriate) to better understand the nature of the position, its duties and responsibilities and what characteristics, skills and attributes will be important for this position, past successes and the challenges / opportunities your new *employee* will face, and how he / she will be judged and how performance will be evaluated. Determining the **characteristics of the ideal candidate** – such as experience, longevity, education, personality, demeanor, management style, and achievements as well as other items considered important. Our process includes:

- Compile background information from the jurisdiction's website and other sources,
- Interview members of the Senior Management Team,
- Discuss and determine:
 - the characteristics of the ideal candidate (*experience, longevity, education, personality, demeanor, management style, achievements, etc.*),
 - evaluation and performance criteria,
 - a competitive compensation package,
 - the recruitment timeline including interview dates,
 - selection criteria and evaluation formats.



Activity 1 - Needs Assessment Interviews

Client & Consultant Conference; Committee Characteristics & Timeline

Activity 2 – Job Profile & Recruitment

Position Profile / Recruiting Materials
3-part *Dynamic* Recruiting

Activity 3 – 4-level Screening Process

Level 4 Background Check
Consultant Reports

Activity 4 – Selection & Interviews

Finalist Selection & Notification
Candidate Assessment / Interview Process
Debriefing and Selection

Activity 5 – Transition Assistance

On-Boarding & Additional Services

This can be accomplished through individual or group interviews.

If the job description needs to be updated, or its compensation has not been set or updated, this is a good time to make sure to remove any final obstacles which might be an obstacle to attracting the right candidates. If necessary, our consultants will review these materials and recommend changes.

The other objective of this conference is to finalize the recruitment timeline so candidates can mark their calendars well in advance and will be available when the elected officials wish to conduct the interviews. Consultant and client will work together to establish a solid recruitment timeline.

Activity 2 – Job Profile & 3-part *Dynamic Recruiting*

Position Profile / Recruiting Materials

Consultants will develop a high-quality, relevant, color position description is probably the single-most constituting factor to recruitment success. Because we want to attract highly-qualified candidates from an existing position as well as in-transition professionals, the profile must speak to them.

Consultants will combine the information obtained in the initial Client / Consultant Conference with the background information from the jurisdiction’s website and other sources to create a profile which includes: *Community Background, Form of Government, Longevity of Department Heads and Elected Officials, Accomplishments, Challenges / Opportunities and Amenities and Qualifications*

In summary, consultants will:

- ✓ *Develop a draft comprehensive, full-color Recruitment Profile,*
- ✓ *Provide the draft for your review and comment,*
- ✓ *Incorporate your recommended suggestions into the final document; and*
- ✓ *Prepare for national distribution. [See Appendix for more samples.](#)*



Dynamic Recruiting

Dynamic Recruiting involves three (3) elements:

1. Active Pursuit. The best approach is diligent, personal outreach. Consultants will begin searching for and identifying potential candidates locally and regionally who appear qualified for the position (particularly those not actively seeking a new job), and encouraging them to apply.
2. Professional Networking. Consultants will E-mail the advertisement to our professional network of 20,000 public administrators and encourage them to apply and / or share the opportunity.
3. Digital Media. Consultants will distribute the advertisement and recruitment materials through local, regional, state and national sources including industry publications & partner websites to reach **more than 40,000 views**. We will also use our social media tools including LinkedIn and Facebook to reach more than 5,000 direct connections.

Activity 3 – 4-level Background Screening Process

Level 1 – Initial Candidate Pre-screening

Consultants will carefully review each resume and cover letter, putting all relevant detail into a table for easy reference. The **Qualifications Table** allows for our consultants to maintain a single-reference of all candidates’ qualifications, education and experience and maintains accurate recordkeeping of the evaluation process.

Teleconference Interview (phone or video). Our recruitment team will personally interview each of these candidates using **Zoom** or **GoToMeeting** or by telephone. Using what we learned in Phase I of the project and our experience as managers and recruiters, as well as our unique ability to assess candidates, we will determine whether or not to consider them further.



Once we have evaluated the information we have gathered, we will present the strongest candidates to the Agency for its consideration. It should be noted that selecting strong candidates is both an *art* and *science*. While we believe (1) *qualifications* are important for consideration, so is (2) organizational / community *fit* and (3) compelling reasons to commit to your agency.

Candidates Report #1. This report will contain the list of top candidates with copies of their resumes, cover letters and our recommendations for Level 2 consideration. A Client-Consultant video conference concludes with agreement on 10-12 candidates to proceed for further investigation.

Level 2 - Internet, Social Media and Newspaper Archives

We require all candidates to sign an **Acknowledgement and Release Form** granting us permission to begin the background investigation.

Virtually every local newspaper and has an electronic archive that provides stories about perspective candidates, the issues they have dealt with, how they resolved them and the results. While these articles don’t always tell the ‘whole story’, these articles can also provide valuable insights into the candidate’s relationship with the public and the elected officials. Of course, not all news sources are unbiased and we consider that in our evaluation.



Once a first-round of 12-15 potential candidates have been identified, consultants conduct a comprehensive internet search of social media (*Facebook, Twitter, Google Plus, Instagram, LinkedIn and News Archives*) for any information regarding each candidate.

Candidates Report #2. This updated report will be provided to the Board of Trustees for each of the selected candidates, with the results of the Level 2 background work. A Client-Consultant video conference concludes with agreement on 10-12 candidates to proceed for continued investigation.

Level 3 - Reference Interviews & Writing Samples.

Reference Interviews. We will ask each of the 6-8 second round candidates to provide a list / variety of references including current and former elected officials, media, subordinates, and co-workers who will be interviewed by our consultants. References might also include the municipal attorney, the external auditor, staff members, peers, news media representatives, the director of the local chamber of commerce, community activists, and others who know the candidate. We tell the candidate with whom we wish to speak. We also attempt to contact some individuals who are not on the candidate's list. We prefer a minimum of 6, preferably 8 to 10 interviews per candidate. The expectation is to arrive at 4-6 Finalist Candidates

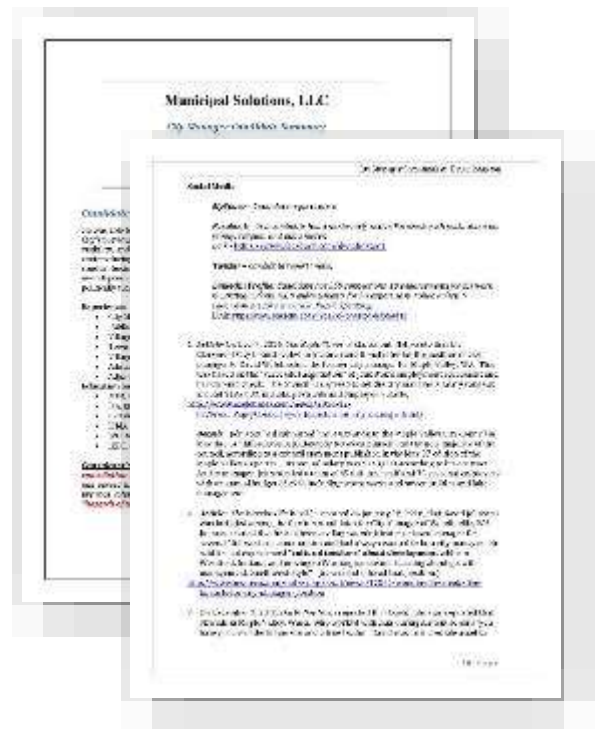
Written Introduction / Writing Sample. We will ask each of the 6-8 second round candidates to complete a 6-page, pre-formed written introduction describing who they are and their background / experience. This also allows the recruitment team to further evaluate their writing capabilities, their ability to use technology, and commitment to the process.

Candidates Report #3. This updated report will be provided to the Board of Trustees for each of the selected candidates, with the results of the Level 3 background work. A Client-Consultant video conference concludes with agreement on 4-6 candidates to proceed for Final Background investigations.

