



VILLAGE BOARD MEETING AGENDA

August 28, 2023 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

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. REPORTS FROM STAFF AND VENDORS

- C. Treasurer's Report

5. NEW BUSINESS

- D. Discussion and Approval: License Agreement with American Society of Composers, Authors & Publishers
- E. Discussion and Approval: Update Village of Kronenwetter Fee Schedule for Public Records Reproduction Fees
- F. Archive Social; Purchase of New Software Program for Social Media Open Records Request Compliance
- G. Discussion and Approval: Extension of Technical Service Proposal; DG Municipal Services
- H. Discussion and Approval: Adoption of Ordinance 62.3; Payment of Claims
- I. Discussion & Possible Action: Adoption of Ordinance 62.4; Volunteer Accounts Authorized Under Wisconsin Statute 66.0608

6. OLD BUSINESS

- J. Discussion and Approval: Adoption of FIN-003; Accounts Payable Processing as Amended
- K. Discussion & Possible Action: Outdoor Ice-Skating Rink

7. CONSENT AGENDA

- L. August 14, 2023, Village Board Meeting Minutes

8. PREVIOUS MEETING MINUTES FROM COMMISSIONS AND COMMITTEES

- M. June 20, 2023, Administrative Policy Committee Minutes
- N. July 18, 2023, Administrative Policy Committee Minutes
- O. August 8, 2023, SPECIAL Administrative Policy Committee Minutes

9. CLOSED SESSION

- P. Consideration of motion to convene into CLOSED SESSION pursuant to Wis. Stat. §19.85(1)(g), in order to confer with legal counsel for the Village who is rendering oral or written advice concerning strategy to be adopted by the Village with respect to litigation in which it is or is likely to become involved, Notice of Claim. and 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, hiring of Village Administrator Hiring Process.

10. RECONVENE OPEN SESSION

11. ACTION AFTER CLOSED SESSION

12. NEW BUSINESS

[Q.](#) Discussion and Approval: Hire Baker Tilly for Village Administrator Search

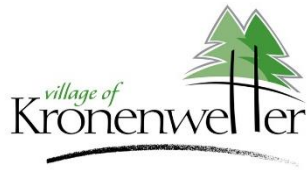
13. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

14. 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: 08/22/2023 Kronenwetter Municipal Center and www.kronenwetter.org

Faxed: WAOW, WSAW, WSAU, and Mosinee Times | Emailed: Wausau Daily Herald



REPORT TO VB

ITEM NAME:	Treasurer's Report
MEETING DATE:	8/28/2023
PRESENTING COMMITTEE:	VB
COMMITTEE CONTACT:	
STAFF CONTACT:	Lisa Kerstner
PREPARED BY:	Lisa Kerstner

Due to the conversion from Work Horse to Civic the Treasurer's report will be delayed for the month of July and possibly August. To ensure that proper reporting the new system. Updated reports will be presented at the next APC once completed.



August 7, 2023

MEMORANDUM

TO: Administrative Policy Committee
FROM: Kim Manley, Interim Administrator
SUBJECT: American Society of Composers, Authors & Publishers (ASCAP) - Music Licensing

For copywrite purposes the Village, if having live music, should have a license in place. This is a license for the Village only regardless of who the live music is and if they have or have not licensed themselves.

The ASCAP covers 925,000 songwriters, composers and municipal publishers. It does not cover *all music so additional licensing might be required*. Staff is researching if this would be necessary or not.

ACTION ITEM: Recommend approval of the contract with the American Society of Composers, Authors and Publishers – cost \$420 per year.

LICENSE AGREEMENT - LOCAL GOVERNMENTAL ENTITIES**Agreement**

between American Society of Composers, Authors and Publishers ("SOCIETY"), located at
2 Music Square West, Nashville, TN 37203

and Village of Kronenwetter, WI

("LICENSEE"), located at

1582 Kronenwetter Drive Mosinee WI 54455

as follows:

1. Grant and Term of License

(a) ASCAP grants and LICENSEE accepts a license to perform publicly on the "Premises" and at "Events" and "Functions," and not elsewhere or otherwise, non-dramatic renditions of the separate musical compositions in the "ASCAP repertory." The performances licensed under this Agreement may be by means of "Live Entertainment" or "Mechanical Music". For purposes of this Agreement,

- (i) "LICENSEE" shall include the named entity and any of its constituent bodies, departments, agencies or leagues.
- (ii) "Mechanical Music" means music which is performed at the Premises by means other than by live musicians who are performing at the Premises, including, but not limited to (A) compact disc, audio record or audio tape players (but not including "jukeboxes"), (B) videotape, videodisc or DVD players; (C) the reception and communication at the premises of radio or television transmissions which originate outside the Premises; and which are not exempt under the Copyright Law; or (D) a music-on-hold telephone system operated by LICENSEE at the Premises.
- (iii) "Live Entertainment" means music that is performed at the Premises by musicians, singers or other performers.
- (iv) "Premises" means buildings, hospitals, airports, zoos, museums, athletic facilities, and recreational facilities, including, but not limited to, community centers, parks, swimming pools, and skating rinks owned or operated by LICENSEE and any site which has been engaged by LICENSEE for use by LICENSEE.
- (v) "ASCAP repertory" means all copyrighted musical compositions written or published by ASCAP members or members of affiliated foreign performing rights societies, including compositions written or published during the term of this Agreement and of which ASCAP has the right to license non-dramatic public performances.
- (vi) "Events" and "Functions" means any activity conducted, sponsored, or presented by or under the auspices of LICENSEE. Except as set forth in paragraph 2.(d) below, "Events" and "Functions" shall include, but are not limited to, aerobics and exercise classes, athletic events, dances and other social events, concerts, festivals, arts and crafts fairs, and parades held under the auspices of or sponsored or promoted by LICENSEE on the Premises.
- (vii) "Special Events" means musical events, concerts, shows, pageants, sporting events, festivals, competitions, and other events of limited duration presented by LICENSEE for which the "Gross Revenue" of such Special Event exceeds \$25,000 (as defined in paragraph 4.(d) below).

(b) This Agreement shall be for an initial term of one year, commencing July 15, 2023, which shall be considered the effective date of this Agreement, and continuing thereafter for additional terms of one year each. Either party may give notice of termination to the other no later than thirty (30) days prior to the end of the initial or any renewal term. If such notice is given, the agreement shall terminate on the last day of the term in which notice is given.

2. Limitations On License

(a) This license is not assignable or transferable by operation of law or otherwise. This license does not authorize LICENSEE to grant to others any right to perform publicly in any manner any of the musical compositions licensed under this agreement, nor does it authorize any public performances at any of the Premises in any manner except as expressly herein provided.

(b) This license does not authorize (i) the broadcasting, telecasting or transmission or retransmission by wire, Internet, website or otherwise, of renditions of musical compositions in ASCAP's repertory to persons outside of the Premises, other than by means of a music-on-hold telephone system operated by LICENSEE at the Premises; and (ii) performances by means of background music (such as *Muzak*) or other services delivered to the Premises. Nothing in this paragraph shall be deemed to limit LICENSEE's right to transmit renditions of musical compositions in the ASCAP repertory to those who attend Events or Functions on the Premises by means of teleconferencing, videoconferencing or similar technology.

(c) This license is limited to non-dramatic performances, and does not authorize any dramatic performances. For purposes of this agreement, a dramatic performance shall include, but not be limited to, the following:

- (i) performance of a "dramatico-musical work" (as hereinafter defined) in its entirety;
- (ii) performance of one or more musical compositions from a "dramatico-musical work (as hereinafter defined) accompanied by dialogue, pantomime, dance, stage action, or visual representation of the work from which the music is taken;

- (iii) performance of one or more musical compositions as part of a story or plot, whether accompanied or unaccompanied by dialogue, pantomime, dance, stage action, or visual representation;
- (iv) performance of a concert version of a "dramatico-musical work" (as hereinafter defined). The term "dramatico-musical work" as used in this Agreement, shall include, but not be limited to, a musical comedy, opera, play with music, revue, or ballet.
- (d) This license does not authorize performances:
 - (i) at any convention, exposition, trade show, conference, congress, industrial show or similar activity presented by LICENSEE or on the Premises unless it is presented or sponsored solely by and under the auspices of LICENSEE, is presented entirely on LICENSEE'S Premises, and is not open to the general public;
 - (ii) by or at colleges and universities;
 - (iii) at any professional sports event or game played on the Premises;
 - (iv) at any permanently situated theme or amusement park owned or operated by LICENSEE;
 - (v) by any symphony or community orchestra;
 - (vi) by means of a coin operated phonorecord player (jukebox) for which a license is otherwise available from the Jukebox License Office.

3. License Fee

- (a) In consideration of the license granted herein, LICENSEE agrees to pay ASCAP a license fee which includes the total of the "Base License Fee" and any applicable "Special Events License Fees", all of which shall be calculated in accordance with the Rate Schedule attached to and made part of this Agreement. For purposes of this Agreement,
 - (i) "Base License Fee" means the annual fee due in accordance with Schedule A of the Rate Schedule and based on LICENSEE's population as established in the most recent published U.S. Census data. It does not include any fees due for Special Events.
 - (ii) "Special Events License Fees" mean the amount due in accordance with Schedule B of the Rate Schedule when Special Events are presented by or on behalf of LICENSEE. It does not include any Base License Fees due.
 - (iii) LICENSEES who are legally organized as state municipal and/or county leagues or state associations of municipal and/or county attorneys shall be required to pay only the fee under Schedule C of the Rate Schedule. Such leagues or associations are not subject to Schedule A or Schedule B of the Rate Schedule. Fees paid by such leagues or associations do not cover performances of the municipality, county or other local government entity represented by the league or association. Schedule C fees are not applicable to municipal, county or other local government entities.

Unless otherwise limited by law, LICENSEE shall pay a finance charge of 1.5% per month from the due date, or the maximum amount permitted by law, whichever is less, on any required payment that it is not made within thirty days of its due date.

4. Reports and Payments

- (a) Upon the execution of this Agreement, LICENSEE shall submit:
 - (i) a report stating LICENSEE's population based on the most recent published U.S. Census data. The population set forth in the report shall be used to calculate the Base License Fee under this Agreement; and (ii) a report containing the information set forth in paragraph 4.(d) below for all Special Events that were presented between the effective date of this Agreement and the execution of this Agreement.
- (b) The Base License Fee for the first year of this Agreement and any license fees due for Special Events that were presented between the effective date of this Agreement and the execution of this Agreement shall be payable upon the execution of this Agreement.
- (c) Base License Fees for subsequent years shall be due and payable within 30 days of the renewal date of this Agreement and shall be accompanied by a statement confirming whether any Special Events were presented during the previous calendar year.
- (d) Ninety days after the conclusion of each Special Event, LICENSEE shall submit to ASCAP payment for such Special Event and a report in printed or computer readable form stating:
 - (i) the date presented;
 - (ii) the name of the attraction(s) appearing;
 - (iii) the "Gross Revenue" of the event. "Gross Revenue" means all monies received by LICENSEE or on LICENSEE'S behalf from the sale of tickets for each Special Event. If there are no monies from the sale of tickets, "Gross Revenue" shall mean contributions from sponsors or other payments received by LICENSEE for each Special Event;
 - (iv) the license fee due for each Special Event.
- (e) If LICENSEE presents, sponsors or promotes a Special Event that is reportable under Rate Schedule B with another person or entity licensed under an ASCAP License Agreement, LICENSEE shall indicate the name, address, phone number and ASCAP account number of the other person(s) or entity(ies) and the party responsible for payment for such Special Event. If the other party is not licensed by ASCAP, LICENSEE shall pay the license fee due hereunder, notwithstanding any agreement to the contrary between LICENSEE and the other party.

(f) LICENSEE agrees to furnish to ASCAP, where available, copies of all programs of musical works performed, which are prepared for distribution to the audience or for the use or information of LICENSEE or any department thereof. The programs shall include all encores to the extent possible. LICENSEE shall be under no obligation to furnish programs when they have not been otherwise prepared.

(g) ASCAP shall have the right to examine LICENSEE'S books and records at LICENSEE's place of business during normal business hours to such extent as may be necessary to verify the reports required by paragraph 4.(d) above. ASCAP shall have the right to adjust LICENSEE's Base License Fee based upon the most recently available revised population figures and Population Estimates Program provided by the U.S. Census Department.

5. Breach or Default

Upon any breach or default by LICENSEE of any term or condition herein contained, ASCAP may terminate this license by giving LICENSEE thirty days notice to cure such breach or default, and in the event that such breach or default has not been cured within said thirty days, this license shall terminate on the expiration of such thirty-day period without further notice from ASCAP. In the event of such termination, ASCAP shall refund on a pro-rata basis to LICENSEE any unearned license fees paid in advance.

6. Interference in Operations

ASCAP shall have the right to terminate this license upon thirty days written notice if there is any major interference with, or substantial increase in the cost of, ASCAP's operations as the result of any law in the state, territory, dependency, possession or political subdivision in which LICENSEE is located which is applicable to the licensing of performing rights. In the event of such termination, ASCAP shall refund to LICENSEE on a pro-rata basis any unearned license fees paid in advance.

7. Non-Discrimination

LICENSEE recognizes that ASCAP must license all similarly situated users on a non-discriminatory basis. LICENSEE agrees that any modifications to this Agreement by ASCAP, which are required by local, state or federal law for other municipalities, counties and other governmental entities shall not constitute discrimination between similarly situated users. Examples of such modifications are statements of equal employment opportunity or nondiscrimination on the basis of race, creed, color, sex or national origin.

8. Notices

ASCAP or LICENSEE may give any notice required by this Agreement by sending it by certified United States Mail, by generally recognized same-day or overnight delivery service or by electronic transmission (i.e., Mailgram, facsimile or similar transmission) to the appropriate person/office as listed herein. Each party agrees to notify the other of any change in contact information, such as change of address, change of person/office responsible, etc. within 30 days of such change.

AMERICAN SOCIETY OF COMPOSERS,
AUTHORS AND PUBLISHERS

LICENSEE Village of Kronenwetter, WI

By _____

By _____

TITLE _____

(Fill in capacity in which signed: (a) If corporation, state corporate office held; (b) If partnership, write word "partner" under signature of signing partner; (c) If individual owner, write "individual owner" under signature.)



LOCAL GOVERNMENT ENTITIES 2023 Rate Schedule

SCHEDULE A: Base License Fee

Population Size			Base License Fee
1	to	50,000	\$420.00
50,001	to	75,000	\$840.00
75,001	to	100,000	\$1,008.00
100,001	to	125,000	\$1,345.00
125,001	to	150,000	\$1,680.00
150,001	to	200,000	\$2,185.00
200,001	to	250,000	\$2,686.00
250,001	to	300,000	\$3,195.00
300,001	to	350,000	\$3,697.00
350,001	to	400,000	\$4,202.00
400,001	to	450,000	\$4,702.00
450,001	to	500,000	\$5,209.00
500,001	and over		*** \$6,384

*** \$6,384.00 plus \$500 for each 100,000 of population above 500,000 to a maximum fee of \$84,004.00

SCHEDULE B: Special Events

The rate for Special Events shall be 1% of Gross Revenue.

"Special Events" means musical events, concerts, shows, pageants, sporting events, festivals, competitions, and other events of limited duration presented by LICENSEE for which the "Gross Revenue" of such Special Event exceeds \$25,000.

"Gross Revenue" means all monies received by LICENSEE or on LICENSEE'S behalf from the sale of tickets for each Special Event. If there are no monies from the sale of tickets, "Gross Revenue" shall mean contributions from sponsors or other payments received by LICENSEE for each Special Event.

SCHEDULE C: State Municipal and/or County Leagues or State Associations of Attorneys

The annual license fee for LICENSEES who are legally organized as state municipal and/or county leagues or state associations of municipal and/or county attorneys shall be \$420.00.

License Fee for Year 2024 and Thereafter

For each calendar year commencing 2024, all dollar figures set forth in Schedules A, B and C above (except for \$500 add-on for populations of 500,001 or more) shall be the license fee for the preceding calendar year, adjusted in accordance with the increase in the Consumer Price Index - All Urban Consumers (CPI-U) between the preceding October and the next preceding October. Any additional license fees due resulting from the CPI adjustment shall be payable upon billing by ASCAP.

ASCAP

Toll Free: 1-800-505-4052

E-payment Websites: <http://www.ascap.com/mylicense> or <http://www.ascap.com>



Pg #1
Farmers Market

LOCAL GOVERNMENT ENTITIES 2023 Report Form

Account Number:

Premise Name: Village of Kronenwetter, WI

SCHEDULE A: Base License Fee (Due upon execution of Agreement and within 30 days of the Agreement's Renewal Date.)

Population Size:
(Per current U.S. Census Data)

Base License Fee: \$
(Please refer to Rate Schedule)

SCHEDULE B: Special Events* (Report and Payment due 90 days after the conclusion of each Special Event)

Event Date (mm/dd/yyyy) (If More than 1 Event Per Day, Please Report As Separate Entries)	Performer(s) Or Group(s) Appearing	Gross Revenue** Of Event (Must Exceed \$25,000)	% Applies To Gross Revenue	Event Fee	Is A Program Of Musical Works Attached? (Yes/No)	If The Event Is Co-Sponsored (Please Identify The Co-sponsor's Name, Address, Phone Number and ASCAP Account Number)
6/25/23	1	0	x .01	\$ 0	<input type="radio"/> Yes <input checked="" type="radio"/> No	Name: N/A Address: Phone No.: Account Number:
7/16 + 9/17/23	1 (same performer both dates)	0	x .01	\$ 0	<input type="radio"/> Yes <input checked="" type="radio"/> No	Name: N/A Address: Phone No.: Account Number:
7/23/23	1	0	x .01	\$ 0	<input type="radio"/> Yes <input checked="" type="radio"/> No	Name: N/A Address: Phone No.: Account Number:

***Special Events** means musical events, concerts, shows, pageants, sporting events, festivals, competitions, and other events of limited duration presented by LICENSEE for which the "Gross Revenue" of such Special Event exceeds \$25,000.

***Gross Revenue** means all monies received by LICENSEE or on LICENSEE'S behalf from the sale of tickets for each Special Event. If there are no monies from the sale of tickets, "Gross Revenue" shall mean contributions from sponsors or other payments received by LICENSEE for each Special Event.

SCHEDULE C: State Municipal and/or County Leagues or State Associations of Attorneys

Report Year:

Annual License Fee: \$420.00 (Due within 30 days of Renewal Date.)

Total Fees Reported From Any or All of Schedules A, B or C: \$

Contact Person & Title:

Phone Number: Ext: Fax Number:

Email: Website:

I certify the above information is true and correct.

Dated: / / Signature:



Pg 2

LOCAL GOVERNMENT ENTITIES 2023 Report Form

Account Number:

Premise Name: Village of Kronenwetter, WI

SCHEDULE A: Base License Fee (Due upon execution of Agreement and within 30 days of the Agreement's Renewal Date.)

Population Size: , ,
(Per current U.S. Census Data)

Base License Fee: \$.
(Please refer to Rate Schedule)

SCHEDULE B: Special Events* (Report and Payment due 90 days after the conclusion of each Special Event)

Event Date (mm/dd/yyyy) (If More than 1 Event Per Day, Please Report As Separate Entries)	Performer(s) Or Group(s) Appearing	Gross Revenue** Of Event (Must Exceed \$25,000)	% Applies To Gross Revenue	Event Fee	Is A Program Of Musical Works Attached? (Yes/No)	If The Event Is Co-Sponsored (Please Identify The Co-sponsor's Name, Address, Phone Number and ASCAP Account Number)
8/6/23	1	0	x .01	\$ 0	<input type="radio"/> Yes <input type="radio"/> No	Name: N/A Address: <input type="text"/> Phone No.: <input type="text"/> Account Number: <input type="text"/>
9/10/23	1	0	x .01	\$ 0	<input type="radio"/> Yes <input type="radio"/> No	Name: N/A Address: <input type="text"/> Phone No.: <input type="text"/> Account Number: <input type="text"/>
			x .01	\$	<input type="radio"/> Yes <input type="radio"/> No	Name: <input type="text"/> Address: <input type="text"/> Phone No.: <input type="text"/> Account Number: <input type="text"/>

***Special Events** means musical events, concerts, shows, pageants, sporting events, festivals, competitions, and other events of limited duration presented by LICENSEE for which the "Gross Revenue" of such Special Event exceeds \$25,000.

***Gross Revenue** means all monies received by LICENSEE or on LICENSEE'S behalf from the sale of tickets for each Special Event. If there are no monies from the sale of tickets, "Gross Revenue" shall mean contributions from sponsors or other payments received by LICENSEE for each Special Event.

SCHEDULE C: State Municipal and/or County Leagues or State Associations of Attorneys

Report Year:

Annual License Fee: \$420.00 (Due within 30 days of Renewal Date.)

Total Fees Reported From Any or All of Schedules A, B or C: \$

Contact Person & Title:

Phone Number: - - Ext: Fax Number: - -

Email: Website:

I certify the above information is true and correct.

Dated: / / Signature:

See page #1



Village of Kronenwetter, WI
1582 Kronenwetter Drive
Mosinee, WI 54455

July 21, 2023

Re: Village of Kronenwetter, WI
1582 Kronenwetter Drive
Mosinee, WI 54455

Billing Period: July 15, 2023 Thru July 14, 2024
Annual Rate: \$420.00
Amount Due: \$420.00

**TO PAY VIA CREDIT CARD, DEBIT CARD, OR E CHECK, PLEASE CONTACT Michele McKinney at
(888) 852-1432**

PLEASE MAIL YOUR CHECK TO: ASCAP, PO Box 331608, Nashville, TN 37203-7515

Payment Amount: \$ 420⁰⁰

*Check No: _____

***Please note:** "When you provide a check as payment, you authorize ASCAP to either use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution. However the transaction will appear on your bank statement. If we cannot post the transaction electronically, we may present a copy of your check for payment."

ASCAP License fees are due and payable in advance. Retain bottom portion for your records.

Village of Kronenwetter, WI
1582 Kronenwetter Drive
Mosinee, WI 54455

Billing Period: July 15, 2023 Thru July 14, 2024
Annual Rate: \$420.00
Amount Due: \$420.00



REPORT TO APC

ITEM NAME:	Discussion and Possible Approval: Update Village of Kronenwetter Fee Schedule for Public Records Reproduction Fees
MEETING DATE:	August 15, 2023
PRESENTING COMMITTEE:	
COMMITTEE CONTACT:	
STAFF CONTACT:	Clerk Bobbi Birk-LaBarge
PREPARED BY:	Clerk Bobbi Birk-LaBarge

ISSUE: Updated Fee Schedule for Public Records Reproduction Fees

OBJECTIVES: To update compliance with Wisconsin Department of Justice under Wisconsin law Wis. Stat 19.35(3)(a)

ISSUE BACKGROUND/PREVIOUS ACTIONS: Updated fee schedule for the Village of Kronenwetter to come compliant with state statutes

PROPOSAL: Change the price charged for copies from \$.25 to \$.15, add the wording “black and white” to those charges. Adding colored copy pages and a price of \$.25 paper copy to cover the cost of our ink. Changing the wording of the header from “Public Records Reproduction Fees” to “Public Records Request Fee Schedule Estimates” because if an extraordinary expense is involved, that is still an actual, necessary, and direct cost. Some requests cost a lot more than others. Adding the lowest hourly rate of staff time at the rate of \$22.51 so it is written and defined. And adding additional language as proposed on the updates fee schedule verses the language under the fee schedule we currently have.
This is a guide to fees, but it is no guarantee of what they will be because that depends on the request.

ADVANTAGES: More defined rates and costs for the person seeking the open records request and will generate more revenue

DISADVANTAGES: N/A

ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.) N/A

RECOMMENDED ACTION: Accept the proposed fee schedule and forward to the village board for approval.

OTHER OPTIONS CONSIDERED: Keeping the one we have

TIMING REQUIREMENTS/CONSTRAINTS: ASAP

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

Budgeted Amount:
Spent to Date:
Percentage Used:
Remaining:

ATTACHMENTS (describe briefly): VOK's current fee schedule, VOK's proposed fee schedule

Village of Kronenwetter Fee Schedule

Approved February 13, 2018

Zoning Fees	
Conditional Use Permit, Variance, and Zoning Fees:	
Board of Adjustments Variance, Appeal, or Rehearing	\$300
Conditional Use Permit Application - New	\$300
Conditional Use Permit Application - Renewal	\$150
Rezoning	\$250
Platting (including erosion control and stormwater review):	
Certified Survey Map (CSM)	\$200 + \$25/lot
Concept Plan	\$200
Preliminary Plats	\$500 + \$25/lot
Final Plats	\$200 + \$10/lot
Relocation of Boundary	\$40 + \$5/lot
Site Plan Fees (including erosion control and stormwater review):	
Minor Site Plan Amendment	\$150
Site Plans less than 5,000 SF of Building Area	\$500
Site Plans greater than 5,000 SF of Building Area	\$1,000
Zoning Request Letter	\$50/property
Temporary Use Permit	\$25
Residential Building Permit Fees (R1, R2, R4, SR, RR, Ag 1 and Ag 2)	
New Construction and Additions (\$50 minimum)	
General Construction - Finished	\$0.12/sq. ft
General Construction - Unfinished	\$0.07/sq. ft
Plumbing	\$0.06/sq. ft
New Construction Lateral Pressure Test	\$26.25
Electrical	\$0.05/sq. ft
HVAC	\$0.04/sq. ft
Yard Sheds	\$50
Garages:	
550 sq ft or less	\$75
Over 550 sq ft	\$75 + \$0.15/sq. ft over 550 sq. ft
Outbuildings (Agricultural):	
1,000 sq. ft or less	\$75
1,000 to 2,500 sq. ft	\$100
Over 2,500 sq. ft	\$125 + \$5/100 sq. ft over 2,500 sq. ft
Decks	\$75
Plan Review	\$0.06/sq. ft
Building Permit Seal	\$40
Occupancy Escrow - One & Two Family	\$1,000 deposit
Occupancy Escrow - Multi Family	\$2,000 deposit
Erosion Control - One & Two Family	\$50
Erosion Control - Multi-Family	\$400
Address Number / Uniform House Number Sign	\$20 (additional \$25 for UHNS if required)
Mobile Home Installation	\$100
Swimming Pools - Above Ground/Permanent	\$50
Swimming Pools - In Ground	\$100
Early Start, Foundation Only	\$100
Interior Renovations and Alterations (\$50 minimum)	
General Construction - Finished	\$0.07/sq. ft
Plumbing	\$0.06/sq. ft
Electrical	\$0.05/sq. ft
HVAC	\$0.04/sq. ft

Plan Review	\$0.10/sq. ft
Decks	\$50
All Residential Roofing	\$40 (minimum does not apply)
Fences	\$25 (minimum does not apply)
Commercial and Industrial Building Permit Fees (B1, B2, B3, BP, M1 and M2)	
New Construction, Alterations and Additions (\$100 minimum, \$10,000 maximum)	
General Construction	\$0.10/sq. ft
Plumbing	\$0.03/sq. ft
Electrical	\$0.06/sq. ft
HVAC	\$0.03/sq. ft
Erosion Control	\$400
Occupancy Permit / Site Completion	\$2,000 or 2% of the project cost if greater, not to exceed \$10,000 (100% returned) (not included in maximum)
Address Number	\$20
Early Start, Foundation Only	\$250
Fences	\$100
Miscellaneous Building Permit Fees	
Re-inspection after violation	\$60
Razing - Accessory Building	\$40
Razing - Residential Building	\$50
Razing - Commercial/Industrial	\$100
Moving Building	\$40 and Insurance Certificate
Signs	\$1.00/ sq. ft (one side counted only) (\$40 min)
Working without a Permit	Double Fees
* fee for standard size, depending on site characteristics price may be higher.	
Beer/Liquor/Cigarette License Fees	
Class A - Liquor	\$400
Class A - Fermented Malt Beverage	\$200
Class B - Fermented Malt Beverage	\$100
Class B - Liquor	\$300
Class C - Wine License	\$100
Temporary (Picnic) Class B - Fermented Malt Beverage	\$10
Temporary (Picnic) Class B - Wine	\$10
Reserve "Class B" Liquor License	\$10,000
Operator (Bartender) License - New (Expires in odd years)	\$35
Operator (Bartender) License - Renewal	\$35
Operator (Bartender) License - Provisional	\$15
Cigarette License	\$100
Sellers Fees	
Secondhand Goods: (occasional residential "garage/yard sale" excluded)	
Pawnbrokers License (business)	\$100
Secondhand Article License "Flea Market" (Annual permit for seasonal or one-time event)	\$175
Secondhand Article (antique) Dealers License	\$35
Peddlers, Canvassers, Solicitors, and Transient Merchants:	
Investigation Fee	\$15
Surety Bond (Refundable)	\$500
Vending Machine (annual permit)	\$25

General Fees	
Mobile Home Park (maximum: 50 spaces)	\$100
Dog License:	
Male/Female	\$12
Neutered/Spayed	\$7
Late Fees	\$5
Online Dog Licensing Convenience Fee	\$2.50
Animal Fancier	\$75
Dog Kennel Permit	\$75
Extra Tags	\$7/tag
Dog Impoundment Fee	actual cost
Transport in Village (plus kennel cost)	\$20
Transport out of Village (plus kennel cost)	\$35
Assessment Letter:	
In water/sewer area	\$35
Not in water/sewer area	\$25
Returned Check Handling Charge	\$30
Attorney Fees	actual cost
Fireworks Users Permit	\$50
Block Party Permit (street closure plus cost of barrier delivery/pickup)	\$75
Noxious Weed Abatement	\$25+actual cost
Fingerprinting	\$15
Sign Inspection	\$25
Roadway Access Permit	\$100
Road Right-of-Way Excavation Permit	\$100
Culvert	\$400 Standard Size Culvert
Village Maps:	
12" x 18" and smaller	\$5
Anything greater than 12" x 18"	\$20
Water & Sewer Utility Missed Apointment Fee	\$20
Public Records Reproduction Fees	
General Record/s	\$0.25/page
Record Location Cost (Charged when total reaches \$50 or more of clerical staff time)	\$50 + overages
Electronic Media	actual cost
Data from Statewide Voter Registration System	\$25 + \$5 for every 1,000 voters
Facsimile document	\$2/page
Rental of Equipment	actual rental cost
Shipping/Mailing Fees	actual cost
Sewer Meter & Inspection Fees	
(Water Meter & Inspection fees are \$25.00 for all meter sizes and determined by the WI PSC)	
Meter Size (inches)	Meter/Inspection Fee
5/8 and 3/4	\$500.00 Sewer & \$25.00 Water
1	\$2,500.00 & \$25.00 Water
1 1/4 and 1 1/2	\$5,000.00 & \$25.00 Water
2	\$7,500.00 & \$25.00 Water
3	\$15,000.00 & \$25.00 Water
4	\$20,000.00 & \$25.00 Water
6	\$25,000.00 & \$25.00 Water

Sewer Rates	
Base Charge	
Meter Size (inches)	Minimum Fee per Quarter
5/8 and 3/4	\$21.85
1	\$109.25
1 1/2	\$218.50
2	\$327.75
2 (Compound)	\$655.50
3 (Compound)	\$655.50
Volume Charge	
\$3.39 per 1,000 gallons of metered water	
Water/Sewer Utility Garden (Private) Well Permit	
5-Year Private Well Operating Permit	\$95.00
Water/Sewer Utility Connection Charge (for unassessed properties)	
Designation	Connection Charge
Non-Subdividable Residential User	\$7,314
Nonconforming User (Duplex)	\$9,116
Community Based Residential Facility	\$12,000
Agricultural Homestead User	\$7,314
Special User (Subdivision)	\$13,515
Municipal Center Community Room Rental Rates	
Rental Fee:	
Kronenwetter Resident	\$100
Non-resident	\$150
Non- Profit	\$0
Security Deposit (applies to ALL reservations)	\$200
Athletic Field Rental	
Security Deposit (applies to multiple use only)	\$50
Daily field rental	\$20
Athletic Field Rental - Tournament Use	
Security Deposit	\$50
Optional Items:	
Field (drag) Prep	\$200/field/day
Standard Portable Toilet	\$85 each/day
Handicap Portable Toilet	\$135 each/day
Hand Washing Station	\$75 each/day
Park Shelter Rental	
Norm Plaza; Gooding; Municipal Center; Seville	
Rental Fee:	
Kronenwetter Resident	\$40
Non-resident	\$60
Security Deposit	\$50
Sunset; Friendship (added amenities)	
Rental Fee:	
Kronenwetter Resident	\$50
Non-resident	\$70
Security Deposit	\$50



“An authority may impose a fee on the requester of a copy of a record which may not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established or authorized to be established by law.” Wis. Stat. § 19.35(3)(a).

Public Records Request Fee Schedule Estimates

<p>Hard Copies</p>	<p>Includes any paper records provided by:</p> <ul style="list-style-type: none"> • Copying a paper record • Printing an electronic record 	<p>\$0.15 per page (black and white) \$0.25 per page (color) Fee calculation: copy and paper cost <i>In rare instances, specialized skills, equipment, or technology, may result in additional copy costs.</i></p>
<p>Electronic Copies</p>	<p>Includes any electronic records provided by:</p> <ul style="list-style-type: none"> • Email • PDF • DVD • Flash drive • Other electronic format 	
	<p>Paper to Digital Includes scanning physical documents and saving them into a digital format for electronic distribution.</p>	<p>Fee waived <i>In rare instances, specialized skills, equipment, or technology, may result in copy costs.</i></p>
	<p>Digital to Physical Includes copying records already in digital format onto physical medium for distribution.</p>	<p>Cost of physical medium: Flash drive (each): Actual Device Cost Fee calculation: Cost of physical medium used</p>
	<p>Digital to Digital Includes copying records from one digital format to another for distribution (e.g., email).</p>	<p>Fee waived <i>In rare instances, specialized skills, equipment, or technology, may result in copy costs.</i></p>
<p>Location Fees</p>	<p>May only be imposed if the cost of location alone is \$50 or more. Includes searching for and identifying responsive records but does not include redaction.</p>	<p>\$22.51 per hour staff time (lowest possible hourly rate) <i>In rare instances, an employee with special skills may be necessary to conduct a search and a higher hourly rate may be assessed.</i> State Records Center records retrieval fee, if necessary (based on State Records Center rates, which are subject to change, currently \$3.05 per box) Fee calculation: staff time; cost from the State Records Center</p>

An authority may require prepayment of any fee imposed if the total amount exceeds \$5.



REPORT TO Village Board

ITEM NAME:	Archive Social; Purchase of New Software Program for Social Media Open Records Request Compliance
MEETING DATE:	August 28, 2023
PRESENTING COMMITTEE:	APC
COMMITTEE CONTACT:	
STAFF CONTACT:	Clerk Bobbi Birk-LaBarge
PREPARED BY:	Clerk Bobbi Birk-LaBarge

ISSUE: The Village of Kronenwetter uses multiple social media sites to easily and quickly communicate with residents. Social media offers a wider reach and more cost-effective way to communicate and engage with residents. For example, over 4,000 users subscribe to the Village’s Facebook page. In order to comply with the state’s Public Records Law Wis. Stats. §§ 19.31-19.39 and to protect the Village of Kronenwetter in real-world public information requests and legal situations, social media sites must be properly tracked and archived.

OBJECTIVES: To bring the Village of Kronenwetter into compliance with the Public Records Law requirements, as well as address your concerns related to efficiently searching for information in the event of a request for social media information, keeping a good record of changes to the website, and alerting to important notifications across the village social pages.

ISSUE BACKGROUND/PREVIOUS ACTIONS: The Village of Kronenwetter currently has no means of protecting ourselves with social media requests and possible future litigations. We are at risk because we currently have no retention practices, no oversight and no means of providing accurate (real-time) information for public records requests.

PROPOSAL: To approve Archive Social as the Village of Kronenwetter’s the City of Mosinee, the Village of Weston, Marathon County, the City of Wausau, Portage County, and others rely on Archive Social for their social media compliance. Over 5000 public agencies are using archive social. A link to social media webinar is here: https://urldefense.proofpoint.com/v2/url?u=https-3A_learn.archivesocial.com_first-2Damendment-2Dand-2Dcomment-2Dmoderation-2Dvideo_&d=DwMF-g&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=aCLzbzGeApj1Qwwb5tIF-R8E5itq1fgAqW5-fh6ywH8&m=Wt_gzHbim866dWmLxPm6B_Zf6JgEECC4jBl_gtT6TpgozKTA8PfNLU36GZit_G-9&s=xE4jTqTLPk9dSHA65x4paEiwJB7nFACEvSbwpH20Wzc&e=

ADVANTAGES: There is no contract with Archive Social. Purchasing Archive Social is substantially easier than other IT purchases. No contracts are required and Archive Social can prorate invoicing to ensure that it is a discretionary spend. Archive Social provides the flexibility to arrange and grow our social media as needed within your usage tier. There might be temporary spikes (especially during crisis situations and controversies) but they never charge overages. Archive social can link and connect all of VOK’s social media pages and is included in the standard plan. The Village of Kronenwetter can be up and running in less than 20 minutes as proven during our current free trial 31-day basis. The prior 6-months of our social media history is backtracked with our current 31-day trial period. If we flip to a subscription, Archive Social can go back and capture our ENTIRE social media history with the exception of any social media posts that were removed by the VOK social

media Admin. Archive Social would automatically captures each post, image, video, story, mention and comment (even if it's been edited, deleted, or hidden), for every single social media page, profile, and group managed by VOK. As well as the pages and profiles VOK engages with.

DISADVANTAGES: During our trial period, Archive Social cannot capture our LinkedIn social media account.

ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)

The cost of the Standard Plan is \$7,188 annually with a one-time \$1,000 provisioning fee. Archive Social will prorate our cost of the standard plan from 9/1/2023-12/31/2023 with a cost of \$3396.00

RECOMMENDED ACTION: To approve a budget amendment for the software and to forward to the Village Board to consider approval of Archive Social for the Village of Kronenwetter.

OTHER OPTIONS CONSIDERED: N/A

TIMING REQUIREMENTS/CONSTRAINTS: September 01, 2023

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

Remaining CFY
Account Number: 100-51400-485-000
Description:
Budgeted Amount:
Spent to Date:
Percentage Used:
Remaining:

ATTACHMENTS (describe briefly): Archive Social overview, Archive Social policy template, PowerPoint presentation, pro-rated quotes, Village of Kronenwetter social media landscape

COMPREHENSIVE SOCIAL MEDIA ARCHIVING COMPLIANCE



ArchiveSocial.com
(888) 558-6032

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-
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-



TABLE OF CONTENTS

- 1 INTRODUCTION**
- 2 The Legal Basis for Archiving**
- 4 How Records Are Lost**

- 5 THE SOLUTION**
- 6 Benefits**
- 7 Features**
- 8 Blocked Lists
- 9 Historical Archives
- 10 Importance of Metadata
- 11 Rich Data Shows a Better Picture
- 12 Search and Tagging for Better Targeting
- 13 Record Exporting and Reporting

- 14 TECHNOLOGY**
- 15 Security**
- 15 Levels of Access
- 15 Use Rules to Follow Retention and Disposition Guidelines

- 16 PRODUCT SUITE**
- 17 Snapshotting Your Website**
- 18 Risk Management**
- 20 Open Archiving: A Proactive Solution**

- 21 SUPPORTED NETWORKS & CONTENT**
- 22 ARCHIVESOCIAL CAN MAKE ALL THE DIFFERENCE**

INTRODUCTION

Government agencies and school districts across the country are taking control of the narrative online by increasing their social media presence. This growth comes as residents across the country are using social media as the preferred channel for receiving news and communicating with their community leaders. But as these conversations between public entities and residents expand, the need to protect them in compliance with public records laws has only grown in importance. Yet many public entities' use of social media fails to account for public record laws in their social media policies.

It has become critical for agencies to find a reliable solution to preserving their social media for public records.

Public entities need a solution that ensures the authenticity of records to meet legal and compliance requirements. A solution that captures records regardless of how, when, or what content is posted. A solution that helps public entities enjoy increased engagement while controlling their narrative online. A solution that is easy to use and quick to implement.

ARCHIVESOCIAL IS THE SOLUTION.



THE LEGAL BASIS FOR ARCHIVING

Social media is a public record in all 50 states, and public entities must be prepared to respond to public records requests for all their public and ancillary pages.

Courts across the country continue to rule that the social media pages used by government agencies, politicians, and school districts fall under public records laws. These laws are meant to promote transparency between governments and the people they serve, and states have adopted public records laws that include social media records.

Public record laws state that public entities are responsible for responding to FOIA/Open Records requests related to social media and website content. Accurate recordkeeping for compliance includes preserving metadata, comments (even if edited or deleted), and original content exactly as it happened across all of your social media platforms and website pages.

Complying with these laws can cost thousands a year, and endless hours of time. But managing your entire online presence doesn't have to be hard. By automatically capturing and preserving your data in one secure location, you'll never miss a post or comment, and can quickly find and respond to records requests, in the exact formats you need. Saving dramatically on public records costs, and increasing your transparency. Archiving ensures compliance with public records laws, FOIA/open records requests, eDiscovery and litigation readiness, GDPR & CCPA, and social media retention requirements.



IN FOCUS: SOCIAL MEDIA AND LEGAL ACTION

City to hire new staff for record requests

October 2020 – *Elgin Courier*

The city and police department of Elgin, Texas started to receive 20-30 FOIA requests per week and so far, paid over \$18k in fees for legal counsel for these public information requests. The city has “faced a significant challenge of addressing an inordinate amount” of open records requests. To help, they plan to hire two public information officers (PIO), whose salary would be around \$40k-\$50k.

Poway Schools Face \$400,000 Cory Briggs Legal Bill After Losing Facebook-Blocking Lawsuit

February 1, 2021 – *TimesofSanDiego.com*

Two board members of Poway Unified School District, CA utilized extensive word filters to preclude comments on their Facebook pages and argued they were “non-governmental, one-way bulletin boards”. The district is now facing more than \$400,000 in legal fees after a federal court ruled against the blocking of users and comments on social media.

Irvine Mayor Settles for Over \$120,000 Over Facebook Blocking & Deleting Comments

January 12, 2021 – *LATimes.com*

The city of Irvine, CA settled a First Amendment lawsuit against former Mayor, Christina Shea over blocking a resident on Facebook after he posted comments on her personal page following protests. The lawsuit claimed Shea “violated First Amendment rights by blocking his ability to engage in open discussion,” and Shea was asked to unblock the resident and to cease deleting critical comments. “The city settled for nearly \$40,000. Irvine also spent more than \$80,000 in legal fees.”



HOW RECORDS ARE LOST

(OR, THE “ONLINE IS FOREVER” FALLACY)

Many people think that once something is online, it is there forever. This is simply not true for social media, and the platforms make no guarantees to retain content and make it available to you.

In a 2020 study using a sample set of over 500 customers and more than 55 million social media posts, ArchiveSocial found that over 4 million of those records were no longer discoverable online less than 12 months later – a surprising 1 in 12 of the records had been deleted! Luckily, those public entities archived their social media and still had access to those lost records.

HOW DOES A RECORD GET “LOST” OR DELETED?

- If a comment is deleted, all the replies to that comment also disappear.
- If the user deletes their profile, all of their content is also deleted.
- If a comment violates platform rules and policy, the platform reserves the right to delete comments or entire profiles.
- Your own social media policy may have guidelines requiring some content to be deleted.

The social networks were built to facilitate the online connection of billions of private citizens to one another. They are not built for, nor bound to, public records laws, and have no legal obligation to retain records. As a result, most social media networks do not have built-in support for compliance and archiving. ArchiveSocial was purpose-built to allow these regulated organizations to utilize social networks to engage with their constituents in a rich and compliant manner.



THE SOLUTION

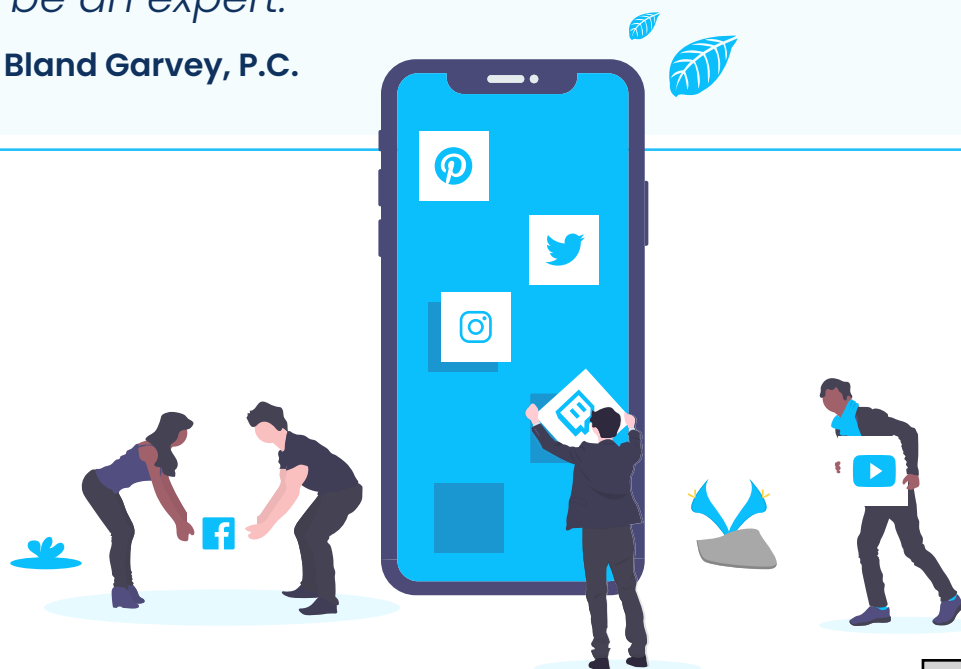
Tailored to your public entity, ArchiveSocial captures your social media presence in-context and in near-real-time, so you can manage and access your online data in one secure location, and quickly find and produce the content you need whenever you need it with advanced search and custom tagging. And it doesn't matter if your public entity just started social media today or has had an established presence for years. Our continuous archive retroactively captures and preserves content from the time an account was established, so you can see the full history of your accounts.

Specialization in social media is our core advantage.

Our archiving solution addresses specific challenges related to the capture of records from social networking platforms and preserves social media records in a manner that satisfies long-term public entity requirements. ArchiveSocial consistently provides the most detailed archive to protect government agencies and school districts across the globe from incomplete information.

They are proactive and always helpful. We recently had a random SEC audit and ArchiveSocial provided the requested information in the format needed quickly. Thank you for taking care of us and not expecting me to be an expert.

Deborah Carroll from Bland Garvey, P.C.



BENEFITS

ArchiveSocial helps you:

- **Save Time.** Reduce human error and avoid time-consuming administrative work by automating your archiving process, and find answers quickly with smart filters and automated tags for deleted, edited, and hidden content.
- **Save Money.** Respond to record requests of any size and create reports quickly by finding the data you need, whenever you need it, with a solution proven to provide enormous cost savings.
- **Get Total Visibility.** See the full history of your accounts, manage your entire online presence, and collaborate with different access levels in one secure, centralized location.
- **Gain Complete Control.** Improve overall efficiency with control over your online data, and define the retention period of records through custom disposition rules for flexibility while maintaining compliance.
- **Stay Compliant.** Ensure compliance with social media retention requirements and your state's public records law, and easily respond to FOIA, eDiscovery, and litigation requests.
- **Have Peace of Mind.** Streamline your social content documentation and eliminate surprises with active monitoring that alerts you on account connection, so you always know what data is being captured.




FEATURES

ArchiveSocial connects directly with today's most popular social media platforms to pull your social media accounts and web pages into a secure, personal archive. The continuous solution automatically captures and preserves each post, image, video, story, mention and comment, for every single social media page, profile, and group managed by your public entity. As well as the pages and profiles your entity engages with, across all of your platforms.

ArchiveSocial automatically detects edited, hidden, and deleted content across networks. This information, while critical to maintaining accurate records, is generally not reported by social networks, but ArchiveSocial captures it all.

We never miss a record with our authentic in near-real-time capture, and by using real-time API on sites, such as Facebook and Instagram, we can capture conversations in seconds. So that 100% of your records are captured directly from their social network in their native format along with full technical metadata and digital signatures. Our solution helps government agencies and school districts see their whole presence online while minimizing the risk of losing records.

ArchiveSocial's robust feature set includes:

- 
Comprehensive Archiving. Connect directly with your social media platforms to capture and preserve all content your public entity posts and engages with, in one secure location.
- 
On-Demand Data. Get access to your data at any time to support requests and easily produce reports for your monthly record volumes, connected accounts, and plan usage.
- 
Near Real-Time Capture. Capture various content formats in full resolution and near-real-time, even if it's been edited, deleted, or hidden.
- 
Blocked Lists Management. Create and maintain a single list of all blocked users and pages, for all of your managed accounts, with clear timelines and supporting evidence to defend your actions.
- 
Advanced Search. Find and export the records you need quickly with filters, keywords, and custom and automated tags that let you organize and easily manage your content.
- 
Accurate Context Preservation. Replay any record in its original context, and ensure its authenticity with digital signatures, timestamps, and unmodified metadata.

BLOCKED LISTS

As digital transformation accelerates, public communicators are faced with misinformation, combative viewpoints, and extremist speech. These types of comments make it extremely tempting for public officials to block users. But as we've seen occur so often in the news, blocking users is also the number one way folks get afoul with First Amendment lawsuits, and public entities must be able to prove who is blocked and why they blocked them. Because even if a record is deleted or hidden, or a user is blocked, it still must be retained. Unfortunately, social networks don't report this information and it can be very difficult to tell when something has been hidden or edited. Not only does this lead to a compliance gap, but it can also remove any examples of trolling that caused you to block a user.

This is exactly why ArchiveSocial created Blocked Lists, to protect your entity from trolls or First Amendment related requests. Not only does Blocked Lists let you get a handle on who you've blocked and what records are associated with these users, but it also lets you see who everyone else in your organization is blocking, even for accounts you may not normally have access to, so you can ensure your internal policy is followed correctly and even help avoid legal risk. With Blocked Lists, you can monitor and manage every blocked user and page in one secure place - your archive! And with advanced search, you can quickly find and export this data whenever you need it, along with the comments that resulted in the block.

Typically blocking is viewed as a last resort that agencies and school districts come to (and we certainly don't recommend it!). But if someone has violated your policy multiple times and is disrupting the discourse on your page, if you have substantial supporting evidence and a documented warning of you asking them to stop, at that point, it may be suitable to block that user. Alternatively, someone might make a false claim that you blocked them when you, in fact, did not. The capture of a blocked list will allow you to create a timeline in collaboration with your records to support your case.

Blocked Lists is a feature of the ArchiveSocial archiving product. It provides the lists of users and pages blocked by a social media account, as well as when the block occurred and what led to it. This list is updated daily and available to access and export at any time. So you can always feel prepared with clear timelines and strong supporting evidence to defend your actions and prove a false claim, timeline of events, or if your social media policy was followed correctly.



Blocked Lists Benefits

Blocked Lists help you:



Eliminate Manual Work. Create and maintain a single list of all blocked users and pages, for all of your managed accounts in one secure location, that is updated daily and available to access and export at any time.



Provide Evidence. Have confidence in your block and equip your entity with clear timelines and strong supporting evidence to defend your actions and prove a false claim, timeline of events, or if your social media policy was followed correctly.



Manage Trolls. Keep track of the timeline for when a particular user or page was blocked or unblocked from an account, as well as your account's communications to and from a blocked user or page.



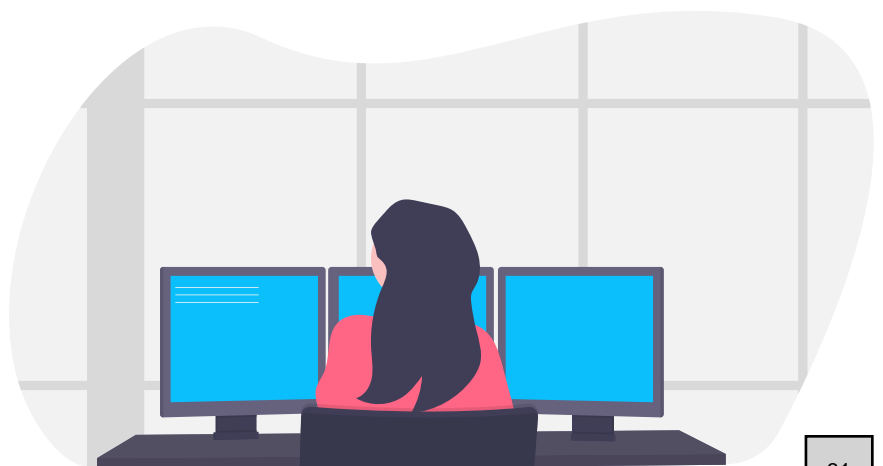
Gain Full Supervision. Leverage insight you may not normally have to see who's blocking users for every account across your entire organization, so you can ensure your internal policy is followed correctly and even help avoid legal risk.

HISTORICAL ARCHIVES

For organizations that have not been maintaining records of social media, it is important for existing account history to be included in a complete archive.

Additionally, social media portfolios can evolve over time with different networks falling in and out of use as the popularity of sites fluctuates. However, even if a page is removed, records of that content must continue to be stored and maintained for organizations to stay compliant. With ArchiveSocial, when social media accounts are retired, they can be set to historical status. The data remains in the archive and is fully exportable and searchable.

ArchiveSocial collects all the available data from existing social media accounts, including historic data. Continual re-verification of the entire social media account ensures changes to old content are detected and stored, and allows ArchiveSocial to accommodate changes to a social network's features.



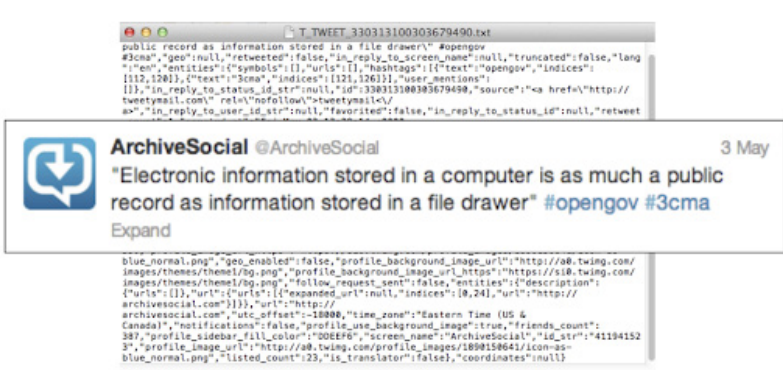
IMPORTANCE OF METADATA

There’s more to the records created on social networking platforms than what you see on a screen. All social media communications have underlying metadata that contains important information about each communication. This metadata includes user IDs, timestamps, and other information not displayed on a webpage. Correctly capturing records of social media requires more than taking screenshots or copying HTML – the metadata is a crucial part of the record.

ArchiveSocial connects directly with each social network to capture and preserve not just what is displayed on the platform, but also the underlying metadata, in its native format.

As a public entity, we are required by law to be able to reproduce that information if there is a public request for it, an open records request. That is not something we are capable of doing without having some type of system in place that actually can go out and get what they call the metadata.

April Warden, County Administrator for Seward County, Kansas



RICH DATA SHOWS A BETTER PICTURE

Social media posts can be more than simple text. In fact, they should be; images, GIFs, and videos make your content more dynamic and interesting. But graphics pose new archiving and records management challenges compared to simple text.

A photo, for example, should be preserved at full resolution rather than as a link or thumbnail only. This ensures no data is lost.