Level 4 – Comprehensive Background Checks

Once 4-6 Finalist Candidates are selected, our Consultants examine Employment History, Education Verification, Criminal-Civil-DMV-Credit checks. Through our third-party vendor, American DataBank®, we will conduct Federal Criminal & Civil, State & County Criminal & Civil, and Financial including bankruptcy and credit (prospective Finalists only). Consultants will also use DegreeVerify® for education verification and contact employers to verify employment history.

If we conclude the situation is damaging or even questionable, the candidate should be dropped from further consideration.



Candidates FINAL Report #4. This final report is the completed, comprehensive written report for each candidate provided to the Board of Trustees prior to a Client-Consultant video conference concluding with agreement of 3-4 Finalists for interview.

Activity 4 – Finalist Selection and Candidate Interviews

- Interview Preparation. Consultants will assist in the preparation and coordination of the interview schedule, process and structure. Consultants will work with the Board of Trustees to develop a process that fully assess the candidates.
- 360° Interview Process. While the particulars may be worked out later, we recommend a process including:
 - **Public Reception** for the Candidates to interact,
 - **Panel Interviews** with Technical & Administrative experts
 - Formal Interview with the **Board of Trustees**,
 - **Public Speaking Presentation** on a recent staff report,
 - **Assessment Centers**.
- Interview Questions. Consultants may also offer advice on interviewing, standardized panel questions and logistical support during their interviews. Consultants are to provide support, not influence the process.
- Decision-Making. Once the interviews are completed, we will provide any additional information the Agency needs in making the final determination.



Activity 5 - Transition Assistance & Warranty

To assure an effective transition of the candidate into employment with the Agency, Consultants will serve as a resource in the **contract negotiation** process to assure an 'obstacle-free' start for your new hire.

Warranty. Our work is not done when the contract is executed. We stay in touch with you and your new *Village Administrator*. Our goal is to assist in mitigating any issues that may become intractable. Approximately six (6) months after hire, we will conduct a **Team-building Workshop** at no charge, and assist in the **employees Evaluation** at 6 and 12 months – at no additional cost. We simply feel it is part of our job to assure a successful relationship. Our 2-year Warranty is explained in detail at the end of this proposal.



These important steps assure continuity and cohesiveness and long-term success.



Section 3 – Profile of the Firm

Our team is one of the most successful and reliable local government consultancies in the United States. We use simple, straightforward and foolproof processes which have successfully improved 100s of cities throughout the United States.

Company Origins



Municipal Solutions LLC was founded in Phoenix, Arizona on 23 July 2003 to provide a modern, practical and affordable alternative to typical consulting options. Our initial focus was on small, local governments, but when the demand for our services grew, we became a ‘*collaborative consultancy*’ of innovative practitioners (Borough Managers, Finance & Public Works Directors, Police & Fire Chiefs) who really understands the unique needs of local government – with incredible mastery of best practices. Over 18 years, Municipal Solutions has become a multi-disciplinary, *international* public-sector management consulting firm which specializes in **Efficiency, Technology and Safety**. This three-pronged focus allows our team of 160 Senior Associates and Senior Analysts to provide a variety of services illustrated below.

Efficiency	Technology	Safety
ACCOUNTING & FINANCE	BROADBAND	EMERGENCY / RISK MANAGEMENT
Efficiency & Operations Audits Capital Improvement Programs Franchise Review / Revenue Recovery Software Audits & Conversion Process	Cable TV Franchises Broadband Feasibility Studies Wireless Tower Agreements Communications Master Plans	Communications Interoperability Emergency Operations Plans Hazards & Risks Assessments Training & Emergency Exercises
HUMAN RESOURCES	ECONOMIC DEVELOPMENT	PLANNING & ENGINEERING
Class & Compensation Studies Interim Staffing & Executive Search Operations Audits / Efficiency Studies Training: <i>Customer Service & Leadership</i> Job Descrip’s, Policies & Procedures Manuals	Strategic Planning Statistical Surveys Stakeholder Summits Energy Sustainability Infrastructure Assessments	Transit Studies Strategic Planning General Plan Amendments Capital Projects Management (CIPs) Development & Fiscal Impact Analysis

Corporate Structure

Our ‘*collaborative consultancy*’ model provides you with a unique combination of talents, insights and technical skills regarding best practices on a local and national perspective. Our origins in Arizona expanded to 42 states and then to 13 countries – thanks the help of 160 public sector-practitioners provided real-world solutions to public management problems.



Our consultants have served more than 400 local governments in the United States and 40 countries – altogether, our consultants and have provided solutions to 1,000s of local government officials all over the world including Afghanistan, Bangladesh, Bosnia, Egypt, Indonesia, Iraq, Italy, Jordan, Kenya, Libya, Myanmar (Burma), Sri Lanka, Turks & Caicos, Trinidad & Tobago, and the United Kingdom to name a few.

David Evertsen, CEO & Principal personally oversees all consulting projects which are managed by teams of **Senior Associates** and **Senior Analysts** hand-picked and assigned on a 'best fit' basis for each project. Because of our three areas of expertise – we are able to provide a unique approach to problems facing local governments. The standard 'consulting as usual' model is dead.

Since 2003, our **Local Government Consulting** division has helped more than 500 local governments, provincial governments and national government agencies save more than \$351,109,000 through comprehensive organizational assessments, careful analysis, prudent recommendations and effective implementation. Through our efforts, nearly 400 local and national government clients have realized greater revenue collections, reduced fraud and improved public access to public services.

Work Samples / Additional Services

While we follow a standard format and process, each client project is unique. Rather than provide a full copy of a Management Plan in this proposal, we have provided the links below to few samples of studies and reports to allow you to better examine our expertise. All services are available at your request

EFFICIENCY STUDIES & OPERATIONS AUDITS - AK, AZ, CA, CO, FL, KS, KY, NV, MA, MI, OH

All Departments / Full Service

City of Sitka (AK) – [Admin., Electric, Finance, Fleet, Marinas, Public Safety, Utilities](#)

City of Syracuse (UT) – [Admin., Council, Finance, Fleet, IT, Police, Solid Waste, Utilities](#)

City of Bellville (TX) – [Admin., Community Development, IT, Library, Public Works](#)

City of Dartmouth (MA) – [HR, IT, Building / Planning / Zoning, Facilities Mgmt.](#)

Fleet & Facilities

City of Fort Collins (CO) – [Facilities, Custodial, Operations & Maintenance](#)

City of Clearfield (UT) – [Fleer Maintenance](#)

Finance & IT

City of Daytona Beach – [IT & Finance](#)

City of Delray Beach (FL) – [Fire, Fleet, IT, Police, Risk Management, Planning](#)

Public Safety & Public Transit

City of Arkansas City (KS) – [EMS, Police Fire, Finance, Fire, Fleet, IT, Police](#)

City of Coconut Creek (FL) – [Public Transit System Audit & Strategic Plan](#)

Fort Mojave Indian Tribe (AZ, CA, NV) – [Police Department Operations Audit](#)

Other: Parkland, FL; Beachwood, OH; Covington, KY; Missouri Dept. of Public Safety

COMPENSATION & CLASSIFICATION STUDIES - AK, CA, FL, KS, MD, MI, NM, OK, SD

Small Communities

City of North Pole (AK) – [Total Compensation, Admin., Police, Fire, Public Works](#)

Town of Indian River Shores (FL) – [Triple-Certified Public Safety Compensation Study](#)

City of Huron (SD) – [Full Classification Audit & Compensation Study](#)

City of Tecumseh (OK) – [Classifications, Compensation, Benefits Audit](#)

Mid-sized City

City of Gallup (NM) – [Admin., Finance, Fire, IT, Library, Parks, Police, Public Works](#)

City of Walker (MI) – [Triple -Certified Public Safety Department](#)

Large City

City of Shawnee (OK) – [Admin., Finance, Parks, Public Safety, Public Works \(all tables\)](#)