HIGH RESOLUTION

LOW RESOLUTION

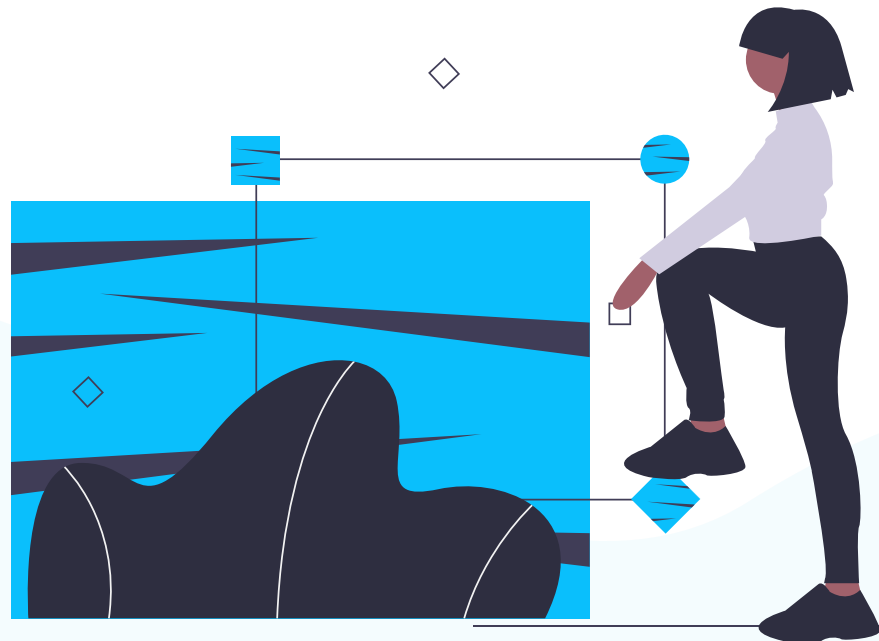
Regardless of the device or network used to transmit communications, ArchiveSocial captures each of the various data formats used in social media and presents the resulting records in an intuitive interface.

DIGITAL SIGNATURES FOR BETTER ACCOUNTABILITY

Proof of authenticity is a critical requirement when providing electronic records as evidence in regulatory and legal situations.

Investigators and courts must be assured that a social media record was not falsified or altered using a web page editor, image manipulation software, or some other means. Simply crawling or scraping a page fails to provide comprehensive records for legal protection and can leave organizations and agencies at risk.

Our solution includes a trusted timestamp and digital signature with each record stored in the archive. This digital signature proves that the data existed at the specified time in history and has not been edited or falsified in any way.



SEARCH AND TAGGING FOR BETTER TARGETING

Searching through years worth of previous posts, tweets, and comments is a challenge without advanced search and tagging tools. Our sophisticated search engine and custom tagging system allows government agencies and school districts to organize and filter archived content. This makes finding the needle in the haystack easy.

ArchiveSocial's advanced search and filter features give agencies the ability to search across all of an organization's social media using keywords, date, network, username, content type, or tags.

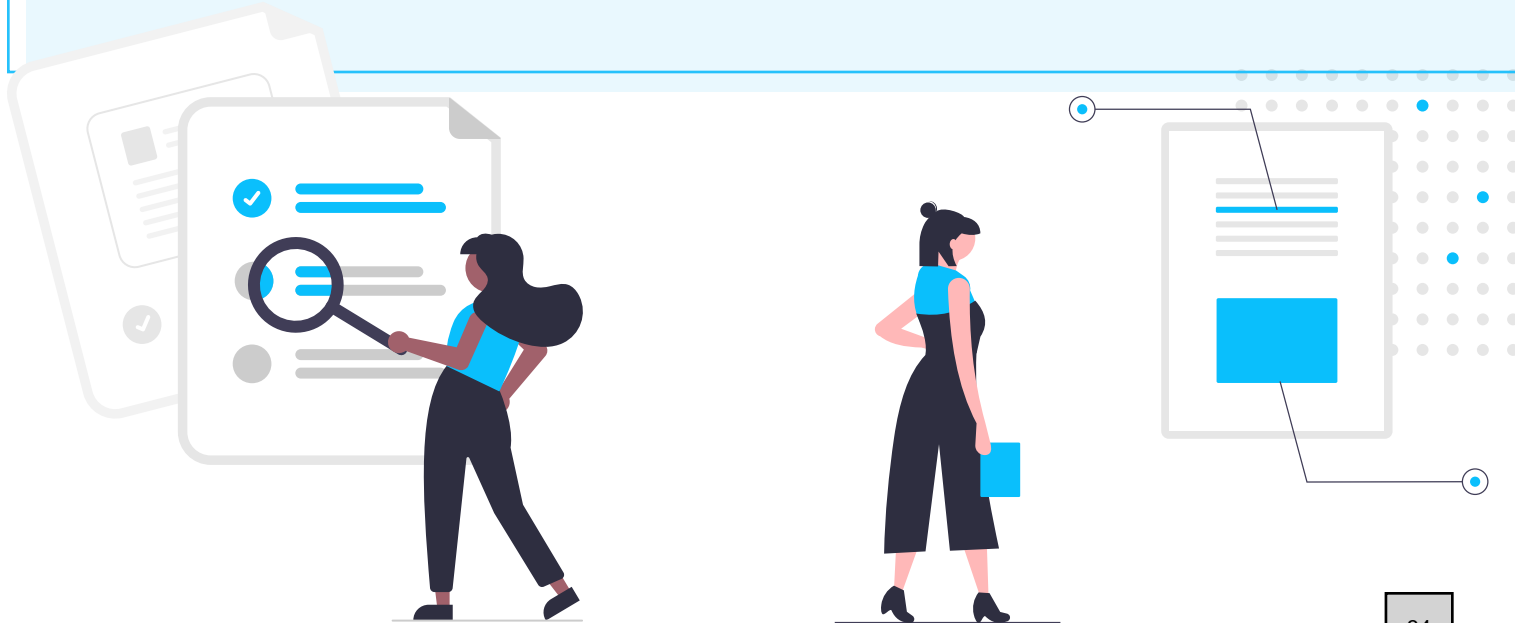
Custom tags for content make it easy to organize archives. Filters can quickly refine results, including the capability for finding records that have been deleted. With ArchiveSocial's user-friendly interface, finding deleted content becomes an easy task.

IN FOCUS: HOPKINTON, MA

When the town was using a scheduling tool to schedule posts for their Facebook and Twitter accounts, they experienced a glitch that caused all of the pre-scheduled posted content to be deleted from the social media networks. The Director of Technology was able to use ArchiveSocial to retrieve all of the deleted posts from their archive.

If something like that had happened when we weren't archiving, it would have been a disaster

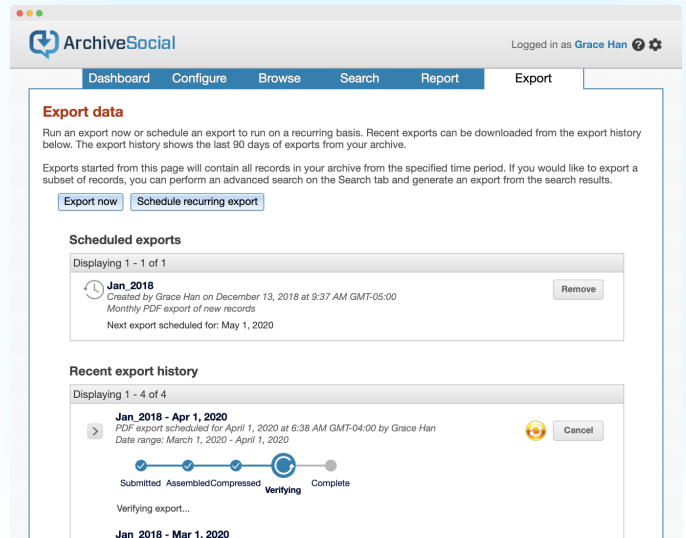
April Warden, County Administrator for Seward County, Kansas



RECORD EXPORTING AND REPORTING

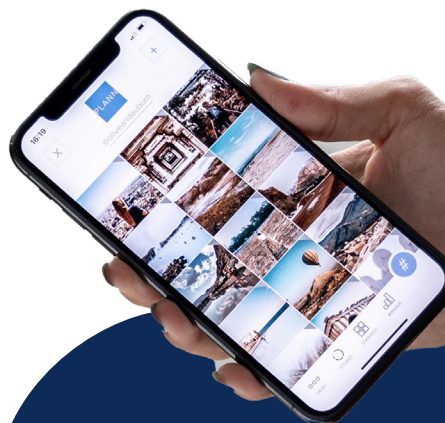
An archive is only as good as its ability to produce records.

ArchiveSocial can export social media content to a variety of formats including PDF, HTML, and Excel. This makes it easy and efficient for organizations to perform exports on demand and produce presentation-ready PDFs with highlighted search results and detailed export descriptions.



If I can't easily get it out to people when they're asking for it, it doesn't do me much good. With [ArchiveSocial], I can email or post it usually the same day I receive the request – often in minutes – literally saving hours for every request.

Sgt. Christopher Fulcher, Vineland Police Department



TECHNOLOGY

Whether public entities' social media portfolios are managed by a single individual or distributed across several departments, a centralized social media records archive is the key to efficient and cost-effective compliance.

What's more, organizations need to be able to connect accounts to an archive quickly and easily without collecting personal login information from multiple users or granting blanket access to all of the data in the archive.

ArchiveSocial is a cloud-based solution that requires no software installation or IT expertise, all you have to do is log in to your accounts! It simplifies deployment across organizations and enables organizations to automate social media record-keeping in a matter of minutes.

On average, our customers are up and archiving their entire social media presence in under 20 minutes.

We have received multiple data requests on a recent controversy. The support team walked me through how to do a very precise search and was knowledgeable about the nature of data requests... I can only imagine the amount of time it would have taken and the mistakes that might have been made had we done this manually.

Jacqueline Smith, City of St. Louis Park, MN



SECURITY

Levels of Access

In many organizations, individuals requiring access to social media records can cross departments and have different needs. While some users may want to tag and manage records, others may only need to view records.

ArchiveSocial allows three levels of access to suit an organization's needs, including Full Administrators, Read-Only Administrators, and Social Media Account Owners. The levels facilitate additional opportunities for collaboration while helping organizations maintain control.



**FULL
ADMINISTRATORS**



**READ-ONLY
ADMINISTRATORS**



**SOCIAL MEDIA
ACCOUNT OWNERS**

USE RULES TO FOLLOW RETENTION AND DISPOSITION GUIDELINES

Public entities may have retention guidelines that apply to social media. If so, organizations need a social media archive that allows for rules-based disposition. If certain content needs special consideration, flexible retention rules are key.

ArchiveSocial allows organizations to control the retention period of records through customizable disposition rules. All records can be reviewed before deletion. This flexibility allows the user to customize their archive while maintaining the greatest level of compliance.

IN FOCUS: EAST PROVIDENCE, RHODE ISLAND SOCIAL MEDIA POLICY, 2019

Social media content is subjective to the Records Retention and Destruction Schedule established by the Department of Records for the agency, whether or not the social media is currently posted on the agency's site(s)...Agencies are responsible for making and retaining such postings, as required by the agency's Records Retention and Destruction Schedule.

PRODUCT SUITE

ArchiveSocial's social media archiving and website archiving products provide the most accurate and comprehensive solution to help government agencies, school districts, and other public organizations remain compliant with public record laws and actively manage risk online.



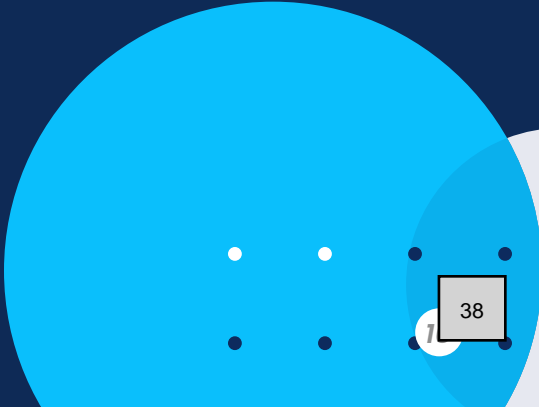
WEB SNAPSHOTS



RISK MANAGEMENT AND ANALYTICS (RMA)



OPEN ARCHIVE



SNAPSHOTTING YOUR WEBSITE

Social networking sites and websites are the primary mediums by which government agencies and school districts communicate with the public. It's critically important agencies are able to efficiently and reliably manage communications across each of these mediums as public records.

While agencies must use an archiving solution like ArchiveSocial to capture social media records, the majority of record information presented across a website is already in the agency's control.

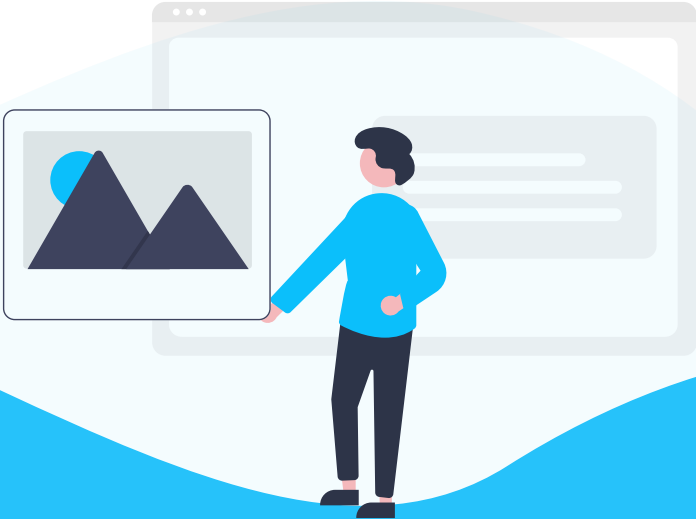
However, website records are often distributed across a variety of systems such as Content Management Systems (CMS), back-end databases, and backup systems. These systems as a whole present a challenge to centralized web record retention and fulfillment of public records requests. Agencies need help managing their web records as effectively as they manage their social media records.

ArchiveSocial Web Snapshots supplements an agency's existing approach to website records management by providing automated capture, search, and export capabilities of website content.

- **Ensure records from across your agency's entire web presence are centralized and searchable.**
- **Maintain a single records management source to easily manage both your social media records and website records, with an intuitive and dynamic interface.**

This is especially important for larger government entities and school districts with multiple sub-agencies or individual schools that manage their own websites.

Web Snapshots automatically archives a snapshot of how a website was displayed to citizens to supplement the website data already maintained by their Content Management System (CMS).



RISK MANAGEMENT

Agencies with active social media engagement create positive relationships and gain insights into community issues. Unfortunately, not all interactions online stay positive. Negative posts and comments can lead agencies into First Amendment issues or even public safety concerns. When posts and comments bring legal issues, a social media archiving solution should provide assistance in actively managing risk and enforcing social media policies.

ArchiveSocial's Risk Management and Analytics (RMA) suite work in conjunction with the base archive to provide monitoring, alerts, and analysis tools.

ArchiveSocial reconstructs social media conversations – pulling individual comments back into their corresponding threads – to create easy to understand content exports. This solution makes it easy to respond to records requests or other discovery or investigation needs with full context.



The screenshot shows the ArchiveSocial web interface. At the top, it says "ArchiveSocial" and "Logged in as *ArchiveSocial Support*". Below the navigation bar (Dashboard, Configure, Browse, Search, Report, Export), the "Reports" section is active, showing "Alert History".

Under "Alert History", there is a "Date Range" dropdown set to "Past 7 days". Below this are "Update Report" and "Download Report" buttons. A note states: "Pop-up blocker must be disabled to download report. Click here for more information."

The main content area is titled "Alert History" for the period "Mon Apr 20, 2020 - Mon Apr 27, 2020". It includes a "Summary" section with the text: "The table below displays the alerts that were triggered. Click on the number of records matched to view the actual records that triggered the alert."

Alert Name	Records Matched
311 Incoming Questions	10
AE Outage Alerts	1
AE Questions	8
COA Facebook	73
COA Twitter	88
COVID-19 Keywords	310
Development Services-Personal Identifying Information	1
Development Services-question	2

RMA is not only for challenging and difficult world events, it's also a valuable daily-use solution that enhances the control and visibility of your social media so you can make swift decisions, rapidly solve problems, and leverage visible, actionable data for continuous improvement. Here are 5 ways adding RMA can benefit your social media efforts long term.



1. Reduce Your Risk. Get immediate alerts about inappropriate content for efficient and effective moderation.



2. Increase Your Focus. Receive automated monitoring and alerting so you can focus on what matters to you the most.



3. Improve Your Response Time. Respond quickly to questions and comments, ensuring accurate information is conveyed in a timely manner.



4. Enforce Your Policy. Uphold your public entity's reputation by moderating content that violates your terms of use, such as violent or obscene comments.



5. Prove Your Effectiveness. Communicate to stakeholders and improve the impact of social media campaigns through standardized reports and meaningful insights into commenter sentiment, engagement levels, and platform usage.

We put in a list of maybe a hundred words – keywords. If it says 'shooting,' 'hurt,' 'blood' – any threat – they will notify me and I can notify the principal and notify law enforcement if need be.

Sherrie Johnson, Stafford County Public Schools, VA

OPEN ARCHIVING: A PROACTIVE SOLUTION

Provide the highest level of transparency to your communities by making your social media records open to the public with Open Archive, a public access portal.

The portal gives citizens the ability to search and locate social media records at their convenience. As a result, government agencies and school districts can minimize the cost and overhead of fulfilling public records requests.

- **Grant public access to your archive through your website**
- **Allow citizens to locate records without using staff time**
- **Provide complete, searchable data for academic research**
- **Create transparency and promote open government**



www.cityofdallas.gov.archivesocial.com

SUPPORTED NETWORKS & CONTENT

Saving Your Presence Across the Web

Government agencies and school districts use different platforms to reach varied audiences with unique content. With ArchiveSocial, you can manage and organize your social media data in one secure location, collaborate with different access levels, and quickly search/view/export any content you need, whenever you need it in an easy to understand format.

ArchiveSocial preserves social media records from all of the most popular platforms in one archive to make it easy to access all social media content in one location. We support Facebook, Twitter, YouTube, Instagram, LinkedIn, Vimeo, and Pinterest – all in one archive.



SOCIAL NETWORK	CONTENT-TYPE
Facebook Group	Profile, timeline posts, comments,
Facebook Page	Album, event details, event discussions, message threads, photos, profile, blocked lists, posts, comments, reviews, video, timeline posts
Facebook Personal	Album, message threads, photo, timeline posts, comments
Linkedin Personal	Private messages, profile, shares, posts, comments
Linkedin Company	Profile, posts, comments, shares
Instagram Personal	Media, profile, posts, comments
Instagram Business	Media, profile, stories, mentions, images, videos, posts, comments, replies
Twitter	Likes, mentions, direct messages, profile, tweets, periscope comments
Youtube	Uploads, posts, comments
Flickr	Photos, profile, posts, comments
Pinterest	Pins, profile, posts, comments, replies
Vimeo	Profile, videos, posts, comments

ARCHIVESOCIAL CAN MAKE ALL THE DIFFERENCE

ArchiveSocial is the social media archiving solution that helps government agencies and school districts maintain the greatest level of compliance and transparency when online.

With no software to install or network interference, ArchiveSocial connects to your social media platforms and organizes your accounts (profiles, pages, groups). After that, you're in complete control with full functionality to update settings, engage from your accounts, view your data, and more.

IN FOCUS: WASHINGTON, EVERGREEN SCHOOL DISTRICT

School districts are sharing critical and sometimes controversial information on social media, and they need to be prepared to produce records of their communications in the event of a public records request.

The Washington Evergreen School District was using social media to share information about a construction bond that was on the ballot in their city, and they ran a social media campaign to educate the public about how the bond money would be used. They created 20 videos on social media – one for each school in the district – to show the public plans to tear down and rebuild the schools that needed updating, and each post received a flood of comments, most of which were positive, but some of which were from detractors.

A local paper was reporting on the controversy, and they issued a public records request for all social media posts and comments related to the construction bond. Because the district has an archive with ArchiveSocial, they were able to easily search for and produce the hundreds of posts and comments about the bond on Facebook, YouTube, and Twitter, and share them with the newspaper.

**READY TO SPEAK WITH
SOMEONE ABOUT YOUR SOCIAL
MEDIA ARCHIVING NEEDS?**

Visit [ArchiveSocial.com](https://www.archive-social.com) or call (888) 558-6032 today.

SOCIAL MEDIA POLICY TEMPLATE



INTERNAL POLICY

PURPOSE

This document defines the social networking and social media policy for **[Agency's Name]**, the "Agency." To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, agency departments may consider using social media tools to reach a broader audience. The agency encourages the use of social media to further the goals of the agency and the missions of its departments, where appropriate.

PERSONAL VS. PROFESSIONAL GUIDELINES

Personal Use

All Agency employees may have personal social media sites. These sites should remain personal in nature and be used to share personal opinions or non-work related information. Following this principle helps ensure a distinction between sharing personal and agency views.

Agency employees must never use their agency e-mail account or password in conjunction with a social media site. The following guidance is for agency employees who decide to have a personal social media or who decide to comment on posts about official Agency business:

- State your name and, if relevant, role, when discussing agency business;
- Use a disclaimer such as: "The postings on this site are my own and don't reflect or represent the opinions of the agency for which I work."

If social media is used for official agency business, the entire agency site, regardless of any personal views, is subject to best practice guidelines and standards.

Professional Use

All official agency-related communication through social media, should remain professional in nature and should always be conducted in accordance with the Agency's communications policy, practices and expectations. Employees must not use official agency social media for political purposes, to conduct private commercial transactions, or to engage in private business activities. Agency employees should be mindful that inappropriate use of official agency social media can be grounds for disciplinary action.

Only individuals authorized by the Agency may publish content to an agency website or agency social media account.

POSTING

Official social media sites need to be clear, precise and follow industry best practices for posting updates. All content posted to agency social media should be:

- Relevant – Information that engages residents and pertains to their daily lives
- Timely – Pertains to deadlines, upcoming events, or current news
- Actionable – Prompts residents to take action

Please refer to the agency style guide for specific guidelines on content format.

What Not to Post:

Agency employees may not publish content on agency social media sites that includes:

- Confidential information
- Copyrighted material without permission
- Profane, racist, sexist, threatening or derogatory content or comments
- Partisan political views
- Commercial endorsements or SPAM

RETENTION

Social media sites are subject to **[applicable public records laws]**. Any content produced or maintained on an agency social media site, including communication posted by the agency and communication received from citizens, is a public record.

The department maintaining a site shall preserve records pursuant to the relevant records retention schedule in a format that preserves the integrity of the original record and is easily producible. Furthermore, retention of social media records shall fulfill the following requirements:

- Social media records are captured in a continuous, automated fashion throughout

the day to minimize a potential loss of data due to deletion and/or changes on the social networking site.

- Social media records are maintained in an authentic format (i.e. ideally the native technical format provided by the social network, such as XML or JSON) along with complete metadata.
- Social media records are archived in a system that preserves the context of communications, including conversation threads and rich media, to ensure completeness and availability of relevant information when records are accessed.
- Social media records are indexed based on specific criteria such as date, content type, and keywords to ensure that records can be quickly located and produced in an appropriate format for distribution (e.g. PDF).
- Each employee who administers one or more social networking sites on behalf of the Agency has self-service, read-only access to search and produce relevant social media records to fulfill public information and legal discovery requests as needed.

The Agency utilizes an automated archiving solution provided by ArchiveSocial to comply with applicable public records law and fulfill the above record retention requirements. The Agency archive is available at www.ArchiveSocial.com.

REGISTERING A NEW PAGE

All **[Agency]** social media sites shall be (1) approved by **[contact]**, (2) published using approved social networking platform and tools, and (3) administered by the contact or their designee.

DEREGISTERING AN EXISTING PAGE

If a social media page is no longer of use, (1) notify **[contact]**, (2) ensure records have been archived according to agency guidelines, (3) unpublish and delete page.

EXTERNAL POLICY

PURPOSE

To build communication and trust with our residents and visitors, and encourage participation through comments and feedback.

GOALS

[Agency Name] aims to effectively use Social Media Accounts to:

- Provide information
- Support community engagement and outreach

- Support marketing and promotional campaigns
- Frame the public conversation around **[Agency]**
- Assist with recruitment efforts

Please be aware that when engaging with this agency through Social Media, you agree to the following...

MODERATION OF THIRD PARTY CONTENT

The agency does not necessarily endorse, support, sanction, encourage, verify or agree with Third Party comments, messages, posts, opinions, advertisements, videos, promoted content, external hyperlinks, linked websites (or the information, products or services contained therein), statements, commercial products, processes or services posted on any Social Media Site.

This agency social media site serves as a limited public forum and all content published is subject to preservation and disclosure in accordance with **[State Public Record Law]**. User-generated posts may be rejected or removed when the content includes any of the following:

- incitement of violence or violent behavior,
- defamation or spread of misinformation,
- copyrighted or commercial material
- fraudulent material or accusations, or
- obscene or illegal material.

We do not allow information intended to compromise the safety or security of the public or public systems. You participate at your own risk, taking personal responsibility for your comments, your username and any information provided.

RETENTION

Social media sites contain communications sent to or received by the Agency and its employees, and such communications are therefore public records subject to **[applicable public records statute]**. These retention requirements apply regardless of the form of the record (e.g. digital text, photos, audio, and video). The Department maintaining a site shall preserve records pursuant to a relevant records retention schedule.

EMERGENCY POSTINGS

Social media sites are not monitored 24/7. If there is an emergency, contact 911.

LIKE WHAT YOU SEE?

Check out our other resources on mitigating risk online and building a social media presence, as well as our library of webinars from experts in public sector and educational social media at **ArchiveSocial.com**.

OVERVIEW

Protecting the Village of Kronenwetter with Social Media Archiving

Why do we need to archive?

“With the public records law in Massachusetts, it is critical to capture all of the records produced by social media. **You are protecting your community, your employees and complying with the law.**”



NICHOL FIGUEIREDO
Public Information Records
Access Officer & Webmaster
Framingham, MA

- ▶ Our social media is creating public records.



Open records laws maintain that we need to be able to produce social media records—**both from our own content, and from content our constituents create**—in response to records requests.



Social media is a mission-critical part of our communication strategy, and our constituents are creating, editing, and deleting records on a daily basis.

- ▶ If we do not preserve our social media records, **we are potentially out of compliance with state records regulations.**

- ▶ Beyond public records responsibilities, we will increasingly need to produce records for a variety of other types of requests.



Requests from internal stakeholders



E-discovery requests

Wisconsin Social Media Records Guidance



Section 5, Item F.

Wisconsin Public Records Law Compliance Guide

Wisconsin Department of Justice. Attorney General Brad D. Schimel
November, 2015

Record Identification

- ▶ Electronically stored information generally constitutes a “record” within the meaning of the public records law so long as the recorded information is created or kept in connection with official business. The substance, not the format, controls whether it is a record or not.
- ▶ **Electronic records include content posted by or on behalf of authorities to social media sites, such as Facebook and Twitter, to the extent that the content relates to government business. If an authority uses social media, the content must be produced if it is responsive to a public records request. This includes not only currently “live” content, but also past content.**

Excerpt from **Wisconsin Public Records Law Compliance Guide**, page 53

<https://www.doj.state.wi.us/sites/default/files/dls/2015-PRL-Guide.pdf>

Guidance - WI Public Records Board

“Public officials need to realize that in many cases the tweets and Facebook posts - and the comments they generate - can be public record that needs to be retained and potentially produced later under the open records law...”

Wisconsin board grapples with saving text messages, social media posts as public records

Section 5, Item F.

Jason Stein, Milwaukee Journal Sentinel

Published 9:35 a.m. CT Nov. 21, 2017 | Updated 1:22 p.m. CT Nov. 21, 2017



(Photo: AP Photo / Matt Roserke)



MADISON - When government work gets done on Twitter, Facebook and other social media, does it get saved and if so for how long?

What about text messages?

A state board is hoping to answer at least some of those questions for state and local officials who increasingly must apply the state's old open records to new technologies.

Matthew Blessing, chairman of the Public Records Board, said at a board meeting Monday that he hopes to develop new guidelines for the government officials who have been asking his board for that very thing.



Carl Buesing, an attorney on the board, said some text messages from public employees can be deleted, such as a nurse at a county nursing home who texts to say she is late for a shift. But Buesing said that using text messages can be problematic if government officials can't save them and produce them later to the public if needed.

"Until we find a way to capture that I'm not enthusiastic about using it," he said.

In other areas, the state is taking steps to capture government business on social media.

For instance, Abbie Norderhaug said the Wisconsin Historical Society is now archiving Gov. Scott Walker's Twitter posts once a month. To do it, the agency uses a [web service called Archive-It](#), said Norderhaug, the assistant state archivist.

Public officials need to realize that in many cases the tweets and Facebook posts — and the comments they generate — can be a public record that needs to be retained and potentially produced later under the open records law, Blessing said.

"That's a transaction of public business," he said.

Why do we need an archiving solution – is there another way to do this?

“Facebook has no records management capability.”



**JERRY
LUCENTE-KIRKPATRICK**
Formerly State Records
Analyst
State of Arizona

Other methods don't capture the content we need.

- ▶ We cannot rely on the social networks to archive for us.



The social networks do not provide user comments or revisions to content (edited, deleted, and hidden content) in their download features



The social networks are not bound to public records laws, and have no legal obligation to retain records

- ▶ We cannot rely on “manual” archiving, or screenshots



Screenshots are only a snapshot in time, do not capture deleted or revised content, and are not searchable



Screenshots have no metadata attached to them, and are not effective in court

- ▶ We cannot just make our social media “one-way”



There's no way to consistently block users from generating content on our social media pages



For example, on Facebook, we cannot disable users' ability to comment on our posts

Why should we do this now?

“If you don’t have something like ArchiveSocial for your social media, **you’re playing Russian roulette with your daily public records responsibilities** — and that’s not a good idea. “



**REBECCA MEDINA
STEWART**

Director of Public Affairs and
Marketing
City of Deerfield Beach, FL

Section 5, Item F.

- ▶ It gives us confidence that we are in compliance with state records laws, and can easily respond to records requests.
- ▶ Without it, we are losing records daily, through deleted and edited content.
- ▶ As engagement on our social media increases, it gives us insurance in case of unexpected events.



It gives us confidence to moderate content in accordance with our social media policy, confident that we have the records to defend ourselves



It gives us the ability to conduct reviews, if needed for internal stakeholders or external parties

Why ArchiveSocial?

“ArchiveSocial’s functionality, ease-of-use, compliance, and reporting features are better than their competitors. I was impressed by how simple it was to add accounts and to pull up records. Brilliant!”



DAVID BRAUHN
Communications Manager
City of Walla Walla, WA

Section 5, Item F.

- ▶ The industry leader- working with nearly 7,000 agencies nationwide.



From small towns to the largest cities, including NYC, Chicago, Dallas, and Austin



Currently working with more than 300 agencies in Wisconsin, including the City of Mosinee, the Village of Weston, Marathon County, the City of Wausau, and more!

- ▶ It gives us the highest level of compliance.



ArchiveSocial preserves more content than any other solution



Search and replay features that enable us to easily respond to records requests

- ▶ They are in the top 1% of customer satisfaction scores for software companies, with a US-based customer support team ready to assist us.

QUOTE

 ArchiveSocial, LLC
 P.O. Box 737311
 Dallas TX 75373-7311
 United States

 #6028
 08/11/2023

Bill To
Village of Kronenwetter, WI

 Village of Kronenwetter, WI
 1582 Kronenwetter Drive
 Kronenwetter WI 54455
 United States

Ship To

 Village of Kronenwetter, WI
 1582 Kronenwetter Drive
 Kronenwetter WI 54455
 United States

TOTAL (USD)

\$3,396.00

Quote Expires:

Item	Options	Amount
Standard - 3.5KR - \$599 Social Media Archiving Subscription (\$599/month) - Unlimited Accounts & Up To 3.5k Records Per Month - Includes Risk Management Analytics (RMA) Service Dates: 9/1/2023 - 12/31/2023		\$2,396.00
Provisioning Fee One time provisioning fee.		\$1,000.00

Subtotal (USD)	\$3,396.00
Other Credits (USD)	
Tax Total (USD)	\$0.00
Total (USD)	\$3,396.00

Village of Kronenwetter - Social Media Landscape

Social media allows the Village to easily and quickly communicate with citizens.

- **Increased reach:** Social media allows the Village to reach a wider audience.

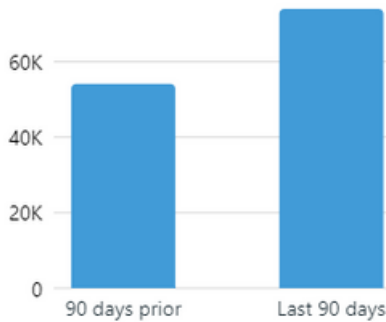


Reach

Post reach ⓘ

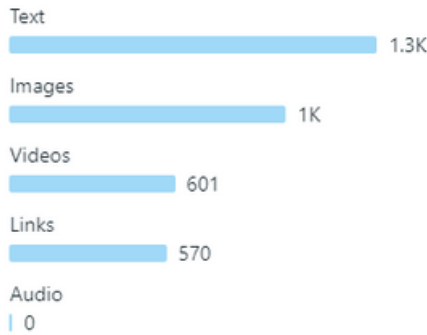
74K ↑ 36.7%

Total from last 90 days vs 90 days prior



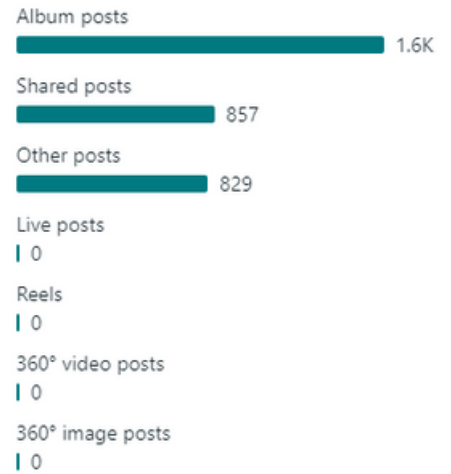
Median post reach per media type ⓘ

For posts created in the last 90 days



Median post reach per content format ⓘ

For posts created in the last 90 days



villageofkronenwetter

Edit profile

259 posts

228 followers

6 following



Area	Members	New members *	Claimed households	Agency posts *
Village of Kronenw...	2,316	19	1668	48



Your channel got 354 views in the last 28 days





872
Subscribed Contacts

- **Increased engagement** - provides an opportunity for resident engagement, allowing the Village to gather feedback, ideas and provide an open platform.






Page overview

Create a post

Last 28 days

Discovery

 Post reach	21,116
 Post engagement	10,072
 New Page Followers	45

- **Greater accessibility:** Social media makes it easier for citizens to access Village information and resources.
- **Cost-effectiveness:** Social media is a cost-effective way for the Village to communicate and engage with residents. It does not require the same financial resources as printed announcements, newsletters, etc.



Social media a critical tool in the current digital world . We need to protect the Village by staying compliant with public record law.



DUANE GAU MUNICIPAL SERVICES

Duane Gau Municipal Services
PROPOSAL FOR TECHNICAL SERVICES

Duane Gau Municipal Services will provide the following scope of work to assist Village of Kronenwetter:

- a. Serve as consultant for the Village Board and staff of Kronenwetter. The technical service of Mr. Gau is to provide matters pertaining to assisting staff for TIF 2 strategic plan 2023-24, Kowalski Rd interchange and MPO matters.
- b. Any other assignments as may be directed to be performed by Mr. Gau by the Village President and/or Village Board.
- c. Availability: On call as needed. Time limit to 90 hours.

Applicable Fees

Duane Gau \$ 75.00/ hr.

Travel: 2023 federal rate 65.5 cents / mile

Out of pocket expenses: Any applicable activities while conducting business on behalf of the Village of Kronenwetter.

Billing

Duane Gau Municipal Services will submit a monthly billing for hourly services rendered by Duane Gau and any travel and business related out of pocket expenses.

If the foregoing proposal is acceptable, signing this document shall constitute the contract for proposed services.

Signed: Duane A. Gau
Duane Gau Municipal Services

Dated: August 20, 2023,

Accepted: _____
Village of Kronenwetter, Wisconsin

Dated: _____





August 21, 2023

MEMORANDUM

TO: Village Board Members
FROM: Administrative Policy Committee
SUBJECT: Extension of Contract

The Committee discussed the need to extend the contract with Duane Gau for the TID #2 and Kowalski Road interchange projects. With the limited time left on TID #2 it is important to continue the process, if desired.

ACTION ITEM: Approve the extension of the contract for Mr. Duane Gau doing business as Duane Gau Municipal Services.



August 9, 2023

MEMORANDUM

TO: Village Board Members
FROM: Administrative Policy Committee
SUBJECT: Ordinance 62.3; Payment of Claims

As part of the overall review and update of financial policies that the Village currently has in place an ordinance outlining the payment of claims is needed. The Village currently does not have one in place.

This was written by the Interim Administrator but reviewed/edited by the Village Attorney for accuracy. A copy of the Wisconsin Statutes that apply are also attached for your reference.

ACTION ITEM: Adoption of Ordinance 62.3; Payment of Claims as recommended by the Administrative Policy Committee.

VILLAGE OF KRONENWETTER
Marathon County, Wisconsin
An Ordinance Amending the Code of the Village of Kronenwetter
Part I: Administrative Legislation
Chapter 62 Finance and Taxation
Creating Section 62-3 entitled “Payment of Claims”

The Village Board of the Village of Kronenwetter do ordain as follows:

Section 1: Part I: Administrative Legislation, Chapter 62 Finance and Taxation, Section 62-3 entitled “Payment of Claims” of the Code of the Village of Kronenwetter is hereby created to provide as follows:

§ 62-3 Payment of Claims.

- A. Payments may be made from Village treasury after the Clerk or Treasurer of the Village audits and approves each claim as a proper charge against the treasury, and endorses their approval on the claim after having determined that all of the following conditions have been complied with:
 - 1. That funds are available for the claim pursuant to the budget approved by the Village Board.
 - 2. That the item or service covered by the claim has been duly authorized by the proper official, department head, board, or commission.
 - 3. That the item or service has been actually supplied or rendered in conformity with the authorization described in Section 62-3. A.2.
 - 4. That the claim is just and valid pursuant to law. The Clerk or Treasurer may require the submission of proof to support the claim as the officer considers necessary.
- B. The Village Clerk and/or Treasurer shall file with the Village Board not less than monthly a list of the claims approved, showing the date paid, name of claimant, purpose and amount.
- C. The Village Clerk is required to file with the Village Board at least monthly a list of the claims approved under this Ordinance, showing the date paid, name of claimant, purpose, and amount.

- D. The Village Board shall obtain an annual detailed audit of its financial transactions and accounts by a certified public accountant licensed or certified under Wis. Stat. Ch. 442 and designated by the Village Board.
- E. Any Clerk and/or Treasurer acting under this Ordinance must first be covered by a fidelity bond or insurance policy pursuant to Wis. Stat. § 66.0609(4).
- F. Any Clerk and/or Treasurer acting under this Ordinance must further follow applicable financial resolutions and policies of the Village.

Section 2: If any provision of this Ordinance is invalid or unconstitutional or if the application of this Ordinance to any person or circumstance is found invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the provision or application of this Ordinance that can be given effect without the invalid or unconstitutional provision or application.

Section 3: All ordinances and/or parts of ordinances in conflict herewith are hereby repealed.

Section 4: This Ordinance shall be in full force and effect from and after its date of adoption and notice to the public as required by law.

Section 5: Village personnel are hereby authorized and directed to make all changes to the Village Code necessary to reflect this amendment.

Adopted this ____ day of _____, 2023.

VILLAGE OF KRONENWETTER

By: _____
Chris Voll, President

ATTEST:

By: _____
Bobbi Jo Birk-LaBarge, Clerk

Noticed to the public on: _____.

(c) *Ownership of funds.* Notwithstanding an ordinance enacted under par. (a), volunteer funds shall remain the property of the municipality until the funds are disbursed.

NOTE: This section is shown as affected eff. 7–1–24 by 2023 Wis. Act 12. Prior to 7–1–24 it reads:

66.0608 Separate accounts for municipal fire, emergency medical services practitioner, and emergency medical responder volunteer funds. (1) DEFINITIONS. In this section:

(ak) “Emergency medical responder” has the meaning given in s. 256.01 (4p).

(am) “Emergency medical responder volunteer funds” means funds of a municipality that are raised by employees of the municipality’s emergency medical responder department, by volunteers, or by donation to the emergency medical responder department, for the benefit of the municipality’s emergency medical responder department.

(aw) “Emergency medical services practitioner” has the meaning given in s. 256.01 (5).

(b) “Emergency medical services practitioner volunteer funds” means funds of a municipality that are raised by employees of the municipality’s emergency medical services practitioner department, by volunteers, or by donation to the emergency medical services practitioner department, for the benefit of the municipality’s emergency medical services practitioner department.

(c) “Fire volunteer funds” means funds of a municipality that are raised by employees of the municipality’s fire department, by volunteers, or by donation to the fire department, for the benefit of the municipality’s fire department.

(f) “Municipality” means any city, village, or town.

(g) “Public depository” has the meaning given in s. 34.01 (5).

(h) “Volunteer funds” means emergency medical services practitioner volunteer funds, fire volunteer funds, or emergency medical responder volunteer funds.

(2) GENERAL AUTHORITY. Subject to subs. (3) and (4), the governing body of a municipality may enact an ordinance that does all of the following:

(a) Authorizes a particular official or employee of the municipality’s fire department, emergency medical services practitioner department, or emergency medical responder department to deposit volunteer funds of the department for which the individual serves as an official or employee, in an account in the name of the fire department, emergency medical services practitioner department, or emergency medical responder department, in a public depository.

(b) Gives the municipality’s fire department, emergency medical services practitioner department, or emergency medical responder department, through the official or employee described under par. (a), exclusive control over the expenditure of volunteer funds of the department for which the individual serves as an official or employee in an account described under par. (a).

(3) LIMITATIONS, REQUIREMENTS. An ordinance enacted under sub. (2) may include any of the following limitations or requirements:

(a) A limit on the type and amount of funds that may be deposited into the account described under sub. (2) (a).

(b) A limit on the amount of withdrawals from the account described under sub. (2) (a) that may be made, and a limit on the purposes for which such withdrawals may be made.

(c) Reporting and audit requirements that relate to the account described under sub. (2) (a).

(4) OWNERSHIP OF FUNDS. Notwithstanding an ordinance enacted under sub. (2), volunteer funds shall remain the property of the municipality until the funds are disbursed.

History: 2001 a. 16; 2007 a. 130; 2017 a. 12; 2023 a. 12; s. 35.17 correction in (2m) (c) 3.

66.0609 Financial procedure; alternative system of approving claims. (1) The governing body of a village or of a city of the 2nd, 3rd or 4th class may by ordinance enact an alternative system of approving financial claims against the municipal treasury other than claims subject to s. 893.80. The ordinance shall provide that payments may be made from the city or village treasury after the comptroller or clerk of the city or village audits and approves each claim as a proper charge against the treasury, and endorses his or her approval on the claim after having determined that all of the following conditions have been complied with:

(a) That funds are available for the claim pursuant to the budget approved by the governing body.

(b) That the item or service covered by the claim has been duly authorized by the proper official, department head or board or commission.

(c) That the item or service has been actually supplied or rendered in conformity with the authorization described in par. (b).

(d) That the claim is just and valid pursuant to law. The comptroller or clerk may require the submission of proof to support the claim as the officer considers necessary.

(2) The ordinance under sub. (1) shall require that the clerk or comptroller file with the governing body not less than monthly a

list of the claims approved, showing the date paid, name of claimant, purpose and amount.

(3) The ordinance under sub. (1) shall require that the governing body of the city or village obtain an annual detailed audit of its financial transactions and accounts by a certified public accountant licensed or certified under ch. 442 and designated by the governing body.

(4) The system under sub. (1) is operative only if the comptroller or clerk is covered by a fidelity bond or insurance policy of not less than \$5,000 in villages and 4th class cities, of not less than \$10,000 in 3rd class cities, and of not less than \$20,000 in 2nd class cities, as described in s. 61.25 (intro.) or 62.09 (4) (b).

(5) If an alternative procedure is adopted by ordinance in conformity with this section, the claim procedure required by ss. 61.25 (6), 61.51, 62.09 (10), 62.11 and 62.12 and other relevant provisions, except s. 893.80, is not applicable in the city or village.

History: 1971 c. 108 ss. 5, 6; 1971 c. 125 s. 523; 1977 c. 285 s. 12; 1979 c. 323; 1985 a. 29; 1991 a. 316; 1999 a. 150 s. 113; Stats. 1999 s. 66.0609; 2001 a. 16; 2017 a. 51.

66.0611 Political subdivisions prohibited from levying tax on incomes. No county, city, village, town, or other unit of government authorized to levy taxes may assess, levy or collect any tax on income, or measured by income, and any tax so assessed or levied is void.

History: 1999 a. 150 s. 562; Stats. 1999 s. 66.0611.

66.0613 Assessment on racing prohibited. Notwithstanding subch. V of ch. 77, no county, town, city or village may levy or collect from any licensee, as defined in s. 562.01 (7), any fee, tax or assessment on any wager in any race, as defined in s. 562.01 (10), or on any admission to any racetrack, as defined in s. 562.01 (12), except as provided in s. 562.08.

History: 1987 a. 354; 1991 a. 39; 1999 a. 150 s. 564; Stats. 1999 s. 66.0613.

66.0615 Room tax; forfeitures. (1) In this section:

(a) “Commission” means an entity created by one municipality or by 2 or more municipalities in a zone, to coordinate tourism promotion and tourism development for the zone.

(am) “District” has the meaning given in s. 229.41 (4m).

(b) “Hotel” has the meaning given in s. 77.52 (2) (a) 1.

(bt) “Marketplace provider” has the meaning given in s. 77.51 (7i), to the extent that the marketplace provider facilitates the sale or furnishing of rooms, lodging, or other accommodations to transients under sub. (1m) (a).

(bu) “Marketplace seller” has the meaning given in s. 77.51 (7j).

(c) “Motel” has the meaning given in s. 77.52 (2) (a) 1.

(d) “Municipality” means any city, village or town.

(de) “Occupant” means a person who rents a short-term rental through a marketplace provider.

(df) “Owner” means the person who owns the residential dwelling that has been rented.

(di) “Residential dwelling” means any building, structure, or part of the building or structure, that is used or intended to be used as a home, residence, or sleeping place by one person or by 2 or more persons maintaining a common household, to the exclusion of all others.

(dk) “Short-term rental” means a residential dwelling that is offered for rent for a fee and for fewer than 30 consecutive days.

(dm) “Sponsoring municipality” means a city, village or town that creates a district either separately or in combination with another city, village, town or county.

(e) “Tourism” means travel for recreational, business or educational purposes.

(f) “Tourism entity” means a nonprofit organization that came into existence before January 1, 2015, spends at least 51 percent of its revenues on tourism promotion and tourism development, and provides destination marketing staff and services for the tourism industry in a municipality, except that if no such organization



August 21, 2023

MEMORANDUM

TO: Village Board Members

FROM: Village Board Meeting 08/14/2023

SUBJECT: Donations Ordinance 62.4; Volunteer Accounts Authorized Under Wisconsin Statute 66.0608

At the last Village Board meeting the Board instructed that an ordinance be created to govern the donations for/to the volunteer funds. Attached is the ordinance for review.

ACTION ITEM: Discuss and consider adoption of Ordinance 62.4; Volunteer Accounts Authorized Under Wisconsin Statute 66.0608

VILLAGE OF KRONENWETTER
Marathon County, Wisconsin
An Ordinance Amending the Code of the Village of Kronenwetter
Part I: Administrative Legislation
Chapter 62 Finance and Taxation
Creating Section 62-4 entitled
“Volunteer accounts authorized under Wis. Stat. § 66.0608”

The Village Board of the Village of Kronenwetter do ordain as follows:

Section 1: Part I: Administrative Legislation, Chapter 62 Finance and Taxation, Section 62-4 entitled “Volunteer accounts authorized under Wis. Stat. § 66.0608” of the Code of the Village of Kronenwetter is hereby created to provide as follows:

§ 62-4 Volunteer accounts authorized under Wis. Stat. § 66.0608.

- A. The Village grants the members of any emergency medical responder department, emergency medical services department, or fire department serving the Village (“department”) the exclusive control over the deposit and expenditure of volunteer funds of such a department, subject to the limitations contained in this Section.
- B. “Volunteer funds” means funds of the Village that are raised by the employees of a volunteer department, by other volunteers, or by donation to the volunteer department, for the benefit of the volunteer department.
- C. The department shall use an account in the name of the department in a public depository.
- D. "Public depository" means a federal or state credit union, federal or state savings and loan association, state bank, savings and trust company, federal or state savings bank, or national bank in this state which receives or holds any public deposits of the Village or the local government pooled investment fund.
- E. The respective department’s Chief and/or Deputy Chief is designated as the department member(s) who shall have control over the deposit and expenditure of the volunteer funds.
- F. Specific uses of the volunteer funds shall be determined by the Chief and/or Deputy Chief.

- G. The Chief and/or Deputy Chief shall provide to the Village Board a report describing the collection, deposit, and uses made of the volunteer funds upon its request.
- H. Notwithstanding this Section, volunteer funds shall remain the property of the Village until the funds are disbursed.
- I. Items acquired with use of the volunteer funds are the property of the Village and shall be titled as such, if there should be any title. Appropriate storage space shall be arranged prior to acquisition.
- J. An expenditure of \$5,000 or more requires Village Administrator approval first.
- K. If an expenditure pursuant to Subsection J. is approved, the department shall write a check in the necessary amount to the Village, and the Village will execute the purchase with the vendor.
- L. Grant funds shall be delivered to the Village. Grant funds are not volunteer funds.
- M. The Village Treasurer shall be provided a copy of any account statements.
- N. An annual financial report of all accounts shall be delivered to the Village Treasurer within thirty days after the last day of the calendar year. The report shall include a detailed itemization of all receipts, expenditures, and the balance on hand at the end of the year. The source of all funds and the identity of the payee for each disbursement shall be set forth.
- O. Acquired items are for official duty use only.
- P. Disposal of any items requires Village Administrator approval first.

Section 2: If any provision of this Ordinance is invalid or unconstitutional or if the application of this Ordinance to any person or circumstance is found invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the provision or application of this Ordinance that can be given effect without the invalid or unconstitutional provision or application.

Section 3: All ordinances and/or parts of ordinances in conflict herewith are hereby repealed.

Section 4: This Ordinance shall be in full force and effect from and after its date of adoption and notice to the public as required by law.

Section 5: Village personnel are hereby authorized and directed to make all changes to the Village Code necessary to reflect this amendment.

Adopted this ____ day of _____, 2023.

VILLAGE OF KRONENWETTER

By: _____
Chris Voll, President

ATTEST:

By: _____
Bobbi Jo Birk-LaBarge, Clerk

Noticed to the public on: _____.

POLICY ID: <i>FIN-003</i>		TITLE: <i>Accounts Payable Policy</i>	
<input type="checkbox"/> ORIGINAL	<input checked="" type="checkbox"/> REVISION	APPROVED BY VILLAGE BOARD:	DATE:
EFFECTIVE DATE:			
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

To establish guidelines for the payment and proper expense allocation of all Village of Kronenwetter accounts payables that will ensure proper internal controls.

Scope

This policy applies to all Village employees and other persons who have or are responsible for receiving payables due from the Village of Kronenwetter.

Receipt of Vendor Invoices

When a physical vendor invoice is received, it is to be delivered to or placed in the mailbox of the Deputy Clerk/Account Clerk or Deputy Clerk. When a vendor invoice is received via email, it is to be forwarded to the mailbox of the Deputy Clerk/Account Clerk or Deputy Clerk.

The Deputy Clerk/Account Clerk or Deputy Clerk will determine which department the invoice belongs to and provide the invoice along with the payment voucher form to the applicable department head to approve and process. The department head will review the payment voucher and vendor invoice for accuracy and initial for approval. If the account number is unknown by the department head, it will be left blank for the department head to complete with assistance of the Finance Director/Treasurer. Note: Some invoices may have more than one expense account.

The completed payment voucher form initialed by the department head is attached to the front of the vendor invoice and delivered to the Deputy Clerk/Account Clerk to prepare for payment.

The voucher form will contain:

1. The Payee/Vendor name and address – if it is a new Vendor or Payee the Department Head shall inform the Deputy Clerk/Account Clerk. If a W-9 is required one will be mailed with the payment of the invoice.
2. A short description of the invoice.
3. The expense account number(s) the invoice will be charged against
4. The total invoice amount(s).

Recurring Payments

In the case of an invoice for a recurring payment involving a contract that has been previously approved and signed by the appropriate department head, the Deputy Clerk/Account Clerk will process the invoice for payment pursuant to the direction of the department head.

Redevelopment Authority (RDA)

All invoices that are to be allocated to TID expense accounts that are over \$1,000, and outside of ongoing debt and interest payments will be given to the Finance Director/Treasurer to be included on the upcoming RDA meeting agenda for payment approval.

All contracts for services, as per Village policy FIN-004, for such things as legal, architectural, engineering, auditing, maintenance contracts and janitorial contracts will be presented to both the RDA and then to the Village Board for approval. Once the contract is approved, expenses related to said contract will be processed for payment. Expenses from said contracts that are outside the scope of the approved contract for services shall be brought before the RDA for review before approval of payment. The RDA will vote on the payment approval of each TID related invoice outside of the preapproved contractual services.

When an invoice has been approved by the RDA, the RDA Chairperson will sign the invoice indicating payment approval. All invoices approved by the RDA will be delivered to the Deputy Clerk/Account Clerk by the RDA Secretary to be processed for payment. A payment voucher is created by the Deputy Clerk/Account Clerk to be attached to the signed vendor invoice.

Capital Operating Budget and Capital Project Borrowings

All invoices that are to be allocated to the Capital Operating adopted budget and/or expenses associated with a capital project authorized by the Village Board must be approved by the Administrator, department head (if applicable) and the Finance Director/Treasurer prior to payment.

Wire Transfer Payments

All wire transfer payments will be initiated by the Finance Director/Treasurer or in the absence of the Finance Director/Treasurer the Administrator or Village Clerk. A payment voucher along with a wire transfer form will be created for each wire transfer. The wire transfer form must be signed by the Finance Director/Treasurer and either the Village Administrator or the Village Clerk. The Finance Director/Treasurer shall then process the payment internally and write the necessary accounting entries to apply the expense to the appropriate adopted budget expense lines.

Check Processing

The Deputy Clerk/Account Clerk or Deputy Clerk will process all check payments. A check for payment will only be processed when the Deputy Clerk/Account Clerk or Deputy Clerk has all required back-up documentation for the payment from the department head. When a check is cut the following signatures are required to appear on each check: Village President, Village Clerk and Treasurer/Finance Director. The items attached to be kept as the record of payment are:

1. The signature/initialed approved payment voucher
2. The signature/initialed approved vendor invoice
3. The check stub.
4. Any other supporting information that was necessary to process the invoice/voucher.

The above documentation is given to the Treasurer for review. The Treasurer will verify the following information **prior to checks** being sent to vendors for payment:

1. The Payee/Vendor information is accurate and matches the invoice.
2. The check amount matches that of the invoiced amount for services.
3. The check number matches the check number in the accounting system/program.
4. The expense account number used is valid and is part of an adopted budget.
5. The expense is a budgetary item and funds are available for payment of invoice.
6. Will determine if a W-9 will be sent to the Payee/Vendor or not for end of year 1099 filing.

Record Retention

The documentation is then filed in the Accounts Payable files. All Accounts Payable files will be retained by the Village for 7 years.



August 21, 2023

MEMORANDUM

TO: Village Board Members
FROM: Village Board Meeting 08/14/2023
SUBJECT: FINN-003 – Processing of Invoices/Claims

At the last Village Board meeting the Board asked for the following:

- 1.) That language be added to the Finance Director/Treasurer's review before checks are sent out for payment that it is a budget item and that funds are available.
- 2.) Clarify Deputy Clerk – language added "or Deputy Clerk" to reflect it could be more than just the Account/Deputy Clerk that could send the invoices out to the Department Heads. This would cover the cross training that is being implemented.

The other factor is this is to set to paper the process currently being practiced by the Village to process claims/invoices as they are received.

ACTION ITEM: Discuss and consider adoption of FINN-003 – Processing of Invoices/Claims.



REPORT TO CLIPP

ITEM NAME:	Outdoor Skating Rink for the Winter 2023
MEETING DATE:	August 7, 2023
PRESENTING COMMITTEE:	CLIPP
COMMITTEE CONTACT:	Chris Eiden
STAFF CONTACT:	Brad Jacobson
PREPARED BY:	Brad Jacobson/Jennifer Poyer

ISSUE: The CLIPP Committee has requested an outdoor ice-skating rink be built in the Village.

OBJECTIVES: Identify the best location, cost, etc. of this venture.

ISSUE BACKGROUND/PREVIOUS ACTIONS: Village Board directed this item bring back to CLIPP to discuss using the old area at the Municipal Center to utilize the lighted area.