Other: Flagstaff, Fountain Hills, Guadalupe, Queen Creek & Scottsdale, AZ; Jupiter Island, Tequesta, FL; La Habra Heights, CA; Largo, Parkland, Tequesta, FL; Elko, NV; Dublin, OH; Huron, SD; Harrisville, Pleasant View, Pleasant Grove, UT; Colonial Heights, VA;



BROADBAND, FIBER & WIRELESS - AZ, CA, CO, GA, IL, MT, NV, TX, UT, VA, VT, WA, WY

Infrastructure Assessments, Policy & Municipal Broadband Strategy

- City of Flagstaff (AZ) - [Infrastructure Assessment, Broadband Policy & Strategic Plan](#)
- City of Goodyear (AZ) - [Fiber & Wireless Assessment, Broadband Summit, Strategic Plan](#)
- City of Safford (AZ) - [Broadband Infrastructure Assessment, Survey & Strategic Plan](#)

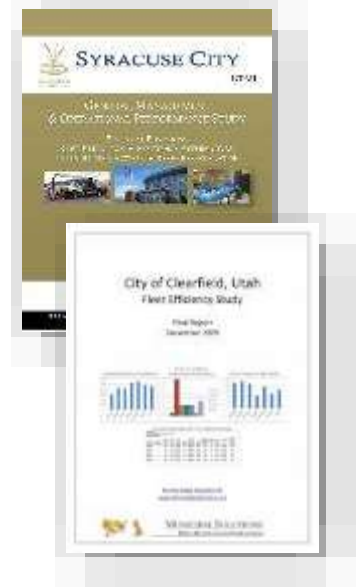
Cable TV Franchise Audits, Negotiation & Wireless Tower Agreements

- City of Kingman (AZ) - [Cable TV Franchise Audit / Inspection Report](#)
- City of Maricopa (AZ) - [Verizon Cell Tower Proposal Assessment](#)
- City of Seabrook (TX) - [Review & Recommendations of Cable Franchise Agreement](#)

Other: Cave Creek, Flagstaff, Florence, Superior, Gila & Pinal Counties, Safford, San Carlos Apache Telecom, Wickenburg, AZ; Bountiful, Centerville, Draper, Hurricane, Logan, Payson, N. Salt Lake, UT; La Habra Hts, CA; Upper Dublin Township, PA; Burlington, VT.

Network Design & Construction

Inglewood, Loma Linda, CA; Longmont, CO; Columbia Co., GA; Lewistown, MT; Mesquite, NV; Hurricane UT; Westford, Underhill, Jericho, VT; Kent, WA, Powell, WY; State of Arizona, State of Illinois



CUSTOMER SERVICE & STRATEGIC PLANNING - AK, AZ, CA, CO, ID, KS, NM, NC, PA, RI, SD, TX, UT, WA, WY

- City of Arkansas City (KS) - [Citizen Customer Service Survey](#)
- City of Avondale (AZ) - [Leadership Summit & 20-year Strategic Plan](#)
- [Customer Service Training Program Guide & Client List](#)

Sample News Media

We are accustomed to working in an environment where corresponding to and working with the media is essential. Below are links to some of our new articles.



Compensation Studies

- [Buckeye, Tolleson City Managers' salaries outweigh city size](#) (AZ Central)
- [Some Small City Managers are paid Big-time Salaries](#) (Pressreader)

Executive Searches

- [Cuyahoga County executive's pick for sheriff](#) (Cleveland.com)
- [National challenges finding Finance Directors](#) (Municipal Finance Today)
- [CFO Recruitment for Decatur, Alabama](#) (DecaturDaily.com)
- [Covington Taps Firm to Find New City Manager](#) (River City News)

Efficiency Studies / Operations Audits

- [Operations Audit & Management Plan for City of Sitka, Alaska](#) (KCAW Radio)
- [Covington asks consulting firm for organizational analysis](#) (NKYTribune)
- [Organizational efficiency audit of city proves hopeful](#) (CourierTraveler) #2, #3, #4, #5.

Local Government Emergency Planning & Preparedness

- [Review of 25 Eastern US Emergency Response Plans](#) (Pocono Record)

Economic Development, Entertainment Districts & Professional Sports

[From 'Cow Town' to 'City of the Future' \(Arizona Republic\)](#)

[Microsoft's Bill Gates Spends \\$80M On Majority Stake in West Valley Property \(KJZZ\)](#)

[Peoria OK's Key Piece of \\$90 million P83 Entertainment District \(Arizona Republic\)](#)

[West Valley \(Phoenix\) Making a Comeback \(AZ Bex\)](#)

[Glendale's \(AZ\) exit from \(NHL\) Coyotes arena deal is positive \(Reuters\)](#)

[Glendale and Goodyear pay spring-training ballpark debt \(AZ Central\)](#)

[Avondale's \\$800K development incentives \(Arizona Republic\)](#)

[Glendale, Goodyear Struggle to pay \\$260 million spring-training ballpark debt \(AZ Central\)](#)

Broadband & Military Base Realignment & Closure (BRAC)

[Luke AFB Transitions, New Missions Could Ripple \(AZ Republic\)](#)

[Webinar for Municipalities on Building Gigabit Networks \(BroadbandBreakfast\)](#)

Management & Governance

[The Business Case for Superior Project Leadership \(iMeetCentral\)](#)

[Delray looks to upgrade software, safety in billing department \(South Florida Sun Sentinel\)](#)

Executive Search Ethos & Attributes

Below are some key attributes about our services and results:

➤ **Diversity**

Municipal Solutions has extensive contacts with more than 10,000 public sector professional individuals and organizations – many of whom represent women and minorities. As a result, are thus able to identify and bring a diverse group of finalists to the Town.

➤ **Quality and Client Satisfaction**

We are selective with new assignments. When we dedicate ourselves to a client, we dedicate ourselves to getting the job done correctly. Because all of our key people are former public-sector administrators, we aim to deliver on time and on budget. We perform the comprehensive background investigations and we offer the best warranty (2-years) in the business.

➤ **Completion of Projects within Budget**

We are proud of our record of completing searches within budget. When we quote a price to the client, that price is what the client will pay, no matter how difficult the search is or what unforeseen circumstances may develop. We have never asked a search client for additional fees - even if we were entitled to do so.

➤ **High-quality Reputation**

We have an outstanding reputation and commitment to quality and value. Our work is not done until the client is satisfied. That means we go the extra mile and expend extensive effort and energy to provide the client with expected satisfaction. We do not ask the client for additional fees. Rather, we accept these situations as part of our cost of doing business. We believe that once a contract is signed, we have an obligation to fulfill its requirements excellently and within the budgeted amount.

➤ **Completion of Projects on Schedule**

We routinely complete our assignments in 60 to 90 days. Further, since we began performing recruitments, we have never missed a project milestone.

➤ **Search Completion Record**

In every case for which we have been selected to perform a senior executive search, the search has been completed and the client has selected from one of our recommended candidates. We have never been fired before a search was completed.

➤ **Prior Names and Litigation**

Municipal Solutions has never been involved in any litigation in the United States, except to testify as an expert witness on behalf of one of the parties. Our company has always operated under its current name. Our performance has never been questioned to the point that legal action resulted.

➤ **Insurance**

To protect our clients, Municipal Solutions maintains the following insurance coverages: (1) General Liability insurance of \$2 million combined single limit per occurrence for bodily injury, personal injury, and property damages, (2) Automobile Liability insurance of \$1 million per accident, and (3) Professional Liability insurance of \$2 million per occurrence. We are not typically subject to the requirements for workers compensation and employer liability insurance. If required by the client, and if it is available to us, we will obtain these two coverages prior to contract execution.

Executive Recruitment & Interim Management Team

Our Executive Search Team is highly motivated!

Each of our team members bring a uniquely local government skill set and a refreshingly creative perspective to the search process. Municipal Solutions consultants are among the best and brightest Public Administrators in the United States. Our collaborative-consultant network of 100s of highly-qualified public administrators assure each and every client familiarity and sensitivity to local & regional issues with a toolbox of resources available to assist at every level of government.

Our **Executive Search** consultants have conducted more than 400 public and private-sector searches for clients in twenty-three states. The basic approach we have presented in the Scope of Services section of this document. It has been refined over the years to the point where it is problem-free.

Key personnel that will be utilized in this project are listed below.

David Evertsen –Principal consultant to +5,000 public servants in the US and Globally.

Kathryn Knutsen – has conducted 1000s of candidate evaluations & background / reference / employment checks.

Marie Lopez Rogers – former President of the National League of Cities and nationally-recognized by Presidents Obama and Biden for her leadership w/ women, Hispanics and African Americans.

Greg Bayor – highly-experienced Senior Executive and MD Public Administrator.

Sean Baenziger – Senior Associate, has assisted +50 national executive searches.

**David A. Evertsen, CEO & Principal
Recruitment Manager**

Mr. Evertsen has been recognized nationwide for his ability to "make significant contributions while facing difficult constraints," and has repeatedly positioned agencies and staff to handle tremendous and possible unanticipated change, due in part to knowing "how to get the job done, through analysis, vision, and successful collaboration of skilled resources." He is an accomplished public speaker in local, national and international settings.



Mr. Evertsen has successfully managed 1,000's of consultants, trained more than 14,000 civil servants while managing more than 300 consulting projects on 4 continents in the past 20 years – including design and facilitation of more than 100 organizational development and strategic planning workshops and trainings. His professional experience includes: Arbitrator, Facilitator, Negotiator, Commercial, Industrial and Residential Developments, Recruiter, Government Relations, Statistician, Data Modeler, Emergency Management Planner, Urban Planner, Master Trainer, Chief Executive, Chief of Party, Team Leader, Public Speaker and advisor to Governors, Senators and Congressmen.

He has personally managed more than 300 client Human Resource projects which include:

- Executive Searches & Interim Placements** for Blythe, California City, Desert Hot Springs, Madera, and Coachella, CA; El Mirage, Goodyear, Scottsdale, and Glendale, AZ; Bellville, Edinburgh, Lampasas, Port Arthur, TX; Greenville Utilities Commission (GUC), NC; Largo, St Cloud, Daytona Beach, FL; Wilson, AK; Hanover, NH; Norristown, PA.
- Organizational Development & Change Management** for the Cities of Covington, KY, Beachwood, OH; Syracuse, UT; Sitka, AK; Fort Collins, CO; Arkansas City, KS; Delray Beach, FL; Clearfield, UT; Daytona Beach, FL; Delray Beach, FL; Parkland, FL; Tequesta, FL; Jupiter Island, FL; and La Habra Heights, CA.
- Personnel Compensation, Classification and Restructure** for the cities of La Habra Heights, CA; Nogales, Guadalupe & Safford, AZ; Gallup, NM; Pleasant View & Harrisville, UT; Shawnee, OK; Elko, NV; Huron, SD; Walker, MI.
- Diplomatic Missions & International Development** in for local, provincial and national governments in Afghanistan, Bangladesh, Bosnia, Iraq, Lebanon, Libya, Tunisia and Myanmar (Burma).
- Strategic Planning** work for Avondale, AZ; Sitka, AK; Hurricane, UT; Mesquite, NV; Goodyear, AZ; Queen Creek, AZ; Buckeye, AZ; Flagstaff, AZ; and local and national governments in Bangladesh, Bosnia, Lebanon, Afghanistan, Libya and Iraq.

His four degrees include a Master's in Public Administration (University of Kansas); Masters of Urban & Regional Planning (University of Kansas); Bachelor's in Political Science (Weber State University); and Associates Degree in Business from Ricks College (now BYU Idaho).

Kathryn Knutsen, Senior Analyst
Interviews, Backgrounds & Report Assembly

Ms. Knutson's prior employment includes stints with Palm Beach County's Department of Building, Planning, and Zoning, and with the County Health and Rehabilitative Services. She also worked with the State of Florida's Department of Corrections and with the State's Department of Employment Services. She was involved with a number of private and non-profit concerns, such as the Visiting Nurses Association and Oakwood Mental Health Center of the Palm Beaches. She has an Associate's Degree in Business Education from West Georgia College in Carrollton, Georgia and currently [Kathryn resides in Oneida County, WI.](#)



Ms. Knutson has been involved in 100s of personnel projects and executive searches including:

- ❑ **Executive Searches & Interim Placements** for Buckeye, Chandler, Scottsdale, AZ; **Bellville, Corpus Christi, Lampasas, Odessa and Port Arthur, TX**; Coral Gables, Cape Coral, Clay County, Miramar, Marco Island, Miami, Daytona Beach, Surfside, Lake Worth, Sewall's Point, FL; Leesburg, Prince William County, Roanoke, York County and Winchester, VA; Portland, ME; Elmira, NY; Ankeny, & Polk County, IA; Greensboro, Fayetteville, Monroe and Union County, NC; Sunnyside, WA; Norristown, PA; Fayetteville, NC; Tacoma, WA; Matanuska-Susitna Borough, AK; Albany, DeKalb Co. & Doraville, GA.

Marie Lopez Rogers, Senior Associate
Senior Recruitment Advisor

Marie Lopez Rogers recently served as President of the National League of Cities (NLC), the nation's oldest and largest organization representing municipal government. She was first elected to local office in 1996, and on January 1, 2006, she was elected as the nineteenth Mayor of Avondale, Arizona, and **the city's first Latina mayor.**



Mrs. Rogers grew up working side-by-side with her parents in the small migrant farm labor camps around the city. In 2011, **President Barack Obama** recognized her dedication to and accomplishments in local government at a **national conference of Hispanic leaders.**

Mrs. Rogers guided the transformation of her community. Avondale, once tiny agriculture community, became one of the nation's fastest growing municipalities. Avondale is home to the Phoenix International Raceway and was named the first Kids at Hope city in the United States.



She was appointed to serve on the Maricopa County Board of Supervisors in June 2014, served as a member of the League of Arizona Cities & Towns' Executive Committee, where she received a Distinguished Service Award and served as **President of the Arizona Women in Municipal Government.** Mrs. Rogers also

served on Arizona's Council of Governments, Maricopa Association of Governments' Executive Committee, and served as its Regional Council Vice Chair.

Mrs. Rogers has also been active at the state government level. She was selected by U.S. Secretary of Homeland Security and former Arizona Governor Janet Napolitano, to serve on state of Arizona committees and task forces.

She is a founding and current member of the **Hispanic Leadership Forum**, an organization providing academic opportunities for rising leaders in the community. She received one of the highest awards in the state from the Latino community, when she was presented the Profiles of Success Special Recognition Award for her advocacy, leadership, and years of service to her community -- emphasizing the integration of the Hispanic community.

Mrs. Rogers received the Jacque Steiner Public Leadership Award for Children from the Arizona Children's Action Alliance, and was one of 25 women chosen by Governing Magazine to participate in its 2015 Inaugural Women's Leadership Class.

She and her husband Ed have been married 46 years. They have three sons and six grandchildren.

Sean Baenziger, Senior Associate
Senior Recruitment Advisor

Mr. Baenziger has worked with more than cities and towns on recruitments throughout the United States. He is highly effective in his interpersonal communications and understands what it takes to manage client expectations effectively. With his expertise in municipal government Executive Search, Mr. Baenziger has been called upon to assist in meeting with City Managers and Senior Staff, to understand the needs of the client, and to develop high-quality Position Descriptions which we use for marketing and advertising for the position. Because of his efforts, Mr. Baenziger has been a highly-valued member of the Municipal Solutions Recruitment Team.



Mr. Baenziger brings a strong background in research and analysis to Municipal Solutions. As a former Firefighter Paramedic and current Licensed Psychotherapist, he has ten years of experience working with state and local governments through public and private sector organizations. Since joining Municipal Solutions in 2002, his incisive ability to promptly get to the heart of a problem and accurately assess the facts have led him to quickly become the firm's background check guru. His experience and training allow him to rapidly determine which candidates are the 'right-fit' for your organization.