The lights that are out there have not been used since the mid 80's. I looked into the wiring and from what I found it looks like it was cut off from the building, most likely during the remodel in the mid 2000's with no idea of where outside it was even cut off. The wiring would need to be totally rebuilt and new lights installed on all the poles, the only salvageable item out there are the poles themselves.

The Village Board also discussed that the Community Room could be open for skaters during business hours of operations for a warming house/bathrooms. Downside to having that open is we need to have a sitting room to remove skates and put shoes back on to walk to the bathroom so almost like a small locker room. We most likely would also need to have daily janitorial service to mop floors/bathrooms. There used to be bathrooms attached to the MC with direct access to the outside in the Northeast corner of the building that were used for the ice rink but were removed during the remodel of the building in the 2000's.

I did ask Gary Walkowski former DPW worker who was here back in the 80's of some history of why it was shut down and he said it was never used so it was decided to end the skating facility.

PROPOSAL: Proposal for Towering Pines Park with cost and time estimates based off information I received from Mosinee on their 170'X90' outdoor ice-skating rink.

Initially they will construct a small gravel berm around the outside edge to hold water in. Flooding then takes a week at about 4 hours a day (20 hours) to create the main layer of ice for the season. Follow up layers are then needed once a week thru out the season, which takes about 4 hours of labor per week. Total water approximately used thru out the season is around 50,000 gallons which comes out to just under \$200 in cost.

Snow plowing maintenance after storms will vary with the amount of snow but would anticipate with travel time 1-2 hours per storm and equipment used will also depend on amount of snowfall. Some anticipated issues will be snowfalls that occur later in the week or weekend is that we may not be able to have the rink plowed until the following week with trying to maintain staff out of overtime.

Lighting - I'm working with Public Service to get us some quotes but based off the one flood light installed last year at Seville Park with one pole and one light that cost was \$3500 and then a rate of \$29.52 per month for watt usage. Based off the length of the rink we may need to have two lights but there is a power pole located in the area of the rink that possibly we can attach the two lights too and save us a pole charge.

ADVANTAGES:

- Establish a new outdoor recreational facility for residents to use during winter months.
- Towering Pines Park offers a better location (near residents) vs. the Municipal Center.

DISADVANTAGES:

- Cost (\$200 for water, \$150 for lighting and the possible cost for power poles and lights)
- Staff time spent maintaining the rink.
- Snowstorms/plowing could interfere with the maintenance of rink.

ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)

- Water - \$200
- Power for lights - \$150 (allowing 5 months)
- Power poles/lights (\$3,500 - \$7,000)

RECOMMENDED ACTION: Recommend the Village Board approve building a rink in Towering Pines Park.



ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES

June 20, 2023 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

Staff Present: Interim Administrator- Dan Mahoney, Finance Director- Lisa Kerstner, Police Chief -Terry McHugh

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.

3. NEW BUSINESS

- C. Discussion & Possible Action: 2023 Purchase of Used Asphalt Roller & New Trailer
Motion by McCarthy/Wadle-leff to recommend the board approve the purchase of Asphalt Roller and trailer not to exceed \$16,000 for the roller and trailer \$7,000 with trade and to contact insurance for a claim for the roller. Motion carried 5:0 by voice vote.
- D. Discussion & Possible Action: Firefighter Job Description
Motion by McCarthy/Coyle to recommend the board approve the Firefighter Job description as presented. Motion carried 5:0 by voice vote.
- E.
Motion by McCarthy/Coyle to recommend the Village Board adopt the commercial crime insurance policy as presented. Motion carried 5:0 by voice vote.
- F. Review & Discussion: Duties and Responsibilities of Administrative Policy Committee
Dan Mahoney-Interim Administrator reviews APC duties and responsibilities power point with APC members.
- G. Discussion & Possible Action: Updating of Current Background Check Waiver
Motion by Wadle-leff/Solheim to have Attorney review then brought back to APC to review before going to Village Board. Motion carried 5:0 by voice vote.
- H. Discussion & Possible Action: Selection of (2) members to Serve on Ad Hoc Committee for Discussion of Current Committee Structure
Motion by Voll/Wadle-leff to nominate McCarthy/Coyle to serve on Ad Hoc committee. Motion carried 5:0 By voice vote.
- I. Discussion & Possible Action: Interim Administrator Contract Approval
Motion by Wadle-leff/McCarthy to recommend the Village Board hire Kim Manley as Interim Administrator. Motion carried 5:0 by voice vote.
- J. Discussion and Possible Action: Review of Previous Job Postings for Village Administrator
Instruct Communications Specialist-Jennifer Poyer to post as is.

- K. Discussion and Possible Action: Review of Previous Job Postings for Director of Public Works
Instruct Communications Specialist-Jennifer Poyer to post as is.
- L. Hiring of Recruitment Firm for Director of Public Works
No Action

4. OLD BUSINESS

- M. Discussion & Possible Action: Hiring of Recruitment Firm for Village Administrator
Motion by Voll/McCarthy to submit RFP to five recruiting firms. Motion carried 5:0 by voice vote.
- N. Review, Discussion & Possible Action: GEN-007
Motion by Wadle-leff/Solheim to recommend Village Board approves changes as presented.
- O. Review, Discussion & Possible Action: FIN-003
Bring back to next APC meeting.
- P. Review, Discussion & Possible Action: FIN-004
Bring back to next APC meeting.
- Q. Review, Discussion & Possible Action: FIN-005
- R. Review, Discussion & Possible Action: HR-001
Motion by Voll/Coyle to recommend the board not eliminate HR-001. Motion carried 5:0 by voice vote.
- S. Review, Discussion & Possible Action: HR-003
Motion by Coyle/McCarthy to recommend the Board to keep this policy with recommended changes from the Attorney. Motion carried 5:0 by voice vote.
- T. Discussion & Possible Action: Approval of Committee Onboarding Checklist
Motion by McCarthy/Coyle to recommend the board approve onboarding checklist with stated changes. Motion carried 5:0 by voice vote.

5. REPORTS AND DISCUSSIONS

- U. May Check Register
- V. May Journal Entries
- W. Treasurers Report

6. APPROVAL OF MINUTES

- X. APC April 05, 2023, Minutes
Motion by McCarthy/Voll to recommend the board approve Minutes as presented. Motion carried 4:0 by voice vote.
- Y. APC April 18, 2023, Minutes
Motion by McCarthy/Voll to recommend the board approve Minutes as presented. Motion carried 4:0 by voice vote.
- Z. APC April 28, 2023, Minutes
Motion by McCarthy/Voll to recommend the board approve Minutes as presented. Motion carried 4:0 by voice vote.
- AA. APC May 16, 2023, Minutes
Motion by McCarthy/Voll to recommend the board approve Minutes as presented. Motion carried 4:0 by voice vote.

7. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

Staff flow between committee to staff back to committee; GEN-007 Enforcement of paperless devices/device tracking

8. NEXT MEETING: July 18, 2023

9. ADJOURNMENT

Motion by Voll/Solheim 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.

Posted: 06/15/2023 Kronenwetter Municipal Center and www.kronenwetter.org

Faxed: WAOW, WSAW, WSAU, and Mosinee Times | Emailed: Wausau Daily Herald

Minutes drafted by: Sarah Fisher-Account Clerk



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

July 18, 2023 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
Others Present: Finance Director-Lisa Kerstner, Interim Administrator-Kim Manley, Attorney-Lee Turonie

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
Finance Director-Lisa Kerstner discusses report.
- D. Check Register
- E. Journal Entries

4. OLD BUSINESS

- F. Discussion & Possible Approval: Revision of Human Resource Policy HR-003
Motion by McCarthy/Coyle to recommend the board approve HR-003 as amended by Attorney with the addition of adding purpose section to policy. Motion carried 4:0 By Voice Vote.
- G. Discussion & Possible Approval: Revision of Finance Policy FIN-003
Action:Send Policy back to staff for further review.
- H. Discussion: To Provide Direction on Possible Revision of Finance Policy FIN-004
Discussion: Policy needs to be rewritten based on statutes. Staff to work with Attorney and bring back to future meeting.
- I. Discussion & Possible Approval: Revision of Finance Policy FIN-005
Motion by McCarthy/Voll to recommend the board approve FIN-005 as amended. Motion Carried 4:0 by voice vote.
- J. Discussion & Possible Action: Hire an outside company to mail out tax bills.
Motion by McCarthy/Coyle to recommend the board approve ABT for tax mailing. Motion carried 4:0 by Voice Vote.
- K. Discussion: Update on RFP for Administrator search
Interim Administrator-Kim Manley discusses that the deadline for the RFP is July 31,2023. There will be another update at next APC meeting. She also discussed that the Job Posting on the Village website also ends on July 31, 2023.

- L. Discussion & Action: Process for Hiring Administrator and Director of Public Works
Interim Administrator-Kim Manley gives brief description of candidates that the Village has received. Applications will be reviewed by APC at the beginning of August. 2023.

5. NEW BUSINESS

- M. Discussion & Possible Approval: Resolution 2023-007; Designating Public Depositories and withdrawal signatures.
Interim Administrator-Kim Manley and The Village Attorney-Lee Turonie discusses the resolution and the need for an ordinance. Village Attorney-Lee Turonie also discusses the deposit resolution. Motion by Coyle/McCarthy to recommend to the board that they approve the resolution as presented. Motion carried 4:0 by Voice Vote.
- N. Discussion: Village Board Room Sound Upgrade
Voll discusses that Arrow had brought three upgrade options to the board to decide which direction the Village wanted to go; at that time no decision was made. Voll discusses some of the possible changes and asks for the item to be brought back to future meeting to be finalized.

6. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

- O. Special Joint Meeting with Utility Committee on 07/24/23 Clean Water Fund Loan Amount Recommendation to Village Board
Compensation for the Police Chief as acting interim Administrator. On September agenda non-union employee's compensation.

7. NEXT MEETING:

8. ADJOURNMENT

Motion by Voll/Coyle to Adjourn at 7:25 PM. 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.

**Posted: 07/13/2023 Kronenwetter Municipal Center and www.kronenwetter.org
Faxed: WAOW, WSAW, WSAU, and Mosinee Times | Emailed: Wausau Daily Herald**

Minutes drafted by: Sarah Fisher- Account Clerk



SPECIAL ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES

August 08, 2023 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

Roll Call: Voll, Coyle, McCarthy, Wadle-leff, Solheim

Staff Present: Interim Administrator-Kim Manley, Public Works Crew Lead-Brad Jacobson, Community Development Director and Acting Department of Public Works Director-Peter Wegner, Lead Water and sewer operator-Mark Mackey

2. ANNOUNCEMENT OF CLOSED SESSION

- C. Motion to convene into CLOSED SESSION pursuant to Wisconsin Statute 19.85(c); Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; Interviews - Director of Public Works & Utilities

Motion by Coyle/Wadle-leff to convene into closed session. Motion carried 5:0 Roll call.

3. RECONVENE OPEN SESSION

Motion by Coyle/Wadle-leff to reconvene into open session. Motion carried 5:0 by Roll Call.

4. ACTION FROM CLOSED SESSION:

Motion by Wadle-leff/Coyle to recommend the Village Board hire Leonard Ludi as Director of Public Works with the benefits package as discussed.

- D. Discuss and consider applicant(s) for Director of Public Works & Utilities - Recommendation to Village Board.

Motion by Wadle-leff/Coyle to recommend the Village Board hire Leonard Ludi as Director of Public Works with the benefits package as discussed.

5. ANNOUNCEMENT OF CLOSED SESSION

- E. Consideration of Motion to convene into closed session pursuant to Wis. Stat. §19.85©, Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; Review Applicants for Administrator Position

Motion by McCarthy/Solheim to convene into closed session. Motion carried 5:0 by Roll call.

6. RECONVENE OPEN SESSION

Motion by Wadle-leff/Coyle to reconvene into open session. Motion carried 5:0 by Roll call.

7. ACTION FROM CLOSED SESSION

Discussion that the Village will move on with the applicants received and if they don't work out then the Village will turn to a recruitment firm.

8. OLD BUSINESS

- F. Discuss and consider Administrator Hiring Process- in house or user of recruitment firm.
No action.
- G. Discuss and consider proposals received from professional recruitment firms - Recommendation to Village Board.
Motion by Coyle/Solheim to table discussion for next meeting. Motion carried 5:0 by voice vote.

9. ADJOURNMENT

Motion by Voll/Wadle-leff to adjourn. Motion carried 5:0 by voice vote at 8:26PM.

- 10. 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: 08/01/2023 Kronenwetter Municipal Center and www.kronenwetter.org Faxed: WAOW, WSAW, WSAU, and Mosinee Times | Emailed: Wausau Daily Herald

Minutes drafted by: Sarah Fisher- Account Clerk



August 21, 2023

MEMORANDUM

TO: Village Board Members
FROM: Administrative Policy Committee
SUBJECT: Baker Tilly – Village Administrator

The Committee discussed at length the possibility of hiring a professional firm. It was felt that with a volunteer committee and an interim administrator on staff along with the fact that this is probably the most important hiring/position within and for the community that hiring a professional firm that can go through a process involving more individuals – not just the Committee but the Village Board, department heads and other stakeholders in this discussion was immensely important.

If the Village desires to continue moving forward with the hiring of professionals that can enhance and support the Board and serve the Community the best possible outcome will be with a professional firm.

The Committee recommends Baker Tilly as that company.

ACTION ITEM: Approve the hiring of Baker Tilly to conduct the search for the Village’s next Administrator.



July 31, 2023

Village of Kronenwetter, Wisconsin

Proposal to provide a responsive, well-managed and thorough search process to recruit and identify highly qualified candidates for your next Village Administrator

Contents

- 1. COVER LETTER 1
- 2. STATEMENT OF MINIMUM QUALIFICATIONS 3
- 3. REFERENCES 8
- 4. ORGANIZATIONAL BACKGROUND 12
- 5. FEE PROPOSAL 16
- APPENDIX A: ENGAGEMENT TEAM MEMBER RESUMES 28
- APPENDIX B: PRIORITIZING DIVERSITY, INCLUSION, BELONGING AND SOCIETAL IMPACT (DIBS)..... 39
- APPENDIX C: SAMPLE BROCHURE 41
- APPENDIX D: SAMPLE TTI REPORT 51



Baker Tilly is responsive, interactive and produces the results they say they will. We are very pleased with the services they provide and consider Baker Tilly a leader among accounting and advisory firms.

Controller



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1. Cover letter

July 31, 2023

Bobbi Jo Birk-LaBarge,
Village Clerk
Village of Kronenwetter
1582 Kronenwetter Drive
Kronenwetter, WI 54455

Baker Tilly US, LLP
30 East Seventh Street, Suite 3025
St. Paul, MN 55101
T: +1 (651) 223 3000
F: +1 (651) 223 3046
bakertilly.com

Delivered electronically to bbirklabarge@kronenwetter.org

Dear Bobbi Jo:

This proposal marks the beginning of a valuable relationship we plan to build with the Village of Kronenwetter (the Village). Based on what we have learned from you in your request for proposal (RFP) process, we are confident we are the right fit to serve you in selecting your next Village Administrator with forward-thinking executive recruitment services so you can keep your focus where it belongs: serving your community. Our proposal meets your RFP requirements and describes our unique proposition to enhance and protect value while meeting your key objectives.

We believe that our record of successfully placing qualified and very accomplished professionals, along with our extensive experience providing executive recruitment services to cities, counties and other public-sector organizations nationwide, will be beneficial for your recruitment and will allow us to find the candidate who has the traits, skills, experience and overall competence you desire for your organization.

We know that you have options for selecting a recruitment firm. However, we believe that our unique approach, highly regarded customer service practices, and our record of identifying and recruiting top-level executives in similar roles set us apart from our competitors. Additionally, we offer the following unique features:

<p>The right firm</p> <p>Kronenwetter will benefit from the qualifications, technology tools and expansive resources of our top 10 accounting and advisory firm, delivered with personalized attention and responsive service</p>	<p>The right experience</p> <p>We are structured around specialized practice groups, allowing us to provide focused training and continuing education to our team members. Our understanding of your organization and targeted public sector executive recruitment experience will help you thrive now and as you evolve.</p>	<p>The right team</p> <p>Your handpicked team of Value Architects™ includes technical and industry-specialized team members who understand your organization's requirements, challenges and opportunities. You will receive a tailored recruitment approach designed to meet your needs and exceed your expectations.</p>	<p>The right value</p> <p>We provide high-quality service for a fair and reasonable fee. Our significant level of project team leader involvement translates into responsive, efficient recruitment and the ability to deliver value throughout the engagement.</p>
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1. COVER LETTER

- **Customized profile development:** Working with the members of the Village Board and designated staff, we develop a customized candidate profile based on the required, desired and preferred qualifications, traits and attributes you seek in the individual you interview or hire for your next Village Administrator. We strive to understand how the Village of Kronenwetter’s current and anticipated needs and organizational priorities will shape your recruiting and selection requirements. We collaborate with you to develop a nationwide or regional marketing, recruiting and outreach campaign. This approach will effectively allow us to identify, attract and recruit highly qualified candidates for your review.
- **Management/leadership assessment:** Relying on exclusively licensed predictive analytics tools (using data to determine patterns and forecast future outcomes and trends), we administer assessments to selected applicants to help us identify human potential in each candidate we present to you. Results are “Real,” “Impactful,” and “Powerful.” Furthermore, based on scientific data, these results can provide more profound insights into the candidate’s management traits and leadership styles.
- **Recorded video interviews:** We ask selected candidates (semi-finalists) to complete a recorded, one-way video interview using questions developed from your “candidate profile,” which gives your review team an additional tool to evaluate the semi-finalists before inviting them to a face-to-face interview.
- **Online application management:** We use NeoGov as our online application system. It provides for efficient management of applications and allows us to communicate in real time with applicants, engaging and informing them of each step in the search process. Within this system, we can access, review and evaluate prior applicants or individuals who have expressed interest in similar positions. Generally, these individuals may not be actively seeking a job but may be open to “the right opportunity.” This is another benefit and advantage we provide our clients, enabling us to access more passive job seekers.

This proposal meets all the requirements of the RFP, and the offer tendered by the proposal will remain in full force and effect until and may be accepted by the Village at any time prior to 90 days beyond the deadline for submittal. The proposal details our approach, expertise, references and pricing for this executive recruitment. Our team would consider it a professional privilege to provide these services to the Village of Kronenwetter.

As your Value Architects™, we are determined to support you in achieving your mission to identify your next Village Administrator. Thank you for the opportunity to serve you. Our team is excited to earn your trust, and, as always, we look forward to discussing your questions and feedback.

Very truly yours,

BAKER TILLY US, LLP



Anne Lewis, Managing Director

Authorized representative

+1 (703) 923 8214 | anne.lewis@bakertilly.com



Patty Heminover, Director

Engagement leader

+1 (651) 223 3058 | patty.heminover@bakertilly.com

2. Statement of minimum qualifications

Kronenwetter will work with a consistent team of Value Architects™ who understand your organization and can add value from day one. Combining your engagement team’s executive recruitment experience and service knowledge translates into tangible results for the Village.

Project contacts and locations

AUTHORIZED REPRESENTATIVE	ENGAGEMENT TEAM LEADER
Anne Lewis, Managing Director 8219 Leesburg Pike, Suite 800 Tysons, VA 22182 +1 (703) 923 8214 anne.lewis@bakertilly.com	Patty Heminover, Director 30 East Seventh Street, Suite 3025 St. Paul, MN 55101 +1 (651) 223 3058 patty.heminover@bakertilly.com

Aligning key engagement team members with your goals

Within Baker Tilly, our executive recruitment team consists of ten recruitment consultants and project coordination staff available to meet your executive recruitment needs. Each consultant assigned to your recruitment has experience working with cities, counties, special districts, not-for-profit organizations and school districts, and the many disciplines comprising the Village of Kronenwetter organization. Our consultants bring an experienced, participatory and energetic perspective to each engagement. As such, we reflect our unique approach and individualized touch in our internal standard and commitment to outstanding service that meets or exceeds your expectations. Since 2000, our combined consultant team has conducted more than 1,700 executive searches.

1,700+ recruitments
Your engagement team has conducted more than 1,700 successful recruitment projects since 2000.

The Baker Tilly engagement team will collaborate with the Village Board and others designated as your technical advisor. As such, we conduct our recruitment process effectively, efficiently, transparently and professionally, consistent with “best practices” in the public sector executive recruitment space. Our agenda is clear; “our agenda is your agenda.” Our objective is to generate a list of highly qualified candidates and assist you with the screening and evaluation of these candidates to identify your next Village Administrator.

We have structured the Baker Tilly engagement team to draw upon our 90-plus years of collective service to the public sector and to leverage Baker Tilly’s experience and capacity to find exceptional, qualified candidates.

Since its beginnings, our firm has emerged as a leader in human resource management consulting and executive recruitment. Our 45+ years of consulting experience, coupled with our unique approach and personal touch, drives our internal standard for delivering outstanding services and leading-edge results.

Your handpicked team of professionals will provide a collaborative focus supported by the breadth and depth of our firm’s national resources. We believe in strong personal relationships, which means a personal interest in the Village of Kronenwetter from some of our most experienced team members.

Engagement team members are introduced on the following pages, and complete resumes are available in **Appendix A**.

2. STATEMENT OF MINIMUM QUALIFICATIONS

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR KRONENWETTER

Engagement leadership



Patricia Heminover — Director

30 East Seventh Street, Ste. 3025, St. Paul, MN 55101
+1 (651) 223 3058 | patty.heminover@bakertilly.com

Patty has been with the firm since 2010. She has more than 20 years of public education experience, most recently as superintendent of South St. Paul Schools in South St. Paul, Minnesota. She brings considerable experience developing budgets, leading organizational and process improvements, and successfully overseeing conflict resolution. Patty was South St. Paul Schools' director of human resources and finance before serving as its superintendent. She served for three years as the co-superintendent of schools for Cleveland Public Schools in Cleveland, Minnesota, after working as its director of human resources and business services for six years. Patty has received a School Finance Award and technology leadership awards and helped establish Minnesota's first K-12 International Baccalaureate School District. She earned a Master of Education Administration from Minnesota State University.

Consulting team



Art Davis — Director

5440 West 110th Street, Suite 300, Overland Park, KS 66211
+1 (816) 868 7042 | art.davis@bakertilly.com

Art is a director in Baker Tilly's executive recruitment practice. He is responsible for managing and conducting executive recruitment engagements for the firm to ensure their integrity, timeliness and adherence to budget parameters. He has more than 30 years of experience in local government, executive recruitment and organizational management. Art has served as a city administrator in Missouri and other local government positions in Kansas. He specializes in providing executive recruitment and organizational management consulting services for cities, counties and not-for-profits. Art earned a Master of Public Administration from the University of Kansas and a Bachelor of Arts in political science and public administration from William Jewell College.



Nancy Hetrick — Managing director

267 East Campbell Ave, Suite 200, Campbell, CA 95008
+1 (408) 385 3412 | nancy.hetrick@bakertilly.com

Nancy is an experienced facilitator with expertise in strategic planning, team building, and facilitating problem-solving and process improvement initiatives. In addition, she is skilled in performance management, succession planning, organizational and process improvement, and budget development. Nancy led the County of San Mateo's Outcome-Based Management program and has supported local government clients with designing and implementing performance measurement systems. Nancy is an excellent facilitator and trainer. She has developed curriculum, conducted training on various topics, and routinely facilitates priority-setting and teambuilding workshops for cities, counties, and non-profit boards. Nancy is certified to administer the Myers-Briggs Type Indicator assessment instrument. Since her return to Management Partners (now Baker Tilly) in 2006, she has led projects with local governments, including the Bay Area cities of Rohnert Park, Redwood City, San Carlos, Fairfax, Orinda, Merced, Martinez, San Jose and Santa Cruz; the Sacramento Area Council of Governments; the Peninsula Library Partnership; and the Bay Area Counties of Alameda, San Mateo, Marin, Monterey, and Santa Clara.

2. STATEMENT OF MINIMUM QUALIFICATIONS

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR KRONENWETTER



Yolanda Howze, MPA, IPMA-SCP, SPHR, SHRM-SCP — Director

205 North Michigan Avenue, 28th Floor, Chicago, IL 60601
+1 (312) 240.3401 | yolanda.howze@bakertilly.com

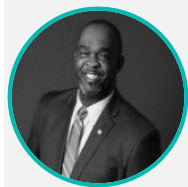
Yolanda is a well-regarded, award-winning human resources professional with more than 20 years of public sector human resources experience—primarily in municipal government. Yolanda was assistant to the city manager/director of human resources with the City of University City, Missouri and director of human resources with the City of Bellaire, Texas. Before joining Baker Tilly, Yolanda was a senior consultant II with Gallagher’s Human Resources Compensation & Consulting practice. She was responsible for managing projects and providing consulting services to public sector and higher education clients in all aspects of classification and compensation systems and other areas of human resources. As a human resources leader, Yolanda’s experience and competencies include full cycle recruiting and retention (including executive recruiting), total rewards and classification administration, performance management, project management, HRIS and process improvement, change management, labor relations, emergency management and disaster recovery, training and organizational development, and safety and risk management. Yolanda earned a dual Bachelor of Arts in psychology and organizational leadership from Maryville University in St. Louis and a Master of Arts in public administration and policy analysis from Southern Illinois University-Edwardsville. Yolanda is also a Senior Certified Human Resources Professional—SPHR, SHRM-SCP, IPMA-SCP. Her peers selected her as the 2015 Texas Municipal Human Resources Association (TMHRA) Human Resources Professional of the Year.



Anne Lewis — Managing director

8219 Leesburg Pike, Suite 800, Tysons, VA 22182
+1 (703) 923 8214 | anne.lewis@bakertilly.com

Anne leads Baker Tilly’s public sector executive recruitment team. Before joining Baker Tilly, Anne was an assistant county administrator for a Virginia county, a deputy city manager and an assistant city manager for two Virginia cities. Over the last 17 years, her experience in local government has also included positions as an emergency management deputy director, public information officer, human resources manager, parking authority executive director, housing director, transit director and convention & visitor’s bureau executive director. She was also responsible for parks, recreation and community services, information technology, animal services, general services and legislative programs. She specializes in providing executive recruitment services to local governments and nonprofits. Anne holds a Master of Science and a Bachelor of Science from Shenandoah University.



Edward G. Williams, Ph.D. — Director

2500 Dallas Parkway, Suite 300, Plano, TX 75093
+1 (214) 842 6478 | edward.williams@bakertilly.com

Edward has more than 20 years of collective experience in human resources and organizational development at various levels and across multiple disciplines, including state and municipal government, community and educational institutions. His areas of expertise include human development, process improvement, workforce planning, executive recruiting, strategic planning, management and leadership development, classification, compensation, benefits administration, performance management, employee recognition, employee wellness and benefits administration. He has served as director of human resources and organizational development for the City of Missouri

2. STATEMENT OF MINIMUM QUALIFICATIONS

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR KRONENWETTER

City, deputy personnel director for the State of Missouri and training and performance consultant for the Metropolitan Community Colleges Business and Technology Center in Kansas City, Missouri. Edward holds a Ph.D. in Educational Leadership and Policy Analysis from the University of Missouri, an Educational Specialist degree in Higher Educational Administration, a Master of Higher Education Administration, and a Bachelor's in Education from the University of Missouri. He is bilingual and proficient (reading, writing and speaking) in Spanish.

Supporting team



Karen Edwards, SHRM-CP — Recruitment analyst

+1 (813) 915-5616 | karen.edwards@bakertilly.com

Karen is a recruitment analyst with Baker Tilly's executive recruitment practice group. Her responsibilities include assisting in the coordination of executive recruitments. Karen manages outreach, generates reports, conducts detailed background checks and analyzes data to ensure the success of all engagements. She has more than 30 years of experience in human resources, administrative positions and customer service. Karen earned a Bachelor of Science in business administration - human resource management from Western Governors University and is a Society for Human Resources certified professional.



Michelle Lopez — Manager

+1 (651) 223 3061 | michelle.lopez@bakertilly.com

Michelle is a manager with Baker Tilly's executive recruitment practice group. Known for her attention to detail and organizational skills, Michelle is crucial in ensuring that recruitment projects are completed thoroughly and on time. She has more than ten years of experience as a critical support staff member. Her colleagues appreciate her customer service skills and determination to ensure clients and candidates remain informed and engaged throughout the recruitment process. Her responsibilities include organizing assignments and workflows, coordinating information and resources, and identifying, analyzing, and implementing solutions to ensure her team and clients always have the latest recruiting tools at their disposal. She is currently pursuing a Bachelor of Science degree in organizational leadership.