Mr. Baenziger has been involved as a background specialist in virtually every search Municipal Solutions has conducted. Some of his current and former executive search work history includes:

- ❑ **Executive Searches & Interim Placements** for Buckeye, Chandler, Scottsdale, AZ; Corpus Christi, Clay County, Miramar, Marco Island, Miami, Daytona Beach, Surfside, Lake Worth, Sewall's Point, FL; + 40; Prince William County, VA; Roanoke, VA; York County, VA; Winchester, VA; Portland, ME; Elmira, NY; Ankeny, IA;

Polk County, IA; Greensboro, Fayetteville, Monroe and Union County, NC; Sunnyside, WA; Norristown, PA; Tacoma, WA; Matanuska-Susitna Borough, AK (listing only a few of +100).

As noted, the majority of Mr. Baenziger's work has come in the form of background examinations with the firm. Due to his extensive psychological training, he is quickly able to assess candidates' personalities and styles and determine if there are concerns in their past as well as if the candidates would be a good fit for Municipal Solutions' clients. In the past Mr. Baenziger has served in a variety of municipal capacities such as being a consultant for several private sector agencies with contracts with the State of Utah's Division of Child and Family Services, as well as playing a principal role in the revision of North Port Fire Rescue District's Infection Control Plan.

Mr. Baenziger obtained his Bachelor's Degree in Psychology from Brigham Young University, a Master's Degree in Social Work from the University of Utah, and an MBA from Brigham Young University. He is a certified Firefighter/Paramedic in both Florida and Utah. He currently resides in Chandler, AZ.

Greg Bayor, Senior Associate
Senior Recruitment Advisor

In a career of more than 30 years, Mr. Bayor, has experience with both big-city and suburban governments. He has worked as Director of Recreation programs in the **Cities of Baltimore and Rockville, Montgomery and Prince George County, MD**, and the City of Tampa, FL. Mr. Bayor's record in building relationships is unprecedented – including community partnerships with the Baltimore Oriels, Baltimore Ravens, Tampa Bay Rays, Tampa Bay Buccaneers and more. He has personally recruited and managed more than 215 employees and managed departments as small as 10 and as many as 490 employees.



Mr. Bayor has an exceptional eye for talent and will be instrumental our recruitment process with clients in Florida, Maryland and Virginia.

Other Consultants

Municipal Solutions has 160 active consultants in a variety of subject-matter areas which will be called into service when we need them. This includes IT / Communications, Police, Fire, Schools, Utilities, and other service areas. We also have a cache of Analysts and Senior Analysts who are on-call should we need them.

Extensive bios and client references can be reviewed on our website at <http://www.municipalsolutions.org>



Section 4 – Detailed Cost Proposal

Cost Options

Municipal Solutions provides a highly-discounted rate for multiple recruitments. Our standard (*negotiable*) price range of **\$24,000** for a single search, is significantly reduced to **\$22,000*** and **\$20,000*** for a **second and third search - if additional searches are requested during or within 1 year**. See below.

Phase	Cost per search*		
	1 st recruitment	2 nd recruitment	3 rd recruitment
I. Needs Analysis & Interviews	\$5,400	\$3,900	\$3,600
II. Advertisement & Recruitment	\$5,400	\$4,900	\$4,500
III. Candidate Screening & Selection	\$5,600	\$5,600	\$4,800
IV: Coordination of Interviews & Selection	\$4,700	\$4,700	\$4,200
V: Contract Negotiation, Warranty, 6-mo Workshop	\$2,900	\$2,900	\$2,900
Total	\$24,000	\$22,000* <i>-\$ 2,000</i>	\$20,000* <i>-\$ 4,000</i>

* if we modify the initial base recruitment profile.

Costs include all advertising, all travel expenses, and *preliminary* background checks. Expenses and fees associated with Comprehensive Finalist Background Checks and candidate travel for interviews and will be invoiced separately as the total number of BG checks to be conducted will be determined by the client. The average additional expense \$400 per candidate, depending on work history and residency.

Payment will be rendered as follows:

- Payment of Phase I up-front for mobilization and travel costs,
- Progress payments at the end of each Phase II – V as indicated above, and
- Separate invoice for criminal / civil background checks and employment / education verification.

The above fee is based on anticipated efforts from Municipal Solutions, llc with the understanding that unexpected or changing circumstances will not be encountered during the engagement without revision to the terms of this agreement. Should such revisions be necessary, the hourly rate of \$150 is provided for consideration of extension of services.

Warranty

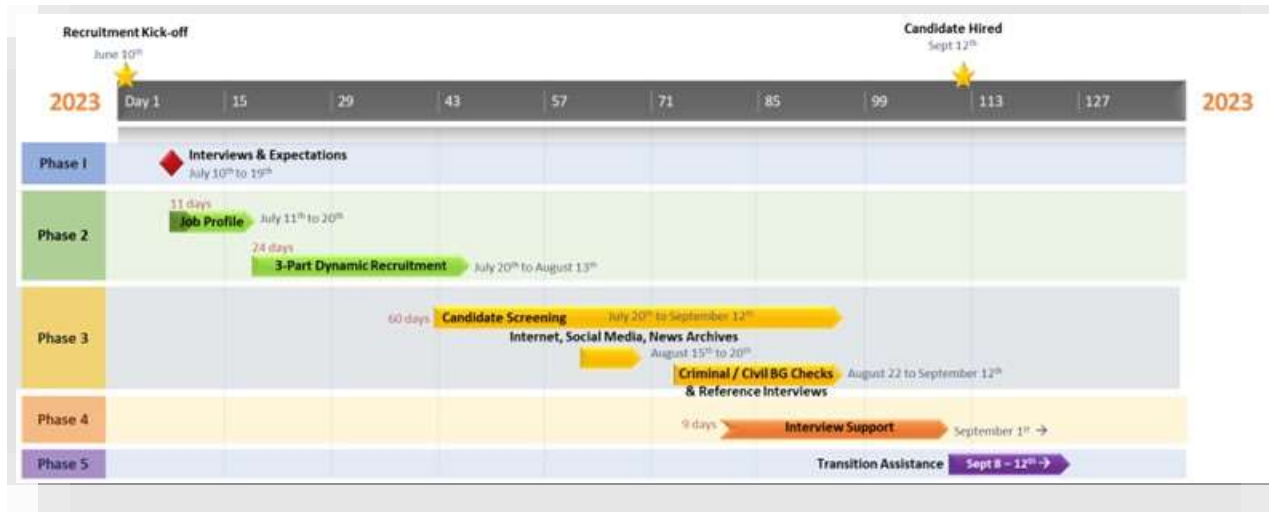
The Municipal Solutions team offers the best warranty in the industry. Provided we conduct the full search and assuming your agency selects from the candidates we recommend, we warrant the following:

- 1) We will not approach the selected candidate concerning any other position so long as the individual is employed by your agency.
- 2) If the selected individual leaves for any reason other than an act of God (for example, total incapacitation or death) within the first year, we will repeat the search at no charge. If he/she departs during the second year for any reason other than an act of God, we will repeat the search for the reimbursement for expenses only.
- 3) If you are not satisfied with any of the candidates we present, we will repeat the search until you are satisfied.
- 4) Our price is guaranteed and will not be exceeded for any reason, even if conditions change after the contract is executed.

Section 5 – Recruitment Completion Schedule

Completion & Deliverables Timeline

Our standard recruitment process requires 90-days to assure a high-quality result which produces a candidate who has a compelling reason to be in your community, and who is committed to building a future with you. Below is an illustrated standard 90-day timeline.



Draft Recruitment Schedule

PHASE I: NEEDS ASSESSMENT & INTERVIEWS

- July 10th:** Municipal Solutions (MS) begins interviewing the Trustees and Senior Management Team to understand the work environment, challenges and expectations for the *Village Administrator*.
- July 11th:** MS begins drafting the recruitment profile for publications and prospective candidates.
- July 19th:** MS submits the draft of the full recruitment profile to the Board of Trustees for review. Comments will be due back by July 20th.

PHASE II: RECRUITING

- July 20th:** MS begins networking, distributes and posts the full recruitment profile on its website, and submits it to the appropriate publications. MS begins forwarding candidates details to the Board of Trustees.
- August 13th:** Closing date for submission of applications. MS reports recruitment results.
- August 14th:** **Report #1:** Forwards the Report #1 and materials to the Board of Trustees Including the resumes, cover letter w/ recommended 10-12 first-round candidates.

PHASE III: SCREENING, REFERENCE CHECKS AND CREDENTIAL VERIFICATION

- August 15th:** *Video conference w/ Board of Trustees to review 1st-round candidates.*
- MS begins candidate pre-screening of selected First-round candidates including Internet / newspaper archives, candidate intro. & writing sample.
- August 20th:** **Report #2:** MS presents First-round candidate pre-screening report to the Trustees.
- August 21st:** *Video conference w/ Board of Trustees to review 2nd-round candidates.*
8–10 2nd-round candidates selected for background checks.
- August 22nd:** Comprehensive background investigations begin.
- September 12th:** **Report #3** MS forwards completed background checks and candidate profiles to Trustees for review.
- September 13th:** Board of Trustees selects / confirms finalists.

PHASE IV: INTERVIEW PROCESS COORDINATION AND SELECTION

- September 1st:** Interview design and coordination
- Sept 7/8 or 11/12th:** Finalist social and Interview Panels.
Board selects its new the *Village Administrator!!!*

PHASE V: TRANSITION ASSISTANCE & WARRANTY

- September 12th:** Contract Negotiation and Transition Assistance begins.
- October 1st:** Target date – *Village Administrator begins!*

Section 6 – Client References & Firm Experience

Over the past 20 years, we have helped 100s of local governments, provincial governments, school districts and national government agencies save \$ millions through Compensation Studies, Organizational Efficiency Audits, Policy Manual revisions, Organizational Structure Realignment and Process Mapping. In addition to the cost savings, our clients have realized greater revenue collections, reduced fraud & improved public access to public services.

Client References

- | | |
|--|---|
| <p>1. Crandall Jones, Administrator
Norristown Municipality, PA (pop. 34,000)
Phone: (970) 221-6505
cjones@norristown.org</p> | <p>2. Julia N. Griffin, Town Manager
Town of Hanover, NH (pop. 8,500)
Phone: (603) 643-0701
Julia.Griffin@hanovernh.org</p> |
| <p>3. Len Golden Price, Admin. Services Director
Collier County Gov't, FL (pop. 300,000)
Phone: (239) 252-8450
Len.Price@colliercountyfl.gov</p> | <p>4. Cindy Muncy, Asst City Manager
City of Odessa, TX (pop. 127,000)
Phone: (432) 335-3232
cmuncy@odessa-tx.gov</p> |
| <p>5. Anthony Roberts, HR Manager
City of Fort Lauderdale, FL (pop. 183,000)
Phone: (859) 576-7477
ARoberts@Fortlauderdale.gov</p> | <p>6. Crystal Dyches, City Manager
City of El Mirage, AZ (pop. 35,043)
Phone: (507) 461-5954
jnnfrprentice@yahoo.com</p> |
| <p>7. Patrick Smock, Recruiting Manager
Cuyahoga County Gov't, OH (pop. 1,200,000)
Phone: (216) 443-3187
psmock@cuyahogacounty.us</p> | <p>8. Trudy Lewis, City Manager
City of Hutchins, TX (pop. 5,178)
Phone: (972) 225-6121
tlewis@cityofhutchins.org</p> |
| <p>9. Maryanne Ustick, City Manager
J.M. DeYoung, Asst. City Manager
City of Gallup, NM (pop. 21,800)
Phone: (505) 863-1218
mustick@gallupnm.gov</p> | <p>10. Mike Welsh, Mayor
City of North Pole, AK
Phone: (907) 651-2555
northpolemayor@gmail.com</p> |

In addition to the client references already provided, additional references are provided below.

Similar Projects

The following pages contain a *partial* list detailing projects completed by members of our Executive Search and Interim Public Management team. *Includes the side / population of the city / town / service area.*

2022-23	
Sonterra Metropolitan Utility District <i>Austin, TX (pop. 15,000)</i>	CIO - City of North Las Vegas <i>(pop. 274,000)</i>
City Administrator <i>Windsor Heights, IA (pop. 5,170)</i>	City Administrator <i>Woodbury, NJ (pop. 9,000)</i>
Asst. City Manager / Community Dev. Director, <i>Arvin, CA (pop. 21,800)</i>	Development Services Director <i>New Smyrna Beach, FL (pop. 22,400)</i>
Assistant City Administrator <i>Moline, IL (pop. 41,920)</i>	City Manager <i>Arvin, CA (pop. 21,800)</i>
2021	
Code Enforcement Chief <i>San Bernardino County, CA (pop. 2,180,000)</i>	Interim City Administrator <i>Woodbury, NJ (pop. 9,000)</i>
Interim Town Manager <i>Dewey-Humboldt, AZ (pop. 5,000)</i>	Interim Town Clerk <i>Dewey-Humboldt, AZ (pop. 5,000)</i>
Director of Information Technology <i>Collier County Government, FL (pop 380,000)</i>	Chief of Police <i>City of Fort Lauderdale, FL (pop 182,600)</i>
2020	
Director of Finance <i>City of Odessa, TX (pop 127,000)</i>	Director of Human Resources <i>City of Odessa, TX (pop 127,000)</i>
Director of Information Technology <i>Cuyahoga County, OH (pop 1,250,000)</i>	Director of Human Resources <i>Cuyahoga County, OH (pop 1,250,000)</i>
Director of Finance <i>Hutchins, TX, (pop 5,500)</i>	County Sheriff (appointed) <i>Cuyahoga County, OH (pop 1,250,000)</i>
2019	
Interim Financial Services Manager <i>Madera, CA (pop.66,508)</i>	Interim Director of Financial Services <i>Madera, CA (pop.66,508)</i>
Interim Finance Director <i>St Cloud, FL (pop. 48,000)</i>	Interim City Manager <i>Madera, CA (pop.66,508)</i>
Director of Finance, <i>Corpus Christi, TX (pop 325,000)</i>	Director of Information Technology, <i>Grenville Utilities Commission (pop 92,000)</i>
Town Manager, Town of Payson, AZ (15,500)	
2018	
Interim Finance Dir, <i>Bellville, TX (pop. 4,500)</i>	Interim City Mgr. <i>California City, CA (pop.13,707)</i>
Interim Mgr. of Law Enforcement Operations, <i>Murray County, MN (pop. 8,413)</i>	Interim Assistant to the City Manager, <i>El Mirage, AZ (pop. 35,043)</i>
Interim City Engineer <i>Oak Harbor, WA (pop 23,204)</i>	Police Chief <i>El Mirage, AZ (pop. 35,043)</i>
City Manager, <i>El Mirage, AZ (pop. 35,043)</i>	Fire Chief <i>El Mirage, AZ (pop. 35,043)</i>
City Manager, <i>City of Blythe, CA (pop. 19,693)</i>	Finance Director, <i>Norristown, PA (pop. 34,370)</i>