Diane Segulia — Recruitment analyst

+1 (651) 223 3094 | diane.segulia@bakertilly.com

Diane is a recruitment analyst with Baker Tilly's executive recruitment practice group. She is a team player who prides herself on delivering high-quality work. Diane joined Baker Tilly in 2015 as the receptionist. She joined the executive recruitment practice group as an administrative assistant in October 2019 and began her role as a recruitment analyst in June 2022. Her responsibilities include conducting research for the consultants, completing background checks, coordinating information and resources, and collaborating with candidates and clients through all phases of an executive recruitment.



Carrie Thompson — Recruitment analyst

+1 (703) 923 8040 | carrie.thompson@bakertilly.com

Carrie is a recruitment analyst with Baker Tilly's executive recruitment practice group. She has more than four years of experience in recruiting coordination, including interview scheduling and candidate communication. She facilitates smooth sailing during the recruitment process. Carrie runs reports, coordinates outreach and organizes

2. STATEMENT OF MINIMUM QUALIFICATIONS

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR KRONENWETTER

essential documents. Along with her work behind the scenes, she collaborates with clients and candidates to help them on their journey to success. Carrie earned a Bachelor of Arts in communication with a concentration in media production and criticism from George Mason University.

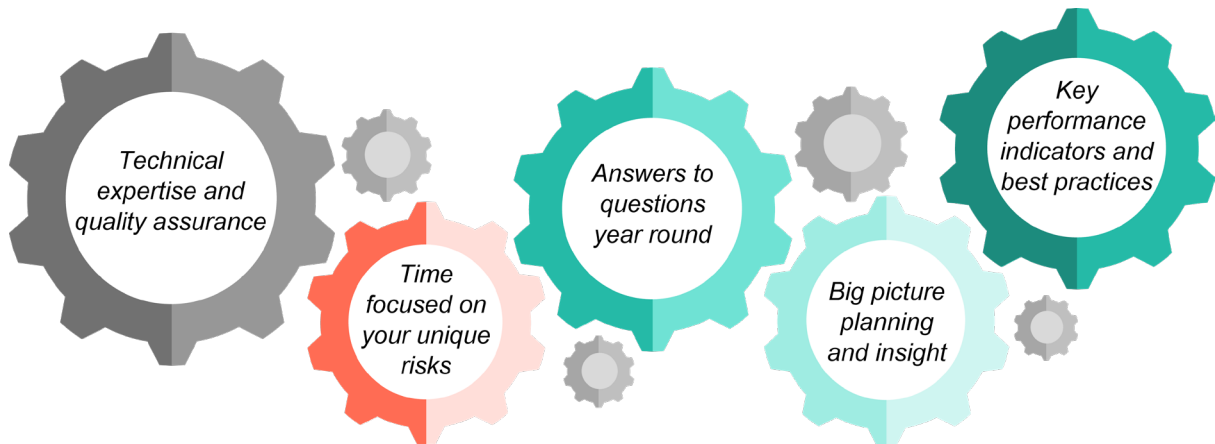
KRONENWETTER WILL RECEIVE TANGIBLE RESULTS WITH BAKER TILLY

All engagement team members are committed to Kronenwetter's success. Their public sector experience and service expertise translate into tangible results for Kronenwetter.

Building trust and maximizing value with significant team member involvement

Your experienced engagement team members will be responsive to your needs, quickly resolve challenges and build trust. You can expect to receive technical insights and an approach customized to your unique structure, culture, timing and strategic goals.

We are ready to serve you when you need us, where you need us and for as long as you need us. Whether it is an early-morning phone call or late-night email, we are here to give you peace of mind when it comes to executive recruitment. The graphic below details how we will build trust and maximize value with the Village of Kronenwetter.



COLLABORATING WITH YOU AS YOUR TRUSTED VALUE ARCHITECT™

Your engagement team will be deeply involved in the engagement to give them an in-depth working knowledge of Kronenwetter and processes to deliver value throughout the year.

3. References

We are always happy to provide references because it is important for you to talk with the organizations we serve. Our similar client base equals experience-derived insights for Kronenwetter.

Demonstrating successful relationships with similar clients

Patty Heminover is the designated project leader for your Village Administrator executive search. We encourage you to connect with the clients below to learn more about the value of their relationship with Baker Tilly and to verify the quality of work we have consistently delivered to each client as part of these recently completed executive recruitment projects. Each client will offer a unique perspective as you consider your own needs.

CITY OF WILLMAR, MINNESOTA

Name	Leslie Valiant	Title	City Administrator
Phone	+1 (320) 214-5160	Email	Lvaliant@willmarm.gov

CITY OF BELOIT, WISCONSIN

Name	Elizabeth Krueger	Title	City Attorney
Phone	+1 (608) 364-6623	Email	Kruegere@beloitwi.gov

LEAGUE OF MINNESOTA CITIES

Name	Donyelle Mikacevick	Title	HR Manager
Phone	+1 (651) 281-1201	Email	Dmikacevich@lmc.org

CITY OF ELGIN, ILLINOIS

Name	Rick Kozal	Title	City Manager
Phone	+1 (848) 931 -6633	Email	Kozal_R@cityofelgin.org

PROVIDING VALUABLE PERSPECTIVES FROM CURRENT CLIENTS

At Baker Tilly, relationships matter. Our Value Architects™ have a record of successfully enhancing and protecting similar clients' value — resulting in experience-based insights for Kronenwetter.

3. REFERENCES

Providing similar services to clients

Following is a partial list of relevant public sector executive recruitments delivered by the Baker Tilly team since 2020.

LIST OF RELEVANT PROJECTS: 2020 — PRESENT				
Year	Client	State	Project	Pop.
Current	Bemidji	MN	City Manager	14,570
Current	Canfield	OH	City Manager	7,605
Current	Fernley	NV	City Manager	22,343
Current	Freeport	ME	Town Manager	8,737
Current	Greenbelt	MD	City Manager	24,921
Current	Huber Heights	OH	City Manager	43,439
Current	Midland	TX	City Manager	132,520
Current	Perrysburg	OH	City Administrator	21,730
Current	West Fargo	ND	City Administrator	38,626
2023	Belle Meade	TN	City Manager	2,912
2023	Beloit	WI	City Manager	36,657
2023	Carrboro	NC	Assistant Town Manager	21,230
2023	Fargo	ND	City Administrator	121,889
2023	Highland Park	TX	Town Administrator	8,993
2023	Morehead City	NC	City Manager	9,556
2023	Portland	ME	City Manager	66,595
2023	Spartanburg	SC	Assistant City Manager	38,732
2023	Warrenton	VA	Town Manager	10,057
2023	Wyoming	MI	City Manager	76,501
2022	Apex	NC	Assistant Town Manager	58,780
2022	Beaumont	TX	City Manager	118,428
2022	Belton	MO	City Manager	23,480
2022	Blue Springs	MO	City Administrator	54,850
2022	Branson	MO	City Administrator	10,000
2022	Brevard	NC	City Manager	7,900
2022	Buda	TX	City Manager	15,108
2022	Denton	TX	City Manager	136,195
2022	Evans	CO	City Manager	22,165
2022	Golden	CO	City Manager	20,399
2022	Harrisonburg	VA	City Manager	54,033
2022	Hastings	NE	City Administrator	25,152
2022	Hutchinson	KS	City Manager	40,006
2022	Joplin	MO	Assistant City Manager	50,386
2022	Kinston	NC	City Manager	20,083
2022	La Marque	TX	City Manager	16,627
2022	Minnetrista	MN	City Administrator	7,621

3. REFERENCES

LIST OF RELEVANT PROJECTS: 2020 — PRESENT				
Year	Client	State	Project	Pop.
2022	Oak Hill	TN	City Manager	4,587
2022	Oakland	CA	Deputy City Admin	440,646
2022	Overland Park	KS	City Manager	191,278
2022	Plain City	OH	Village Administrator	4,065
2022	Port Arthur	TX	Assistant City Manager	53,937
2022	Salisbury	NC	City Manager	33,727
2022	Shorewood	MN	City Administrator	7,974
2022	Spicer	MN	City Administrator	1,188
2022	Staunton	VA	City Manager	25,750
2022	Westminster	CO	City Manager	116,317
2022	Willmar	MN	Asst City Administrator	19,628
2021	Carrboro	NC	Town Manager	21,230
2021	Clearwater	FL	City Manager	115,159
2021	College Park	MD	City Administrator	32,196
2021	Corpus Christi	TX	Assistant City Manager	323,733
2021	Evansville	WI	City Admin/Finance Director	5,378
2021	Grand Rapids	MI	Deputy City Manager	192,294
2021	Greeley	CO	City Manager	105,888
2021	Huntington Beach	CA	Interim Admin Services Director	200,259
2021	Inver Grove Heights	MN	City Administrator	34,344
2021	Kimball	NE	City Administrator	2,578
2021	Long Grove	IL	Village Manager	7,956
2021	Louisville	CO	City Manager	20,860
2021	Moline	IL	City Administrator	41,902
2021	Riverside	OH	City Manager	25,093
2021	Rockville	MD	Deputy City Manager	66,940
2021	Scotts Valley	CA	Interim City Manager	12,000
2021	Shakopee	MN	Assistant City Administrator	40,731
2021	Sidney	OH	City Manager	20,590
2021	Stonecrest	GA	City Clerk	54,202
2021	Windsor	CA	Interim Town Manager	27,447
2021	Woodlawn	OH	Village Manager	3,365
2020	Clayton	OH	City Manager	13,269
2020	Fairmont	MN	City Administrator	10,126
2020	Front Royal	VA	Town Manager	15,239
2020	Herington	KS	City Manager	2,304
2020	Kansas City	MO	City Manager	488,943
2020	Lake Ozark	MO	Asst City Admin/Community Eco Dev Director	1,792
2020	Maple Plain	MN	City Administrator	1,807
2020	Matanuska-Susitna Borough	AK	Borough Manager	108,317

3. REFERENCES

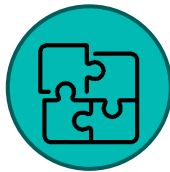
LIST OF RELEVANT PROJECTS: 2020 — PRESENT				
Year	Client	State	Project	Pop.
2020	Middletown	OH	City Manager	48,121
2020	Missouri City	TX	City Manager	74,705
2020	Moose Lake	MN	City Administrator	2,798
2020	Oakdale	MN	City Administrator	28,083
2020	Rochester	MN	City Administrator	114,011
2020	Scottsbluff	NE	City Manager	14,874
2020	Springdale	OH	Assistant City Administrator	11,223
2020	St. Joseph	MO	City Manager	74,959

4. Organizational background

Our firm has the reputation, resources and reach to address the challenges you face as a public sector organization — both now and in the future.

Offering our resources: Baker Tilly at a glance

We dedicate ourselves to delivering efficiency, quality, creativity, innovation and forward-thinking solutions. We are passionate about enhancing and protecting our clients' value, which is a collective effort by everyone across our firm. The Village of Kronenwetter will receive an exceptional experience for your governance team and — ultimately — those you serve. Below are some key facts about our firm.



550+
administration
recruitments



1,700+
recruitments
since 2000



60+
office locations
across the U.S.



250+
workplace and
culture awards

COMPREHENSIVE EXPERIENCE TO SERVE YOU

Kronenwetter will receive support and guidance from a respected firm that continues to grow — as evidenced by INSIDE Public Accounting naming Baker Tilly as the 10th largest accounting firm in the United States on their 2022 IPA Top 100 list.

Celebrating more than 90 years serving our valued clients

As a future-looking firm, we celebrate more than 92 years in the marketplace by honoring our roots and continuing to shape our future. We embrace the fact that business can't stand still — and we won't stand still. As we help our clients identify new needs and opportunities, we innovate and change to work better.



Our roots took hold in 1931 in Waterloo, Wisconsin, where we began as a public accounting firm specializing in canning factory audits. Since that time, we have grown with more than 40 different business combinations, each with its own rich history, expanding our presence coast to coast and globally and expanding our scope across industries, services and areas of expertise. One thing has not changed over time: **our shared passion for enhancing and protecting our clients' value.**

As we reimagine our lasting impact, we remain grounded in our timeless core values. Through dedication, creativity and adaptability, Baker Tilly will become more connected to our clients, our people, our communities and our profession.

Providing our firm's current form of ownership

Baker Tilly is a limited liability partnership.

4. ORGANIZATIONAL BACKGROUND

Considering changes in ownership structure

As part of our firm’s growth strategy, Baker Tilly continually seeks opportunities to acquire firms that closely fit our culture. We are currently considering various options; however, we have not finalized any specific information. Baker Tilly is not looking to be acquired by another firm.

We do not anticipate significant changes that would affect our commitment to Kronenwetter or our level of client service from either a firmwide perspective or from our local offices.

Celebrating our recent combination with Management Partners

In October 2022, Management Partners combined with Baker Tilly US, LLP (Baker Tilly) to create a premier public sector consulting practice. The fast pace of change in local government – from towns to cities to counties – is not slowing down. To continue serving and improving communities, local leaders need trusted consultants to help navigate change. This combination adds a unique and significant layer of experience to Baker Tilly’s robust public sector practice. Our project team members are former local government leaders and managers stemming from all operational facets. They have nearly three decades of field-tested techniques and proven methodologies.



Sharing a culture of values with the Village of Kronenwetter to serve as the foundation of our lasting relationship

Our core values infuse our culture and drive the way we plan to work with the Village of Kronenwetter. They are what we believe in and what we expect from each other. They guide our decisions, inspire our actions and impact how we do business. They are shorthand for what we stand for — and what we stand against. Our core values are fundamental and timeless and come to life through our own experiences and personal expression. These core values are highlighted below.

				
BELONGING	COLLABORATION	INTEGRITY	PASSION	STEWARDSHIP
We foster a deep level of mutual respect where each one of us feels seen, heard, valued and connected. We commit to a diverse and inclusive workplace upheld by fairness, compassion and equality.	We are at our best when we work together. We build on our collective strength to achieve more than we can as individuals.	We do the right thing, for the right reason, every day. Honesty, trust and keeping our promises are paramount to our success.	We put forth our best effort every day for the benefit of our people, clients and firm. There is a sense of urgency and relentless energy in everything we do. We love our profession and take great pride in it.	We invest for the future with the intention of leaving everything better. We strive to make a positive difference and leave a proud legacy.

SHARED CULTURES, VALUES, PHILOSOPHIES AND GOALS

The Village of Kronenwetter and Baker Tilly have a strong cultural fit, and our commonalities will lay the foundation for trust, open communication, a seamless project approach and an enduring relationship.

Belonging is a core value at Baker Tilly. It is who we are rather than what we do. Each team member commits to upholding a diverse and inclusive workplace driven by fairness, compassion and equality. Inclusiveness and belonging empower us to achieve better business results. Please refer to **Appendix B** for more information on our firm’s commitment to diversity, inclusion and belonging.

4. ORGANIZATIONAL BACKGROUND

Why Baker Tilly is ideally suited to serve Kronenwetter

Baker Tilly has distinguished itself from public sector executive recruitment peers in many ways. What makes Baker Tilly different from other firms? **Our executive recruitment solution truly begins with your needs.** The Village of Kronenwetter deserves to collaborate with a provider that goes beyond checking your recruitment boxes through proactive, responsive insights, a tailored approach and communication. We encourage you to consider how the unique combination of our qualifications makes us the right fit to serve the Village — today and for years to come.

WHAT WE UNDERSTAND THE VILLAGE NEEDS	HOW WE WILL DELIVER
<p>Carefully structured process supported by technology</p>	<ul style="list-style-type: none"> • Comprehensive and seamless process refined by years of interaction with local government, not-for-profit employers, and prospective candidates. • Leverage the search process with technology tools, including a video interview system, management/leadership style assessment analysis and online application platform. • Efficient management of candidate information and providing the Village Board with unique information about each candidate’s leadership and management style and ability to respond extemporaneously to video questions.
<p>Public sector recruiting specialization and experience</p>	<ul style="list-style-type: none"> • Experienced executive recruitment professionals passionate about local government since all have spent a significant part of their professional careers in senior leadership positions for cities, counties and school districts. • Successfully recruited more than 1,700 executive-level positions within villages, counties, school districts and public and not-for-profit organizations since 2000.
<p>Thorough candidate evaluation</p>	<ul style="list-style-type: none"> • Active recruitment of qualified candidates, drawing from our extensive personal and professional connections with capable individuals, assuring the Village of its access to established managers and rising stars. • Thorough evaluation of the final candidates, including detailed information from references and a careful review of background records to ensure sound professional and personal character.
<p>Diversity in executive recruitment</p>	<ul style="list-style-type: none"> • Committed to diversity in executive recruitment as a reflection of our broader social aspirations for a diverse workforce, equal opportunity and cross-cultural respect. • Ensure diversity is a focus of our recruitment strategy and candidate pools through involvement with the National Forum for Black Public Administrators (NFBPA) and their Corporate Advisory Council, the Local Government Hispanic Network and other organizations.
<p>Delivering value on the Village’s budget</p>	<ul style="list-style-type: none"> • Full-service engagement includes advertising, preparation of a recruitment brochure, background, reference and academic verification checks and up to three on-site visits. • Work closely to meet the Village’s needs and any unexpected circumstances that may arise during your recruitment to expedite the recruitment, but not at the expense of finding high-quality candidates.

4. ORGANIZATIONAL BACKGROUND

WHAT WE UNDERSTAND THE VILLAGE NEEDS	HOW WE WILL DELIVER
<p>Triple Guarantee</p>	<ul style="list-style-type: none"> • Focus on assisting with your executive recruitment until you make an appointment. • Guarantee your executive recruitment for 12 months against termination or resignation for any reason — or we will come back to fill your Village Administrator position for no additional professional fee. • Commitment not to directly solicit any candidates selected under this contract for another position while employed with your organization.
<p>Transparency and confidentiality</p>	<ul style="list-style-type: none"> • No preconceived notions or expectations about the Village and prospective candidates. • Work closely with the Village to make sure the process is transparent. • Ensure applications are kept confidential, where permitted by state and local laws, to ensure candidates can express interest without jeopardizing current employment to maximize the number of qualified applicants.
<p>Keeping the Village involved and minimizing disruption</p>	<ul style="list-style-type: none"> • Comprehensive process incorporates the active participation of the Village Board at key steps in the process. • Keep decision-makers fully advised and informed of all aspects of the process without requiring them to expend substantial time or put aside other pressing issues. • Village staff can focus on their primary and assigned functions while Baker Tilly manages the search process.

BAKER TILLY DIFFERENTIATES ITSELF FROM OTHER EXECUTIVE RECRUITMENT FIRMS

The Village of Kronenwetter will benefit from our understanding of best practices within the executive recruitment space.

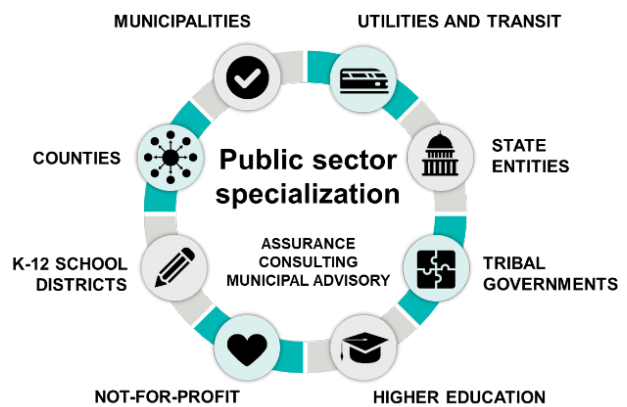
5. Fee proposal

Value means more than simply checking boxes and meeting your requirements. Value means services that lead to meaningful insights, help improve efficiencies and direct more dollars and resources to achieving Kronenwetter's mission.

Public sector specialization

Baker Tilly has served local governments since our establishment more than 92 years ago. We are one of the few professional services firms with a state and local government practice dedicated entirely to serving governmental clients.

Unlike many of our contemporaries, Baker Tilly is organized by industry, not service line. What does this mean for Kronenwetter? It means you will be served by a carefully selected team that blends our government-focused professionals with experienced specialists in executive recruitment projects. The Village will collaborate with knowledgeable professionals who your challenges and provide innovative solutions to help you overcome them.



State and local government is a complex, unique environment shaped by fiscal, regulatory and operational considerations not found in other industries. State and local governments were among Baker Tilly's first customers. Recognizing this complexity and eager to serve as a true **Value Architect™** to the industry, Baker Tilly formalized its dedicated public sector specialization more than **60** years ago.

More than 350 Baker Tilly professionals — including nearly 30 partners and principals — focus directly on serving state and local governments, providing hundreds of thousands of client service hours annually to the public sector.

Our practice serves nearly 4,000 state and local government entities nationwide, including villages, counties, municipalities, school districts, public utilities and transit organizations. Your team is ready to help you solve the obstacles between you and your goals.

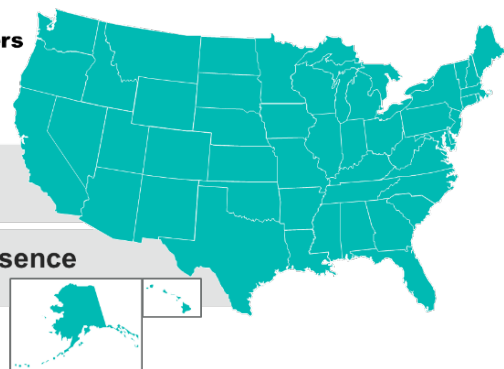
Public sector: experience that matters

nearly **4,000** public sector clients

90+ years industry experience

Coast-to-coast presence Industry trainers and thought leaders

States where Baker Tilly has served public sector clients



Organizational management and human capital services

OUR COMBINED SERVICES INCLUDE:

• Classification and compensation	• Organizational assessments	• Organization development
• Executive recruitment	• Executive coaching	• Succession planning
• Performance management	• Management services	• Process improvement
• Strategic and business planning	• Financial planning, budgeting and analysis	• Service sharing and service consolidation
• Performance assessment	• Internal audit	

MEETING KRONENWETTER'S HUMAN CAPITAL NEEDS

Baker Tilly provides a full array of organizational management and human capital services designed to meet the unique needs of state and local governments.

Our highly regarded executive recruitment process

State and local government clients like the Village of Kronenwetter are central to our executive recruitment practice, and we apply experience-based insight to help fill your recruitment needs — the following table details how we plan to address your needs in a valuable way.

TASKS	PROCESS
1. Recruitment brochure development and advertising	<ul style="list-style-type: none"> We schedule and meet with members of the Village Board and key stakeholders, as instructed, to understand your leadership vision, strategic direction and candidate expectations. Then we will use the information we gather to develop a candidate profile, which will require your input and final approval. We consider the profile our search baseline.
2. Execution of recruitment strategy and identification of quality candidates	<ul style="list-style-type: none"> Using your approved profile, we develop a colorful, informative and appealing brochure. Then, we embark on a national or regional targeted marketing, recruitment and outreach campaign to identify individuals who best match your desired profile. Additionally, we simultaneously launch a direct applicant outreach campaign targeting eligible prospects we identify by building a detailed query into our searchable applicant database. Using our applicant tracking system, we communicate with all applicants about the process, established timelines and the next steps.
3. Screening of applications, review of semi-finalists and selection of finalists	<ul style="list-style-type: none"> Once we identify those applicants who most closely match your desired profile, we assign them several tasks, including our due diligence and candidate questionnaires. At the same time, the project team conducts a comprehensive web and social media scan to elicit information relevant to employment and the continuation in our process. We also provide selected applicants with a link that will take them to our one-way video interview portal. The candidates complete a one-way video interview, answering questions designed to give us an additional perspective on each applicant's candidacy related to your desired profile. Once we gather the responses from the items listed above, we prepare and provide an electronic (PDF) Semi-Finalists Report listing 10 to 15 applicants who best appear to meet your desired profile. This report includes a list of all applicants and copies of resumes, cover letters, due diligence and candidate questionnaire responses.

5. FEE PROPOSAL

TASKS	PROCESS
	<ul style="list-style-type: none"> We then ask you to identify four or five, plus one alternate, as finalists. We then ask this group to complete our management and leadership style assessment, which provides additional information, including development needs, strengths, personality and behavior analysis. This tool provides information about each finalist, which we have found essential to the selection process.
<p>4. Background report checks, reference checks, social media presence, academic verifications</p>	<ul style="list-style-type: none"> We secure authorization from each finalist to conduct a comprehensive background records check and reports. We obtain a list of up to 10 current or former supervisors, peers or direct reports from each finalist to contact as references. We provide a report summarizing all responses to our customized reference questionnaire. We verify academic credentials and professional certifications. We conduct an exhaustive review of social and electronic media sites and other publications to identify any information relevant to hiring the finalists you interview. We provide a comprehensive reference check and report for each finalist.
<p>5. Final interview process</p>	<ul style="list-style-type: none"> Once you identify your finalists, we collaborate with your designated staff to design, prepare and provide technical support to ensure a smooth, effective and efficient interview process, which may include the scheduling and support for virtual interviews. If requested, we work with the selected finalist and your designated staff to finalize an employment agreement.

THERE ARE NUMEROUS BENEFITS TO UTILIZING BAKER TILLY FOR YOUR RECRUITMENT NEEDS
We strive to distinguish ourselves from peer organizations.

Understanding your needs to help achieve your objectives and mission

We understand the Village of Kronenwetter is looking for a timely, effective, efficient, responsive, well-managed and thorough search process to recruit and identify highly qualified candidates for your next Village Administrator position.

Baker Tilly public sector executive recruiters will collaborate with you or your designated staff to understand the traits, attributes, capabilities and overall qualifications most important to your organization for this recruitment.

We recognize that there is significant competition for experienced local government managers, leaders and executives today. For this reason, we collaborate with you to develop recruitment strategies that include an aggressive marketing, recruiting and candidate outreach campaign. Successful recruitment often depends upon reaching successful executives who may not necessarily be searching for new employment opportunities or waiting for the right opportunity. Thus, we use our existing resources, successful methods and approaches to inform and encourage qualified professionals to consider and apply for opportunities such as those you may have in your organization. These efforts ensure that your Village Board receives and can select from many qualified candidates.

Baker Tilly manages and tracks applicant information and provides regular communication, updating the applicants on the status of each recruitment. Our communications are always professional and respectful.

We take pride in our ability to provide your Village Board with comprehensive details and information about each candidate we present, expanding beyond applications, cover letters, and resumes to understand better, compare and contrast individual professional experience, leadership traits and the management style they would bring to your organization. Furthermore, we explore and attempt to understand their motivation for pursuing each career opportunity. We also can provide you with a fully customized interview process to include suggested questions, interview day scheduling and planning as you deem necessary or appropriate. Additionally, the lead consultant is available to you or your designee before, during and after each interview session and can facilitate your deliberations, employment offer, and negotiations with the individual you select as a finalist.

The Baker Tilly executive recruitment process

Our relationship-driven approach is led by an engagement team who delivers a cost-effective, quality engagement for Kronenwetter. We will provide executive recruitment solutions that address the Village's underlying complexities and your unique opportunities.

Your recruitment will be national and inclusive in nature, with a candidate pool of diverse, experienced and talented individuals.

Task 1: Kickoff, marketing, recruitment and outreach

Developing a comprehensive recruitment brochure that includes a profile of the ideal candidate is an essential first step in your recruitment process. This profile includes the required academic training, professional experience, leadership, management and personal characteristics related to the candidate's success in the position of Village Administrator. The recruitment brochure will also include a profile that captures the essence of the Village of Kronenwetter as a highly attractive venue for the successful candidate to live and work.

To prepare the recruitment brochure, the engagement team leader will meet with the Village Board, Village staff and other designated stakeholders to discuss the required background, professional experience, and management and leadership characteristics for your Village Administrator. We meet individually (or collectively, depending upon your preference) with members of the Village Board to broaden our understanding of the position's leadership and management requirements, current issues, strategic priorities and expectations for the Village Administrator.

Information from these meetings and our review of the job description and other Village documents is used to prepare a position and candidate profile. The Village will approve the completed profile before recruitment begins. The position and candidate profile will be central to our recruitment strategy and outreach to potential candidates. [See example of a recruitment brochure in **Appendix C.**]

The project team will also work with the Village to develop an advertising and marketing strategy to notify potential candidates about the vacancy and conduct an open recruitment that encourages applications from a talented and diverse pool of candidates.

If required, our team will place ads in relevant professional publications, websites and local print media and coordinate with Village staff to include information about the search on the Village's social media platforms. Baker Tilly also has a high-traffic website with an exclusive location dedicated to encouraging potential candidates to upload their resumes. The aggressive advertising and marketing campaign for top talent will consist of national, state, regional and local elements determined during our initial meetings with the Village's representatives. Our customized mailing list, selected from our extensive database and contacts collected at appropriate public-sector conferences, will be utilized to promote the Village Administrator position further.

5. FEE PROPOSAL

PROJECT MILESTONE	DELIVERABLES	TIMELINE
Position profile and recruitment brochure development	<ul style="list-style-type: none"> Baker Tilly meets with the Village to receive information regarding the Village’s budgets, organizational charts, images, logos, etc. Develop draft documents (recruitment brochure, advertisement, marketing letter and timeline) 	2 weeks
Approve brochure, begin advertising and distribute marketing letter	<ul style="list-style-type: none"> Brochure sent to Village for final approval Begin advertising and distribution of recruitment brochure 	2 weeks

Task 2: Execution of recruitment strategy and identification of quality candidates

Utilizing the information developed in Task 1, Baker Tilly will identify and reach out to individuals who will be outstanding candidates for the position of Village Administrator. Often, well-qualified candidates are not actively seeking new employment and will not necessarily respond to an advertisement. However, potential candidates presented with the opportunity directly and in the proper manner may apply. We take pride in locating highly qualified candidates nationwide based on the professional contacts and relationships we have developed and maintained over many years.

These efforts will be supplemented by creating a customized database utilizing our extensive, interactive applicant database for the Village Administrator position. This will allow the Baker Tilly team to customize applicant flow and tracking, communicate with applicants and conduct database inquiries for candidates based on characteristics important to the Village, such as geographic location, particular experience, expertise and credentials.

While recruitment is underway, the engagement team will work with up to 10 subject matter specialists (SMS) who know what successful performance in the Village Administrator position looks like to reach a consensus on the ideal candidate's desired leadership and management style. We ask the SMS to complete a 30-minute online questionnaire. When aggregated, these responses generate a benchmark that prioritizes the key competencies, work values and leadership and management style attributes for this position, creating a framework for assessing candidate fit with the Village. Later in the process, finalists are asked to complete a companion questionnaire that allows us to match candidates' competencies, work values and leadership/management style to the benchmark. [See sample excerpt of TTI report in **Appendix D.**]

Each candidate submitting a resume is sent a timely acknowledgment by our team, including an approximate schedule for the recruitment. Throughout the recruitment process, communications are maintained with each candidate regarding information about the recruitment progress and their status. We take pride in the many complimentary comments by candidates regarding the level of communication and professionalism they are treated with during our recruitments.

PROJECT MILESTONE	DELIVERABLES	TIMELINE
Execution of recruitment strategy and candidate outreach	<ul style="list-style-type: none"> Online data collection and profile development Development of an interactive, searchable applicant database for the recruitment of your Village Administrator Baker Tilly performs direct outreach to prospective candidates identified in the recruitment strategy 	4-5 weeks

- Utilization of an extensive applicant database to identify applications and review the applicant pool for competencies/demographics

Task 3: Screening of applicants and recommendation of semi-finalists

During Task 3, the project team screens each application and compares qualifications (education, experience, etc.) and responses to our customized supplemental questions to determine an overall match to your desired profile. We will then narrow the list to 10 to 15 semifinalists for your review and identification of four or five finalists (often including an alternate) or the number of individuals you would like to interview and consider. The finalists will be selected based on written questionnaires, early due diligence information, consultant phone interviews, and recorded and one-way video interviews.

Another unique aspect of our recruitment process is using a web-based one-way video interview. Each finalist has limited time to answer each question, which each applicant sees for the first time when the interview begins. We do not provide questions in advance. Each finalist then has 30 seconds to start responding and up to three minutes to respond to each of about three questions. This tool allows our team to understand better each candidate’s ability to “think quickly.” The one-way videos also allow us to evaluate the professional demeanor of each applicant. Our team will provide the Village Board and the designated staff with a link to review.

You will have access to our Applicant List, which will provide pertinent data for each applicant.

PROJECT MILESTONE	DELIVERABLES	TIMELINE
<p>Applicant screening and recommendation of semi-finalists</p>	<ul style="list-style-type: none"> • Baker Tilly compares applications to the approved candidate profile developed in our searchable applicant database • Most promising applicants are asked to complete candidate questionnaires and provide due diligence information • Media, internet and social media scan for information pertinent to future employment • Top candidates identified as semi-finalists • Semi-Finalist Report is prepared, including the brochure, applicant list, cover letter and resume of candidates to be considered • Baker Tilly and the Village Board review video interviews • Project team leader meets with the Village Board to review recommended semi-finalists • Village Board selects finalists for on-site interviews • Finalists complete candidate management style assessment, responses are reviewed, and interview questions are developed 	<p>2-3 weeks</p>

Task 4: Conducting background checks, reference checks and academic verifications

Once the Village Board has identified a list of “finalists,” Baker Tilly begins conducting reference checks, background records checks and academic verifications. We then prepare a Confidential Reference Report to complete our research and understanding of each applicant’s qualifications, management style, leadership traits or characteristics and professional work performance.

5. FEE PROPOSAL

BACKGROUND CHECKS WILL INCLUDE INFORMATION FROM THE FOLLOWING AREAS:

• Consumer credit	• Bankruptcy
• City/county – criminal	• State district Superior Court – criminal
• City/county – civil litigation	• State district Superior Court – civil litigation
• Judgment/tax lien	• Federal district - criminal
• Motor vehicle driving record	• Federal district – civil litigation
• Educational verification	• Sex offender registry

REFERENCE CHECKS, BACKGROUND RECORDS CHECKS AND ACADEMIC VERIFICATIONS

Kronenwetter will receive a report that thoroughly verifies each finalist's background.

To ensure the overall quality standards of our process, we require a minimum of 10-15 business days between the time you identify finalists for interviews and the time we can provide you with our Final Report.

PROJECT MILESTONE	DELIVERABLES	TIMELINE
Design final process with the Village for on-site interviews with finalists	<ul style="list-style-type: none"> Baker Tilly confirms interviews with candidates 	1-2 days
Background checks, reference checks and academic verifications	<ul style="list-style-type: none"> Baker Tilly completes background records checks, reference checks and academic verifications of finalists 	2-3 weeks

Task 5: Final interview process

Upon completing Task 4, we will work with your Village Board and designated staff to develop the final interview process. We customize the process according to your needs, desired outcomes, position functions, preferences and directives. This may include steps that are important to you, our client. As such, the final interview process may consist of meetings with the department heads and the opportunity for a meet and greet with community members and individual tours of the Village. We work with your organization to adjust all aspects of our process as you deem necessary and appropriate.

Before the interviews, we provide documentation on each finalist, highlighting leadership and management profile (Gap Analysis) and a summary of our comprehensive/customized reference checks, background report checks and academic verifications. In addition, the Final Report will include guidelines for interviewing the candidates, suggested interview questions and a candidate assessment process for your interview panel(s).

The engagement team leader will be available during the final interview process to answer questions about the candidates and, if requested, assist with the final evaluation of the candidates. If asked, we will help the Village Board develop a compensation package and related employment considerations and negotiate an employment agreement.

PROJECT MILESTONE	DELIVERABLES	TIMELINE
Final Report prepared and delivered to the Village	<ul style="list-style-type: none"> Final Report is prepared, including brochure, schedule, cover letter, resume, candidate questionnaire, suggested interview questions, candidate assessment form and management style probing questions 	1 day

5. FEE PROPOSAL

On-site interviews with finalists	<ul style="list-style-type: none"> • Interviews are scheduled • Recruitment project team leader attends client interviews and is available to participate during deliberations of candidates if requested 	1-2 days
Offer made/accepted	<ul style="list-style-type: none"> • If requested, Baker Tilly participates in candidate employment agreement negotiations • Baker Tilly notifies candidates of the decision • Baker Tilly confirms the final process; closeout items with the Village of Kronenwetter 	1-2 days

Providing optional post-placement activities

A successful executive search creates an opportunity to solidify the leadership bond between Kronenwetter’s elected officials and the new Village Administrator. We offer the following fee-based supplementary services to encourage growth and positive change.

SUPPLEMENTARY POST-PLACEMENT SERVICES	
Six-month check-in	A facilitated session allows the new Village Administrator and the Village Board to discuss progress, goals and vision. It is usually structured as a half-day session and can form the basis for future performance evaluations.
Executive coaching	Coaching can help improve communication, leadership, prioritization and other skills needed for peak performance. It also provides professional and personal counsel to a new manager.
Performance evaluation plan	An annual performance review process led by a third-party facilitator ensures valuable feedback, constructive dialogue and agreement on priorities. It can also strengthen the board/manager relationship.
Management system review	A structured review of the organization’s management system identifies ways to increase efficiency and effectiveness. It is especially helpful for new village administrators because it provides an objective agenda for improvement.

We are happy to discuss these services with you and prepare a proposal for any desired services.

Recruiting a diverse candidate pool for the Village of Kronenwetter

Baker Tilly’s recruiting strategy for Kronenwetter reflects our firm’s core values and commitment to diversity, inclusion, belonging and societal impact. Our work begins long before we start collaborating with you to find the right candidate for your Village Administrator position. We cultivate relationships with diverse networks of leaders who can bring new perspectives and experiences to the role.

Our firm is a corporate member of the National Forum for Black Public Administrators (NFBPA) and the Local Government Hispanic Network. We serve on NFBPA’s National Corporate Advisory Council and regularly participate in its membership events. As in every recruitment, we will call on our established networks to find candidates from various backgrounds, including those traditionally underrepresented in public sector hiring, and encourage them to consider Kronenwetter’s opportunity. Based on our performance record, prospective candidates trust that the Baker Tilly executive recruitment team will fairly consider each application based on their qualifications and the established profile.

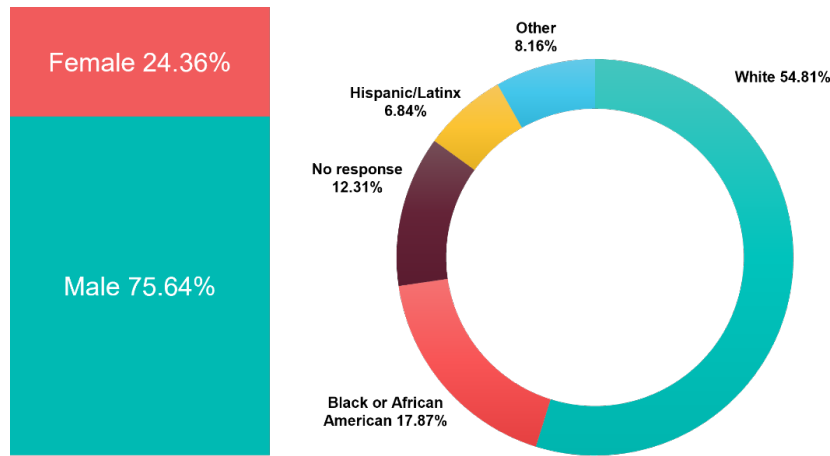
5. FEE PROPOSAL

As a leader in the executive recruitment industry, we take positive actions to prevent and remedy any discriminatory effects of business and employment practices.

Recruiting for diversity requires intentional and proactive efforts. These include:

- Advertising job postings that are inclusive and free from bias, using gender-neutral language and avoiding language that could discourage some populations from applying
- Reaching out to a wide range of communities and organizations and using various recruiting channels to help expands the slate of candidates
- Providing a welcoming and inclusive workplace culture within your village to attract and retain diverse talent

This past year, 88% of our applicants provided their race, and 87% shared their gender during the recruiting process. We saw a 1.97% increase in the number of Hispanic/Latinx applicants we presented to clients and a 2.28% increase in female applicants over the same timeframe in 2021. The demographic breakdown of 704 candidates presented was as follows:



DIVERSITY IN RECRUITMENT

As evidenced by positive trends in our applicant diversity data, we are committed to broadening the candidate pool for your position by reaching out to a wide range of communities, organizations and prospective candidates.

Triple Guarantee

We define the success of a smooth, seamless, effective and responsive executive recruitment that culminates with hiring a highly qualified Village Administrator who matches the profile we developed to this end. We further define success by identifying and presenting a sufficient number of well-qualified applicants for the Village Board to interview.

While we believe in the overall success of our process, we also recognize that unusual circumstances will invariably emerge. This is why we offer a trifold, industry-leading triple guarantee.

1. First, we commit to conducting your recruitment until you have selected a finalist and made an appointment for the fees and tasks quoted in this proposal. If you cannot reach an employment agreement with one of the individuals presented as finalists, Baker Tilly will identify and present a second supplemental group of qualified applicants to consider until you select a finalist.
2. Second, we guarantee your executive recruitment for 12 months against separation (voluntary or involuntary), which means that if you end the employment relationship (with or without cause) or the finalist resigns (for any reason), we will repeat the executive search at no additional professional fee

5. FEE PROPOSAL

but will include project-related expenses. Please note that candidates appointed from within your organization do not qualify for this guarantee. Furthermore, this guarantee is subject to further limitations and restrictions of your state laws.

3. Baker Tilly will not directly solicit any candidate selected under this agreement for any other position while the candidate remains in your employment.

Co-developing a timeline to meet Kronenwetter’s deadlines

A typical timeline is 90-120 days from project kickoff to extending an offer of employment. The Baker Tilly project team leader will discuss your anticipated or desired timeline during the initial kickoff meeting. We intend to conduct your recruitment expeditiously, but not at the expense of finding qualified applicants to present to you. For this proposal, target dates are to be determined. Once you approve, and based on mutual agreement, we will provide actual dates in our service agreement. The following is an example of a timeline for an executive recruitment process.

PROJECT MILESTONE	DELIVERABLES
<p>Profile development, advertising and candidate outreach</p>	<ul style="list-style-type: none"> • Baker Tilly meets with Village officials to develop a candidate profile and recruitment brochure; Village approves ad placement schedule and timeline • Baker Tilly sends a draft recruitment brochure to the Village • The Village returns the draft brochure (with edits) to Baker Tilly • Baker Tilly begins recruitment advertising and marketing • Online data collection and profile development
<p>Applicant screening and assessment and recommendation of semi-finalists</p>	<ul style="list-style-type: none"> • Baker Tilly commences the formal review of applications, and the most promising candidates will be asked to complete questionnaires • Candidates complete recorded interviews online • Baker Tilly completes a formal review of applications and sends selected resumes to the Village Board for review • Candidates’ recorded interviews are presented • Baker Tilly meets with the Village Board and recommends semi-finalists; Village Board selects finalists for on-site interviews • Finalists complete candidate management style assessment, responses are reviewed, and interview questions are developed
<p>Comprehensive background checks, academic verifications and reference checks completed for finalists</p>	<ul style="list-style-type: none"> • Baker Tilly completes reference checks/background checks/academic verification on finalists
<p>On-site Interviews with finalists</p>	<ul style="list-style-type: none"> • Baker Tilly sends documentation for finalists to the Village Board • The Village Board conducts on-site interviews with finalists
<p>Employment offer made/accepted</p>	<ul style="list-style-type: none"> • The Village Board extends employment offer to the selected candidate

COMMITMENT TO SUCCESSFULLY DELIVER RECRUITMENT SERVICES TO MEET YOUR REQUIREMENTS

The Village of Kronenwetter’s time is valuable. We will co-develop a timeline to provide the Village’s executive recruitment services on time.

5. FEE PROPOSAL

Delivering a professional fee estimate for the Village of Kronenwetter

We are excited about the opportunity to work with Kronenwetter and have prepared the below fee estimate to meet the Village’s needs and objectives. Our fees allow for thorough and insightful advice from experienced professionals without unnecessary add-ons or startup charges.

The all-inclusive professional fee includes the cost of professional services by the engagement team leader, the project support staff and all project-related expenses such as advertising, preparation of the recruitment brochure, printing, candidate background, reference and academic verification checks and travel expenses for on-site visits. Baker Tilly is not responsible for candidates’ travel expenses to client location for on-site interviews. Clients generally manage these matters directly with the finalists.

Baker Tilly will bill for this engagement in four installments: 30% upon execution of this agreement, 30% at Phase I, 30% at Phase II, and 10% upon acceptance of an employment offer by the finalist. The fee is not contingent. If you terminate this engagement before completion, Baker Tilly shall invoice the Village for any unpaid portion of the fee.

Please direct all questions regarding the professional fee and project-related expenses to Patty Heminover at patty.heminover@bakertilly.com or +1 (651) 223 3058.

PROPOSED SERVICES	FEES
Phase I	
Task 1 — Candidate profile development/advertising/marketing	\$6,190
Task 2 — Identify quality candidates	\$4,390
Phase II	
Task 3 — Screening of applications and submission of recommended semi-finalists	\$6,280
Task 4 — Reference checks, background checks and academic verifications	\$3,500
Phase III	
Task 5 — Final process/on-site interviews with finalists	\$6,590
Conclusion	
Assistance and technical support for total rewards (salary and benefits), employment offer negotiation, offer and acceptance by finalist	
TOTAL ALL-INCLUSIVE FEE*	\$26,950

OPTIONAL SERVICES FOR CONSIDERATION	FEE
At your request, Baker Tilly can conduct a web-based community survey to help your organization identify critical issues or priorities that your organization may consider as you launch an executive search. Depending on your need, we administer the survey, which your residents, community leaders, employees or designated key stakeholders may complete. Please note that this type of survey may alter the overall project timeline.	\$1,650
On rare occasions, a client desires the delivery of additional search-related services from the Baker Tilly executive search team. Services not included in the proposed scope of services include additional visits by the project team leader to your organization. Baker Tilly will bill Kronenwetter at an hourly rate of \$300 plus expenses for additional work requested explicitly by your organization outside this project’s scope or as described in the proposed scope. Before beginning these services, Baker Tilly will prepare and submit a written explanation of the additional services requested and the estimated number of hours required before commencing any additional services.	\$300 per hour plus expenses

BAKER TILLY CAN PROVIDE OPTIONAL SERVICES

The Village of Kronenwetter may benefit from the additional services we offer. All additional services will be billed with the express consent and agreement with the Village.

Negotiations

The proposed fees are guaranteed for the term of any resulting contract.

We will provide the Village of Kronenwetter with our standard engagement terms if selected. Should the Village wish to provide alternate terms or proceed on the basis of its own format agreement, we would require the ability to negotiate mutually acceptable terms and conditions prior to executing a final contract.

Supporting Kronenwetter with our value-for-fees approach

We will provide the highest quality service for a fair and reasonable fee. Below is an overview of our value-for-fees approach and how it benefits you.

 <p>A team that works with a similar client base and is ready to lead a smooth recruitment</p>	 <p>Frequent check-ins and timely responses to your inquiries</p>	 <p>Controlled costs through a service approach designed for your organization</p>	 <p>Knowledge retention through a commitment to staff continuity</p>
 <p>High level of experienced manager involvement for a successful recruitment</p>	 <p>Practical, flexible and collaborative approach designed for your unique needs</p>	 <p>Full range of service solutions to grow with your needs</p>	 <p>Use of innovative technology and software tools to support real-time communication and efficiencies</p>

COMMITMENT TO VALUE FOR FEES

The Village of Kronenwetter can expect exceptional service paired with a fair, competitive fee arrangement that allows us to deliver continuous value throughout our relationship.



Appendix A: Engagement team member resumes

DIRECTOR

Patricia Heminover

Patty Heminover, a director with Baker Tilly, has more than 20 years of experience in local government.



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Education

Bachelor of Science, consumer science, business administration
Minnesota State University – Mankato

Mini MBA program, human resources management
University of Saint Thomas (Saint Paul, Minnesota)

Master of Education, administration
Minnesota State University – Mankato

Patty has been with the firm since 2010. Before joining Baker Tilly, she was a superintendent, assistant superintendent, director of human resources and director of finance. She brings considerable experience identifying management talent, leading organizational and process improvements, and developing and administering budgets.

Specific experience

- Executive Recruitment, employee development, benefits administration, strategic planning, performance management, market compensation studies, workforce planning, recognition programs and process improvement
- Experience identifying management talent, leading organization and process improvements, and developing and administering budgets
- Understanding of human resources and finance
- Experience working with governing boards
- Served as superintendent, co-superintendent of schools, director of human resources and finance, and director of human resources and business services for two Minnesota school districts
- Facilitated discussions with legislators at the state level regarding education funding, securing new funding for a Minnesota school district

Industry involvement

- Minnesota Association of School Administrators (MASA)
- American Association of School Administrators (AASA)
- Minnesota Association of School Business Officials (MASBO)
- River Heights Chamber of Commerce, member
- State Negotiators Association, Minnesota School Board Association
- Patty has received a School Finance Award, technology leadership awards and helped establish the first K-12 International Baccalaureate School District in Minnesota

Continuing professional education

- Human Resource Certificate, University of St. Thomas
- Superintendents Licensure, State of Minnesota



DIRECTOR

Art Davis

Art Davis, a director with Baker Tilly, has pursued his passion for improving local government and creating great communities for over 30 years.



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Education

Bachelor of Arts in political science
and public administration
William Jewell College
(Liberty, Missouri)

Master of Public Administration
University of Kansas
(Lawrence, Kansas)

Art specializes in providing executive recruitment and organizational management consulting services for cities, counties and not-for-profits.

Specific experience

- Successfully launched and expanded his own local government consulting firm over the course of 10 years
- More than 15 years of experience in executive recruitment
- Community leadership program facilitation
- Leadership and management development
- Strategic goal setting and strategic planning facilitation
- Organizational assessment, design and development
- Organization and community facilitation
- Served more than six years as associate director for the Civic Council of Greater Kansas City, a nonprofit, 501c4 membership organization comprised of CEOs representing some of the largest companies in the region
- Coordinated and organized a strategic and master planning process (and an update of the plan after four years) focused on re-developing downtown Kansas City, involving hundreds of stakeholders
- Served nearly six years as city administrator for Lee's Summit, Missouri and in other local government positions in Kansas
- Served as assistant to the Mayor of Dallas, Texas
- Led and participated in a wide variety of community initiatives; served on a major hospital board for 13 years and on other not-for-profit boards
- Presented with the L.P. Cookingham Award by the Greater Kansas City Chapter of the American Society for Public Administration, recognizing his long-term and outstanding contributions in the field of public administration

Industry involvement

- International City/County Management (ICMA), member since 1984



MANAGING DIRECTOR

Nancy Hetrick

Nancy Hetrick is a managing director with Baker Tilly's public sector advisory practice.



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Education

Bachelor of Arts in political science, public administration concentration
California State University, Chico

Nancy is an experienced facilitator with expertise in strategic planning, team building and facilitating problem-solving and process improvement initiatives. In addition, she is skilled in performance management, succession planning, organizational and process improvement, and budget development.

Nancy led the County of San Mateo's Outcome-Based Management program and has supported local government clients with designing and implementing performance measurement systems. Nancy is an excellent facilitator and trainer. She has developed a curriculum, conducted training on various topics, and routinely facilitates priority-setting and team building workshops for cities, counties and not-for-profit boards.

Since 2006, she has led projects with local governments, including the Bay Area cities of Rohnert Park, Redwood City, San Carlos, Fairfax, Orinda, Merced, Martinez, San Jose and Santa Cruz; the Sacramento Area Council of Governments; the Peninsula Library Partnership; and the Bay Area Counties of Alameda, San Mateo, Marin, Monterey and Santa Clara.

Specific experience

- Local government professional with more than 25 years of local government and consulting experience
- Completed hundreds of consulting engagements for local government clients, including in the areas of strategic planning, organization design, workforce and succession planning, performance management, and all forms of teambuilding
- Seasoned facilitator with expertise in team building, strategic planning and governance engagements for both appointed and elected teams
- Oversaw budget and administrative activities of the criminal justice departments and led San Mateo County's Outcome-Based Management program on behalf of County leadership
- Certified in administering the Myers-Briggs Type Indicator (MBTI), DiSC, and other assessment tools

Industry involvement

- Municipal Management Association of Northern California (MMANC)
- Cal-ICMA, Talent Development Team

DIRECTOR

Yolanda Howze, M.P.A., IPMA-SCP, SPHR, SHRM-SCP

Yolanda Howze, a director with Baker Tilly, brings more than 25 years of public sector experience, including 20 years as a multifaceted and competent human resources leader.



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yolanda.howze@bakertilly.com

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Education

Dual Bachelor of Arts in psychology and organizational leadership
Maryville University
(St. Louis, Missouri)

Master of Arts in public administration and policy analysis
Southern Illinois University
Edwardsville (SIUE)

Yolanda is a well-regarded, award-winning human resources professional with more than 20 years of public sector human resources experience, primarily in municipal government.

Having worked in the public sector for more than 25 years, Yolanda is passionate about her craft and being of service to others, which, in addition to her employment experience, she has demonstrated through professional conference presentations/speaking events and serving on local and regional boards and committees including IPMA-HR, as well as other community involvement.

Specific experience

- Human capital professional and administrator executive
- Executive recruitment, total rewards and classification administration, performance management, project management, HRIS and process improvement, change management, labor relations, emergency management and disaster recovery, training and organizational development and safety and risk management

Industry involvement

- International Public Management Association - Human Resources (IPMA-HR)
- Society for Human Resource Management (SHRM)
- Texas Municipal Human Resources Association (TMHRA)
- IPMA-HR Texas Chapter, (former) Conference Program Committee
- IPMA-HR Central Region, (former) vice president ('10)
- IPMA-HR Central Region, (former) former Secretary-treasurer ('09-'10)
- IPMA-HR Greater St. Louis Chapter, (former) president

Continuing professional education

- International Public Management Association-Human Resources (IPMA-HR)
- IPMA-HR Greater St. Louis Chapter
- Human Resources Certification Institute (HRCI)
- Society for Human Resources (SHRM) certified professional



MANAGING DIRECTOR

Anne Lewis

Anne Lewis leads Baker Tilly's public sector executive recruitment team and brings nearly 20 years of local management experience.



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Education

Bachelor of Science, business administration and management
Shenandoah University
(Winchester, Virginia)

Master of Science, organizational leadership and public administration
Shenandoah University
(Winchester, Virginia)

Before joining Baker Tilly, Anne was an assistant county administrator for a Virginia county, a deputy city manager and an assistant city manager for two Virginia cities. Over the last 17 years, her experience in local government has also included positions as an emergency management deputy director, public information officer, human resources manager, parking authority executive director, housing director, transit director and convention and visitor's bureau executive director. She also has had responsibility for parks, recreation and community services, information technology, animal services, general services and legislative programs.

Industry involvement

- International City/County Management Association, Credentialed Manager (ICMA)
 - Taskforce on recruitment guidelines handbook
 - Taskforce on women in the profession
 - Taskforce on internship guidelines
- Government Finance Officers Association (GFOA)
- Virginia Local Government Management Association (VLGMA), former member of the executive board
- Virginia Women Leading Government
- National Public Employer Labor Relations Association (NPELRA)

Community involvement

- Shenandoah University Alumni Association, executive committee
- Shenandoah Apple Blossom Festival®, board of directors

Continuing professional education

- Graduate Certificate in Public Management
- Senior Executive Institute and LEAD graduate, The Weldon Cooper Center, University of Virginia

DIRECTOR

Edward G. Williams, Ph.D.

Edward Williams brings character, competence and expertise to every project.



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Education

Bachelor of Arts, Education
University of Missouri
(Kansas City, Missouri)

Master of Higher Education
Administration
University of Missouri
(Kansas City, Missouri)

Ph.D., Educational Leadership
and Policy Analysis
University of Missouri
(Kansas City, Missouri)

Languages

English
Spanish

Edward has more than 20 years of collective experience in human resources and organizational development at various levels and across multiple disciplines, including state and local government, community and educational institutions.