2017	
Interim Finance Dir., St. Cloud, FL (pop. 48,000)	Finance Director, St. Cloud, FL (pop. 48,000)
Interim Community Development Director City of Desert Hot Springs, CA (pop. 27,900)	City Manager / Economic Development Director Wilson City / Town of Wilson, AR, (pop.850)
Economic Development Director, City of Covington, KY (pop 41,000)	Chief Financial Officer (CFO), City of Decatur, AL (pop 55,800)
Interim Public Works Director, City of Coachella, CA (pop 43,092)	Interim Sr. Planner, Desert Hot Springs, CA (pop. 27,900)
City Manager & Finance Director, Covington, KY (pop 41,000)	Economic Development Director, City of Covington, KY (pop 41,000)
2016	
HR Director, Port Arthur, TX (pop. 53,818)	Public Works Director, Salina, KS, (pop. 47,707)
Public Information Officer, Port Arthur, TX (pop. 53,818)	Director of Building Inspection & Code Enforcement, Port Arthur, TX (pop. 53,818)
Interim Finance Director, City of Madera, CA (pop. 64,444)	
2015	
City Manager, Roanoke, VA (pop. 98,465)	County Administrator, York., VA (pop 66,269)
City Manager, Winchester, VA (pop. 27,276)	Utility Director, Danville. VA (pop. 42,907)
Attorney, Prince William Co., VA (pop 428,000)	City Manager, Norwich, CT (pop. 40,347)
City Manager, Indianola, IA (pop. 15,108)	Public Works Director Norristown, PA (pop.34,370)
2014	
Fire Chief, Town of Hanover, NH (pop. 11,260)	City Manager, Monroe, NC (population 33,500)
City Manager, Ankeny, IA (pop. 45,600)	Village Manager, Bal Harbour, FL (pop. 3,300)
County Admin., Clackamas, Co. OR (pop. 383,900)	City Manager, Elmira, NY (pop. 29,200)
Treasurer, Miami, FL (pop. 408,000)	CEO/Borough Admin, Bal Harbour, FL (pop. 3,300)
2013	
County Admin, Okaloosa, FL (pop. 183,500)	City Manager, Doraville, GA (pop. 8,500)
Director, Engineering, Public Works and Utilities, Hallandale Beach, FL (pop. 39,000)	Watershed Mgmt. Dir, DeKalb Co., GA (pop 691,900)
City Manager, Scottsdale, AZ (pop. 217,400)	HR Director, Cape Coral, FL (pop. 154,300)
HR Director, W Palm Beach, FL (pop. 101,000)	CEO / Borough Admin., Miami, FL (pop. 408,000)
Police Chief, St. Augustine Beach, FL (pop 7,026)	County Manager, Union Co., NC (pop. 198,600)
Police Chief Screening of Candidates,	CEO/Executive Director of the Sewerage and

Melbourne FL (pop 82,800)	Water Board of New Orleans, LA - Pop Huge
Police Chief, Golden Beach, FL (pop 959)	HR Director, Gainesville FL (pop 125,000)
City Manager, Fife, WA (pop 8,700)	City Manager, Chamblee, GA (pop 17,000)
County Administrator, Broward County, FL (pop. 1,800,000)	County Administrator, Hernando County, FL (pop. 172,800)
City Manager, Miramar FL (pop. 125,000)	City Manager, Roanoke, VA (pop 96,000)
City Attorney, West Melbourne, FL (pop. 15,000)	City Manager, Cooper City, FL (pop. 32,000)
City Manager, Albany, GA (pop. 75,600)	City Manager, Coral Gables (pop. 43,000)
City Manager, Fort Pierce, FL (pop 41,900)	City Manager, Key West, FL (pop 24,600)
Community Development Director, Miami, FL (pop. 408,000)	City Manager, Cottonwood Heights, UT (pop. 34,000)
Economic Development Director, Loudoun County, VA (population 326,000)	City Manager, Coral Gables, FL (pop 43,000)
General Manager, Tampa Bay Water (pop. served 2,400,000)	Police Chief, Sunny Isles Beach, FL (pop 20,832)
Executive Director, Valdosta-Lowndes County Industrial Authority, GA (serving a pop. 92,000+)	Watershed Management (Water and Wastewater) Director, DeKalb County, GA (population 691,900)
Human Resources Office, Loudoun County, VA (pop. 326,000)	Executive Director, Onslow Water & Sewer Authority (Jacksonville, NC) (pop. 160,000)
City Manager, Hallandale Beach, FL (pop 39,000)	City Manager, Greensboro, NC (pop 259,000)
City Manager, Cape Coral, FL (pop 154,300)	City Manager, Fayetteville, NC (pop 208,000)
City Manager, Cottonwood Hts, UT (pop 34,000)	Village Manager, Key Biscayne, FL (pop. 11,000)

See Appendix A for a more detailed listing of Executive Recruitments completed by our consulting team.

Exhibit A – Executive Search – Completed Recruitments

Other Completed Searches - Prior to 2013

(including those completed by current consultants and former partners)

City Attorneys

City Attorney, Roanoke, VA (population 96,000) in 2012

City Attorney, West Melbourne, FL (population 15,000) in 2008

Community Development/Growth Management/Planning

Assistant Director of Community Development, Largo, FL (population 74,000) in 2004, 2005

Community Development Director, Miami, FL (population 408,000) in 2008

Community Development Director, Safety Harbor, FL (population 18,000) in 2006

Community Development Director, Tamarac, FL (population 55,500) in 2007

Development Services Director, Daytona Beach, FL (population 65,000) in 2005

Director of Capital Projects, New Orleans, LA (population 323,000) in 2008

General Manager, North Sarasota Redevelopment District, Sarasota (population 53,000) in 2008

Growth Management Director, St. Lucie County, FL (population 261,000) in 2005

Growth Management Manager, Wellington, FL (population 55,000) in 2009

Housing and Community Development Director, West Palm Beach, FL (pop. 101,000) in 2007

Planning Administrator, Daytona Beach, FL (population 65,000) in 2007

Planning Director, Osceola County, FL (population 235,000) in 2005

Director of Planning, Roanoke, VA (population 96,000) in 2012

Economic Development / Redevelopment

Economic Development Director, Charlotte County, FL (population 170,000) in 2007

Economic Development Director, Collier County, FL (population 328,000) in 2012

Assistant City Manager for Community Building, Durham, NC (population 220,000) in 2009

Economic Development Director, Roanoke, VA (population 96,000) in 2012

Director, Office of Economic & Workforce Development, Durham, NC (pop. 220,000), 2009

Economic Development Director, Loudoun County, VA (population 326,000) in 2010

Redevelopment Director, Daytona Beach, FL (population 65,000) in 2007

Economic Development Director, St. Johns County, FL (population 162,000) in 2011

Executive Director, Valdosta-Lowndes County Industrial Authority, GA (serving a population 92,000+) in 2006 and 2011

Executive Director, Technological Research and Development Authority, FL (serving a statewide population) in 2006

Engineers

Assistant City Engineer, Melbourne, FL (population 75,000) in 2008

County Engineer, Polk County, FL (population 500,000) in 2006

Deputy County Engineer, Martin County, FL (population 140,000) in 2006

City Engineer, Gulfport, MS (population 90,000) in 2008

City Engineer, Sunny Isles Beach, FL (population 17,000) in 2006

Engineering Manager, Sumter County, FL (population 70,000) in 2005

Staff Engineer, Wellington, FL (population 55,000) in 2009

Facilities Management

Centroplex Director, Orlando, FL (population 197,000) in 2004
Lakeland Center Director, Lakeland, FL (population 87,000) in 2004

Finance and Budget

Budget and Financial Services Director, Polk County, FL (population 500,000) in 2006
Budget Director, St. Petersburg, FL (population 248,000) in 2009
Controller, City of Orlando, FL (population 197,000) in 2007
Chief Financial Officer, Hillsborough Area Regional Transit, FL (population 1,000,055) in 2005
Chief Financial Officer, City of Orlando, FL (population 87,000) in 2005
Deputy Director of Management, Budget and Accounting, Orlando, FL (pop. 197,000) in 2004
Director, Management & Financial Services, Loudoun County, VA (population 326,000) in 2012
CEO / Borough Administrator, Altus, OK (population 19,800) (background check) in 2012
CEO / Borough Administrator, Daytona Beach, FL (population 31,860) in 2012
CEO / Borough Administrator, Fort Walton Beach, FL (population 20,000) in 2006
CEO / Borough Administrator, Lauderdale Lakes (population 32,000) in 1998
CEO / Borough Administrator, Oregon City, OR (population 31,860) in 2012
CEO / Borough Administrator, St. Petersburg, FL (population 248,000) in 2010
CEO / Borough Administrator, Sunny Isles Beach, FL (population 17,000) in 2010
CEO / Borough Administrator, Surfside, FL (population 5,700) in 2012
CEO / Borough Administrator, Tamarac, FL (population 55,500) in 2005 and 2009
CEO / Borough Administrator, West Palm Beach, FL (population 101,000) in 2007
Manager, Office of Management and Budget, Lake Worth, FL (population 37,000) in 2010

Housing/Building

Assistant to the Public Works Director– Affordable Housing, Broward County, FL (population 1,800,000) in 2004
Building Official, Jupiter Island, FL (population 580) in 2005 and 2010
Building Official, Miami Beach, FL (population 91,000) in 2005
Building Department Director, Osceola County, FL (population 235,000) in 2005
Assistant to the Public Works Director– Affordable Housing, Broward County, FL (population 1,800,000) in 2004
Building Official, Jupiter Island, FL (population 580) in 2005 and 2011
Building Official, Miami Beach, FL (population 91,000) in 2005
Building Department Director, Osceola County, FL (population 235,000) in 2005
Building Official, Sewall's Point, FL (population 2,000) in 2006
Building Official, Tamarac, FL (population 55,000) in 2008
Housing and Community Development Director, West Palm Beach, FL (pop. 101,000), 2007

Human Resources

Human Resources Director, Boca Raton, FL (population 84,000) in 2006
Director of Personnel, Fulton County, GA (population 992,000) in 2010
Human Resources Office, Loudoun County, VA (population 326,000) in 2011
Human Resources Administrator, Martin County, FL (population 140,000) in 2007
Personnel Director, North Miami, FL (population 56,000) in 2001
Human Resources Director, Osceola County, FL (population 235,000) in 2006
Human Resources Director, City of Sarasota, FL (population 55,000) in 2002
Personnel Director, Vero Beach, FL (population 17,900) in 2003

Human Services

Assistant Public Works Director for Human Services, Hillsborough County, FL (population 1,000,055) in 2004
Director, Health and Human Services, St. Johns County, FL (population 162,000) in 2010
Executive Director, Juvenile Welfare Board, Pinellas County, FL (population 950,000) in 2005

Information Technology

Information Technology Director, Lakeland, FL (population 87,000) in 2004
Information Services Director, Lauderdale Lakes, FL (population 32,000) in 1998
Information Services Director, Palm Beach County Tax Collector (population 1,300,000) in 2012 (partial search)

Parks/Recreation/Libraries

Director, Parks, Recreation, & Conservation, Hillsborough County, FL (pop. 1,000,055) in 2004
District Manager, Holiday Park Recreation District (population 1,400) in 2007
Library Services Director, St. Johns County, FL (population 162,000) in 2007
Director, Parks and Recreation, West Palm Beach, FL (population 101,000) in 2006

Public Safety

Fire Chief, Hanover, New Hampshire (population 11,260) in 2014
Fire Chief, Daytona Beach, FL (population 65,000) in 2006
Police Chief, Golden Beach, FL (population 355) in 2011 (partial search)
Police Chief, Lauderdale Hill, FL (population 66,900) in 2011 (partial search)
Police Chief, Melbourne, FL (population 76,000) in 2011 (partial search)
Police Chief, St. Augustine Beach, FL (population 6,200) in 2012

Public Works

Public Works Director, Salina, KS (population 47,000) in 2015)
Public Works Director, Chandler, AZ (population 250,000) in 2007
Executive Director, Environment and Infrastructure, Pinellas County, FL (pop. 917,000) in 2012
Director / Capital Projects Manager / City Engineer, Sunny Isles Beach, FL (pop. 17,000) in 2007
Public Works Director, Tamarac, FL (population 55,500) in 2003
Assistant Public Works Director, Sunny Isles Beach, FL (population 17,000) in 2008
Solid Waste Director, Hillsborough County, FL (population 1,000,055) in 2005

Transportation

Chief Financial Officer, Hillsborough Area Regional Transit, FL (population 1,000,055) in 2005
Director of Traffic Engineering, Polk County, FL (population 500,000) in 2002
Executive Director, Lakeland Area Mass Transit District, FL (population 87,000) in 2005
Executive Director, Tampa-Hillsborough Co. Expressway Authority, FL (pop. 1,000,055) in 2007

Completed Searches – Utilities

Environmental Services Director, Largo, FL (population 74,000) in 2006
Executive Director, Des Moines (IA) Water Works (serves a population of over 500,000) in 2012
Executive Director, Florida Keys Aqueduct Authority, Key West, FL (pop. 90,000) in 2003
Executive Director, Escambia County Utilities Authority, FL (90,000 customers) in 2002
Executive Dir., Onslow Water & Sewer Authority (Jacksonville, NC) (pop. 160,000) in 2009
General Manager/CEO, Orlando Utilities Commission, FL (190,000 customers) in 2004
General Manager, Tampa Bay Water, FL (population served 2,400,000) in 2008

Utilities Director, Charlotte County, FL (population 170,000) in 2007
 Utilities Director, Daytona Beach, FL (population 65,000) in 2004
 Utilities Director, Lake Worth, FL (population 37,000) in 2009
 Utilities Director, Palm Bay, FL (population 101,000) in 2005
 Executive Director, Environment and Infrastructure, Pinellas Co., FL (pop. 917,000) in 2012
 Utilities Director, Polk County, FL (population 500,000) in 2004
 Water (Wastewater) Resources Director, St. Petersburg, FL (population 248,000) in 2008
 Watershed Management (Water and Wastewater) Director, DeKalb County, GA (population 691,900) in 2011

Work Force Management

Executive Director, South Florida Workforce, FL (service area pop. of 3,000,000+) in 2005
 Director, Office of Economic & Workforce Dev., Durham, NC (pop. on 220,000), 2009

Other

City Clerk, Lauderdale Lakes, FL (population 32,000) in 1998
 District Manager, Sun 'n Lake Community Development District, FL, (population 5,000) in 2005
 Director, Registrations and Elections, Fulton County, GA (population 992,000) in 2009
 Environmental Resources Director, St. Lucie County, FL (population 261,000) in 2009
 Executive Director, Lakewood Ranch Inter-District Authority (population 15,000) in 2011
 Executive Director, Northern Palm Beach Improvement District, Palm Beach Gardens, FL (Population 200,000) in 2003
 General Manager, Sun 'n Lake Improvement District, FL (population 7,500) in 2002 and 2005
 General Manager, Holiday Park Recreation District, FL (population 4,500) in 2007
 Special Projects Coordinator, Islamorada, Village of Islands, FL (population 7,500) in 1998

Recruitment Profiles

See attached sample Recruitment Profiles.

Candidate Background Reports

See attached sample Candidate Background Reports.

Exhibit B – Interim Management (Temp) Services

Attached separately.



Lisa Kerstner

From: Kevin Brunner <kevin.brunner1013@gmail.com>
Sent: Friday, October 11, 2024 2:25 PM
To: Lisa Kerstner
Subject: Re: [External] Village of Kronenwetter - Recruitment for Administrator

Lisa,

Thanks for reaching out to PAA about possible assistance on an executive search for your Administrator position. We would like to help but we are booked solid right now for the next several months and, consequently, do not want to take any new projects on at this time.

Thanks again.

Kevin Brunner, ICMA-CM
President



Public Administration Associates LLC
262-903-9509
public-administration.com

On Wed, Oct 9, 2024 at 1:04 PM Lisa Kerstner <lkerstner@kronenwetter.org> wrote:

Kevin,

We are looking for a firm that would help assist the Village in filling our vacant Administrator position. Would you be able to provide information and cost to do this service?

Thank you,

Lisa Kerstner

Finance Director/Treasurer



1582 Kronenwetter Drive
Kronenwetter, WI 54455