Specific experience

- Human resources executive (municipal and state government)
- Executive recruitment, employee development, benefits administration, strategic planning, Performance management, market compensation studies, workforce planning, recognition programs and process improvement

Industry involvement

- Society for Human Resources (SHRM)
- Institute for Management Studies (IMS), advisory board
- Texas Municipal Human Resources Administration (TMHRA)

Community involvement

- Ft. Bend Habitat for Humanity, president, vice-president, secretary and member, board of (2014-2019)
- AAU basketball coach – middle school boys

Continuing professional education

- Institute for Management Studies - Houston
- International Personnel Management Association



RECRUITMENT ANALYST

Karen Edwards, SHRM-CP

Karen Edwards, a recruitment analyst with Baker Tilly, has been with the firm since 2021.



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Education

Bachelor of Science in business administration - human resource management
Western Governors University

Karen is a recruitment analyst with Baker Tilly's executive recruitment practice group. Her responsibilities include assisting in the coordination of executive recruitments. Karen manages outreach, generates reports, conducts detailed background checks and analyzes data to ensure the success of all engagements.

Specific experience

- More than 30 years of experience in human resources, administrative positions and customer service
- Proficient in analyzing data, creating and implementing standard operating procedures and preparing presentations and reports
- Adept at identifying inefficiencies to enhance organizational performance and streamlining office operations
- History of success adapting in dynamic environments to effectively manage multiple projects simultaneously

Continuing professional education

- Society for Human Resources (SHRM) certified professional

**MANAGER**

Michelle Lopez

Michelle Lopez, a manager at Baker Tilly, has been with the firm since 2017.

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Education

Associate in Arts, liberal arts
Minneapolis Community College
(Minneapolis, Minnesota)

Bachelor of Science, project
management (in progress)
Colorado State University – Global
Campus

Michelle assists in the organizational management of the executive recruitment process. Her primary focus is to ensure that the recruitment process runs smoothly from start to finish by collaborating closely with internal team members, clients and candidates. Michelle is responsible for coordinating the recruitment process workflow, establishing timelines and monitoring progress. She is also responsible for managing communication channels, ensuring that everyone involved is informed of critical developments and updates.

Specific experience

- More than ten years of administrative support experience for multiple departments, including human resources and marketing
- Four years of experience in information technology help desk and support
- Survey and data reporting
- Reference checks for potential candidates
- Interview coordination and scheduling
- Recruitment marketing research and organization



RECRUITMENT ANALYST

Diane Segulia

Diane Segulia, a recruitment analyst at Baker Tilly, has been with the firm since 2015.



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Education

University of Minnesota – partial credits (Minneapolis, Minnesota)

Diane is a recruitment analyst with Baker Tilly’s executive recruitment practice group. Her responsibilities include conducting research for the consultants, completing background checks, coordinating information and resources and collaborating with candidates and clients through all phases of an executive recruitment.

Specific experience

- More than ten years of administrative support experience in public sector and private sector organizations
- Compiling and organizing candidate materials
- Coordinating with candidates throughout the recruitment process
- Conducting reference checks for potential candidates
- Coordinating and scheduling interviews
- Recruitment marketing research and organization

RECRUITMENT ANALYST

Carrie Thompson

Carrie Thompson, a recruitment analyst with Baker Tilly, has been with the firm since 2021.



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Education

Bachelor of Arts in communication
with a concentration in media
production and criticism
George Mason University

Carrie facilitates smooth sailing during the recruitment process. She runs reports, coordinates outreach and organizes essential documents. Along with her work behind the scenes, she collaborates with clients and candidates to help them on their journey to success.

Specific experience

- More than 15 years of customer service experience for multiple industries
- More than four years of experience in recruiting coordination, including interview scheduling and candidate communication
- Expertise in marketing and position advertising via LinkedIn
- Reference and extensive background checks for potential candidates

Community involvement

- Mission trip volunteer with Herndon United Methodist Church



Appendix B: Prioritizing diversity, inclusion, belonging and societal impact (DIBS)

Prioritizing diversity, inclusion, belonging and societal impact (DIBS)



MEET SHANE LLOYD,
DIBS STRATEGY LEADER

In his role as head of diversity, inclusion, belonging and societal impact at Baker Tilly, Shane oversees our company's DIBS initiatives and serves on influential national diversity and inclusion boards.

At Baker Tilly, DIBS is who we are rather than simply what we do. We celebrate and value the identities, perspectives and contributions of every person. As we empower our team members to grow and bring their talents to the table, we discover opportunities to achieve better results for the Village of Kronenwetter. We hire people who bring new perspectives and experiences, including Shane Lloyd, who joined Baker Tilly as our DIBS strategy leader in 2021.

Baker Tilly's DIBS steering committee is designed to strengthen our firm's culture of diversity, inclusion and belonging. This cross-section of leaders across our firm oversees our strategy — from inclusion-related communications to accountability measures for our key diversity goals and coordination of our DIBS ecosystem.

Our new, ambitious goals center around our structural pillars of diversity, inclusion, belonging and societal impact — embedding this work ever more deeply into the day-to-day working of our business. Our DIBS ecosystem includes an array of groups, initiatives and deep networks of committed team members. [Learn more here.](#)

Growth and Retention of Women (GROW)



Through our GROW initiative, Baker Tilly provides women valuable opportunities to network, acquire skills, strengthen professional relationships and advance in their careers. Our commitment to GROW increases the number of women in management positions and enhances the retention of women at all firm levels.

Supporting Opportunity, Advancement and Recognition (SOAR)



SOAR focuses on improving inclusion and increasing retention of team members of color to create a more inclusive, innovative and productive workforce. Within SOAR, our team member-led Black, Latinx and Asian American and Pacific Islander (AAPI) communities provide spaces for conversation, relationship-building and engagement.

NexGen: Joining workforce generations



With NexGen, we aim to empower the next generation of team members to collaboratively engage in our firm's progress while promoting an overall investment in our future.

PRIDE team member network



Our PRIDE team member network exists to support the LGBTQ+ community and their allies within Baker Tilly. We strive to create an open environment centered on LGBTQ+ issues and topics relevant to the workplace.

Baker Tilly Foundation



As a firm, we have made our position clear: We stand against racism and discrimination in any form. Our Baker Tilly Foundation supports causes within key pillars, including human services organizations that advance well-being, equity and inclusion.



Appendix C: Sample brochure



CITY MANAGER

CITY OF BELOIT, WISCONSIN

First Review of Applications: November 11, 2022



BELOIT COMMUNITY

The Beloit community prides itself on its diversity, heritage, resiliency, and entrepreneurial spirit. Located along the Wisconsin-Illinois border, this transforming community is developing quickly and presents significant opportunities for the future. The City of Beloit serves as the Gateway to Wisconsin, located near Interstates 39/90 and Interstate 43. Beloit is strategically located for convenient access to much of the upper Midwest and the major metropolitan areas located in this region of the country. The City's diverse population estimate is 36,162; however, the Greater Beloit market area is home to 110,000 residents. The City is especially proud of its recreational amenities, including its beautiful riverfront, providing recreational and special event facilities, biking and hiking paths, and other amenities actively used on a year-round basis.

The City Center has undergone a complete transformation in the last decade and includes a charming downtown with tree-lined streets serving the pre-20th century commercial buildings, the internationally renowned Beloit College and beautiful, historic residential neighborhoods. Newer neighborhoods provide modern housing amenities in all price ranges, from entry level to high-end, custom-built homes. Beloit combines the qualities of metropolitan living with the charm and neighborliness of a small town.

The junction of two interstate highways in Beloit provides excellent transportation to the area, connecting the community to Milwaukee, Madison, Rockford and Chicago – all within a short drive. Because of its excellent geographic location, Beloit has enjoyed a history of supporting manufacturing, warehousing, and distribution centers for many major corporations.



395
FTEs



36,162
Population

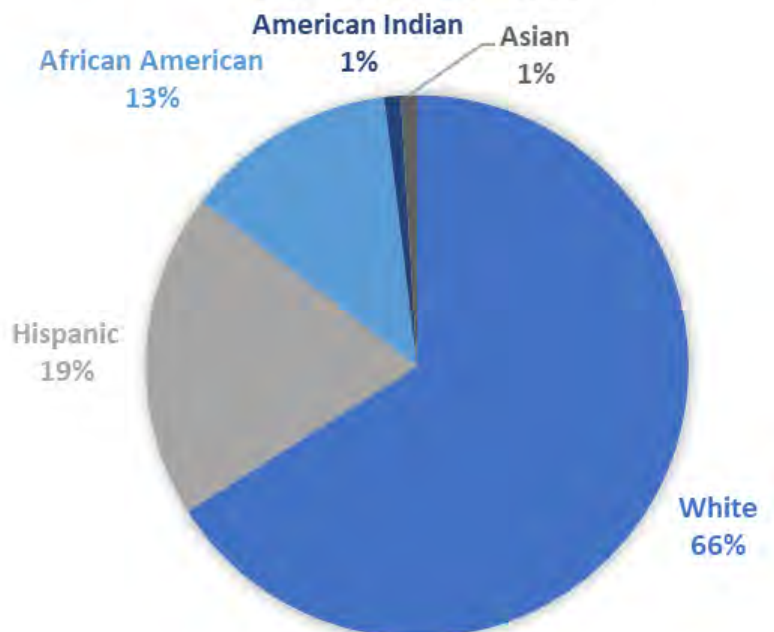


AA-
Standard & Poor's
Credit Rating



\$149M
City Budget—
All Funds

DEMOGRAPHICS



THE MUNICIPAL ORGANIZATION

The City of Beloit, founded in 1836 and incorporated as a city in 1856, has operated under the statutory form of Council-Manager government since 1929. The City Council is the policy-making body of the City and consists of seven members who are elected on a non-partisan basis for two-year overlapping terms of office. A Council President, who serves as the Chair of the Council, is selected from among the Council by its Members. The City Manager is considered by statute to be the CEO of the municipal corporation. The Manager is appointed by the Council as a whole and is responsible for the overall supervision and administration of the City government.

The City of Beloit provides comprehensive municipal services, which includes full-time police and fire protection including emergency medical services; the construction and maintenance of City streets; refuse collection and disposal; community planning and development; economic development; a complete parks and recreation program; and public library. The City operates as municipal enterprises a golf course; cemeteries; the sewer, water and storm water utilities; mass transit; and public housing. Natural gas and electricity are provided by Alliant Energy.

The City enjoys a strong financial position with an AA- credit rating by Standard and Poor's reflecting its growing economy and healthy operating reserves. The City of Beloit has adopted a 2022 all-funds operating budget of \$149 million (operating - \$83.2 million, capital - \$52.2 million, internal services funds – \$13.6 million).

City services are provided by approximately 350 full-time employees in the following departments: City Manager, Fire, Police, Library, Public Works, Community Development, Economic Development, Finance and Administrative Services, Information Technology, Human Resources, and City Attorney.

MISSION STATEMENT

The City of Beloit's mission is to provide outstanding public service.



CORE ORGANIZATIONAL VALUES

- B – Be Safe:** Safety comes first. We each play a role in the health, safety and welfare of the public at large and must act in ways that enhance our own personal safety, the safety of our co-workers and those we serve.
- E – Ethical Behavior:** We are dedicated to high ethical and moral standards and uncompromising honesty in our dealings with the public and each other. We do what we say we are going to do.
- L – Leadership:** Is developed and shared throughout the organization with an emphasis on continuous improvement.
- O – Outstanding Public Service:** We are committed to providing outstanding services to our diverse public and internal customers.
- I – Inclusion of Diverse People and Ideas, Creating a Sense of Belonging:** We respect the unique contributions of our fellow employees, residents, groups, and organizations throughout the community by seeking out their opinions, talents, and needs.
- T – Teamwork to Creatively Solve Problems:** We are a team of diverse employees, working internally across departments and divisions, as well as externally with our many stakeholders to creatively solve problems.

NEIGHBORHOOD AND CULTURAL AMENITIES

Section 12, Item Q.

The community is home to beautiful parks, numerous cultural opportunities, and caring neighborhoods. Beloit has over 900 acres of scenic parks which provide ample areas for active and passive recreation. Nearly 200 civic, youth, music, art, garden, professional service, social, veteran, and fraternal organizations bring enrichment to all who join. The City is also home to a Chamber orchestra and a Civic Theater that are both very popular. Each year, Beloit hosts an international film festival that lasts for two weeks and brings in visitors from all over the world. An active YMCA facility as well as a Boys and Girls Club offer a variety of recreational and educational opportunities. Beloit has a strong faith community with over 70 churches representing 26 denominations.

Numerous attractions and venues which draw visitors and enhance the quality of life for residents in the community include the Welty Environmental Center, Krueger-Haskell Golf Course, Beloit College Poetry Garden, the restored Beckman Mill, Logan Museum of Anthropology, the Beloit Historical Societies' Lincoln Center Museum and the Hanchett-Bartlett Homestead.

A brand-new Minor League ballpark was opened in 2021, offering an enhanced fan experience for baseball fans in Beloit and beyond. Home of the Beloit Sky Carp Minor League baseball team, the ABC Supply Stadium offers state-of-the-art amenities while serving as a multi-purpose, year-round event center in downtown Beloit.

Beloit's riverfront park system includes vibrant community spaces for all and extends through downtown Beloit along the east bank of the Rock River. Riverside Park hosts concerts every Friday evening in the summer months, cultural festivals, and events for children and families, including paddleboat rentals and a canoe/kayak launch. Beloit has the second largest Farmer's Market in the state of Wisconsin with more than 5,000 people attending every Saturday morning in the late spring through the early fall.

The City's robust Public Library is a source of community pride. A part of a repurposed, aging shopping mall, the Library represents the best of Beloit's renaissance with a state-of-the-art facility that is enjoyed by residents and visitors of all ages. The Library has partnered with Blackhawk Technical College to provide several educational spaces, as well as a heavily utilized community spaces which have become a gathering place for community organizations.



BELOIT'S BUSINESS COMMUNITY

The City's economy is diverse and very active. Greater Beloit is the home of numerous industrial firms, several corporate headquarters, and many retail establishments.

- Beloit is also home to the worldwide headquarters of the Hendricks Companies including ABC Supply, Hendricks Holdings and Hendricks Commercial Properties, an involved and dedicated corporate resident.
- Other major employers in the Greater Beloit area include the Amazon, Beloit Health System, School District of Beloit, Birds Eye, Taylor Company, Frito-Lay, Amazon, Beloit College, Kerry America, Fairbanks Morse Defense, Kettle Foods, and Hormel Foods.
- Downtown Beloit is the historical, economic, cultural and social center of the community. Located north of the confluence of the Rock River and Turtle Creek, the downtown is anchored by a core of historic buildings and the redeveloped Ironworks office and industrial campus.
- The City's 450-acre Gateway Business Park located along Interstate 39/90, holds numerous manufacturing, industrial and office campuses. The business park also includes office, multi-family and single family uses. The Gateway Business Park is currently home to G5 Brewing Company, NorthStar Medical Radioisotopes, Pratt Industries, Amazon, Staples, Chicago Fittings, and Kettle Foods.
- Final approval for a Ho-Chunk Casino in Beloit was granted by the federal government in May 2022. The Ho-Chunk Nation owns 32 acres of land in Beloit and construction is expected to start in 2023. The complex will include one of the largest casinos in the state, as well as a 300-room hotel, 45,000 square feet of meeting and convention space, and a waterpark.

EDUCATIONAL OPPORTUNITIES

The City is served by Beloit School District which serves nearly 6,000 students with six elementary schools, four intermediate schools, and one high school. The Lincoln Academy, a new tuition-free public charter school, serves students in grades 4K through 12. The Lincoln Academy specializes in project-based and experiential learning models by providing career exploration and real opportunities and choices for graduates. Beloit Turner School District covers portions of the City of Beloit and has an elementary school, intermediate school, and a high school. The City is also served by a few private schools.

The City is also the host community to Beloit College, located just a block from Downtown Beloit. Beloit College is a private liberal arts college chartered in 1846. Today, Beloit College, with an enrollment of 1,300 students from 43 states and 39 countries, enjoys a national reputation for excellence. From its 40-acre wooded campus, the College serves as a cultural center for the community, offering a wide variety of theatre productions, lectures, concerts, and art exhibitions. Beloit College is one of the oldest institutions of higher learning in the state of Wisconsin and provides innovative educational programs for community residents of all ages as well as undergraduate degrees in 50 fields of study. Blackhawk Technical College has class offerings in Beloit as well as a main campus located between Beloit and Janesville. Blackhawk Technical College provides technical training to Rock County area students as well as current workers and designs customized training for area employers.



THE POSITION

The City Manager has full appointing and oversight authority for the operation of the various City divisions and departments and has the responsibility of carrying out policies adopted by the Council. The leadership team is comprised of the City Attorney/Deputy City Manager, Community Development Director, Economic Development Director, Finance and Administrative Services Director, Fire Chief, Human Resources Director, Information Technology Director, Police Chief, and Public Works Director.

Management and Leadership Traits:

- Functions as the face of the City; is involved in community events and makes connections with local businesses and industries; appreciates and celebrates the diversity of the community.
- Engages with staff and builds one-on-one relationships; has a strong ability to inspire, motivate, and instill confidence and pride in staff and leadership.
- Proven and successful visionary leader who upholds City values, leads by example, and inspires respect and trust.
- Strategic and innovative thinker who is approachable and responsive to all stakeholders; brings creative ideas to the table and presents complete information so City Council can make informed decisions; provides realistic expectations.
- Good fiscal steward that fosters and promotes a culture of accountability and transparency.
- Diplomatic, apolitical, open-minded, innovative, forward thinker, and a professional who embraces input and can build consensus on even contentious issues. Be honest, trustworthy, warm, and responsive, able to build rapport with anyone.
- Visionary that works collaboratively with internal and external stakeholders to promote new business development, economic development and redevelopment.
- Embraces the community, the region and the regional partners with a genuine desire to engage and where appropriate work with residents, businesses, neighboring governmental units, the education community, and not for profit organizations.
- Possesses complete integrity that exemplifies professional and personal characteristics of impeccable behavior which meet the highest ethical standards.



LEADERSHIP OPPORTUNITIES

Community Engagement—The next City Manager is expected to be the “Face” of the City both externally and internally. They will need to have a high comfort of social engagement coupled with experience in developing effective multi-faceted outreach, engagement, and social media programs to connect the City, its programs and services, its employees, its residents, and stakeholders.

Communication—The next City Manager is expected to provide engaging and transparent information to staff, residents and stakeholders using inclusive modern and strategic methods.

Community and Economic Development—The City of Beloit is currently pursuing several economic development projects that will complement the historic nature and character of the community. The next City Manager will collaborate with a host of community stakeholders committed to working with minimum bureaucracy.

Housing—Beloit is experiencing a housing issue similar to many other markets across Wisconsin that is causing a shortage of homes in all price ranges. The next City Manager will work to find systematic approaches to address these issues including affordable housing.

Marketing and Community Image— Beloit has an image, and that image to the outside world may be very different to what the community knows to be true. The City Manager will help develop a strategic plan to enhance and promote the City’s image and to highlight the many successes Beloit has achieved.

Recruitment and Retention— As with any service-driven organization in the current work environment, the ability to attract and retain excellent talent is an ongoing challenge. The next City Manager will work with the staff to improve employees’ work-life balance. The City leaders would like to see greater diversity among the organization’s staff, reflective of the city’s demographics.

EDUCATION AND EXPERIENCE

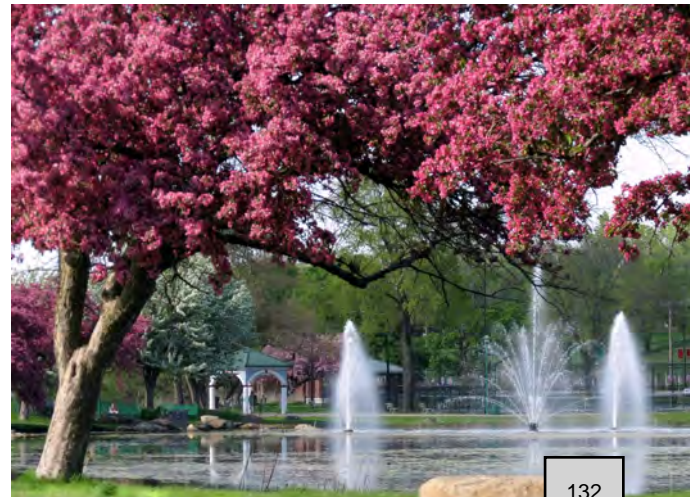
The ideal candidate will have a Bachelor’s degree in public administration, public policy, planning or related field; a Master’s degree is highly desirable. The candidate must have a minimum of 7 or more years of progressive leadership/ management experience in a similarly complex community with the ability to show competence in key operational areas of city government including finance, budgeting, public safety, public works, and economic development. An International City Manager Association Credentialed Manager and / or Local Government Executive Institute education is highly preferred.



COMPENSATION AND BENEFITS

The City of Beloit is offering an attractive hiring salary range of \$170,000 to \$185,000, commensurate with experience and qualifications. The City of Beloit offers an excellent benefits package including 90% medical / dental premiums paid by the City, car allowance, cell phone, holidays, sick, vacation, and participation in the Wisconsin Retirement System, which is administered by the State. Residency within the City is expected and relocation assistance is negotiable.

The City seeks to attract the most talented people from a diverse candidate pool, and strongly encourages women, people of color, LGBTQIA+ individuals, people with disabilities, and veterans to apply.



APPLICATION AND SELECTION PROCESS

We invite qualified professionals to submit a cover letter and resume by visiting our website at:

[GovernmentJobs.com/Careers/BakerTilly](https://www.governmentjobs.com/careers/bakertilly)

This position is open until filled; however, a first review of resumes will occur on **November 11 2022**. Following this date, applications will be screened against criteria outlined in this brochure. The City will consider offering an interview to those candidates named as Finalists, with reference, background, and academic verification checks conducted after receiving candidates' permission. The City will reimburse expenses for in-person interviews. For more information, please contact:

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Yolanda Howze

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The City of Beloit is an Affirmative Action/Equal Employment Opportunity Employer. To learn more about the City of Beloit, please visit their website at: <https://www.beloitwi.gov/>



Wells Fargo Place

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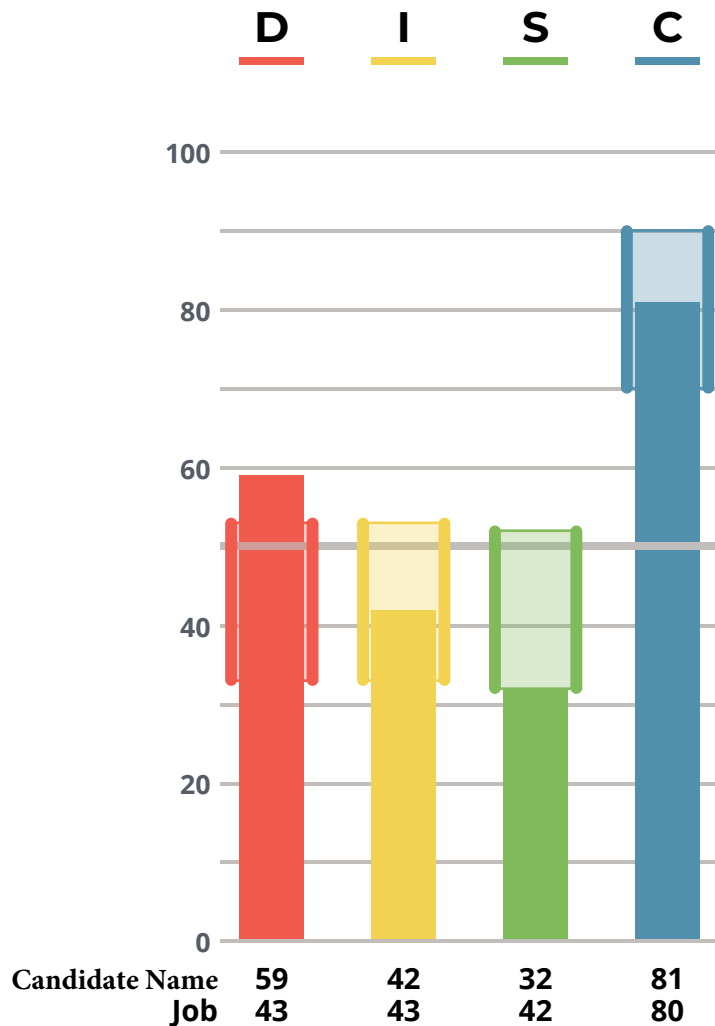
Appendix D: Sample TTI report




Workplace Behaviors®

Candidate Name

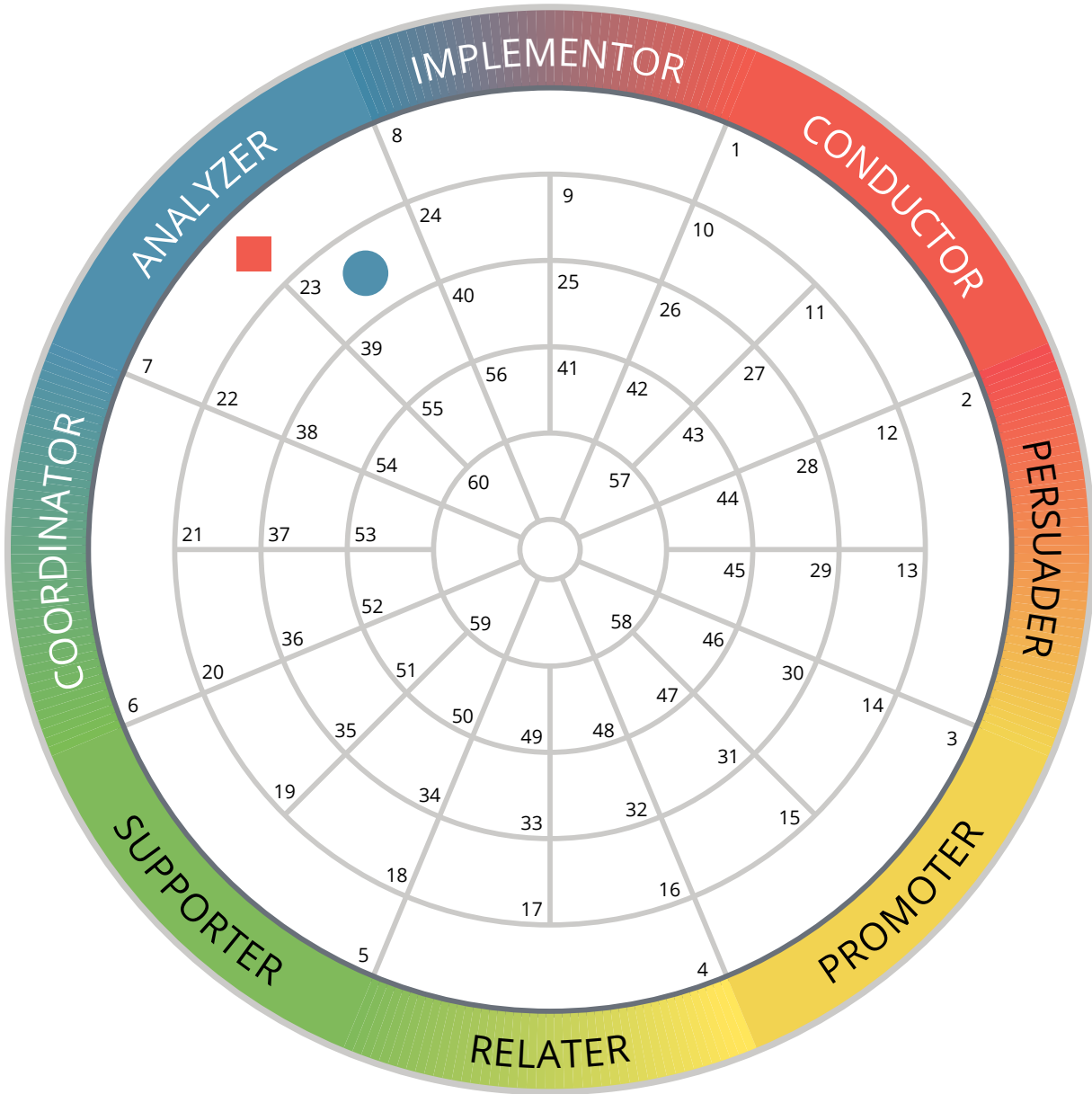
The following graph is designed as a visual comparison between the position and the applicant for each behavioral factor. The highlighted area denotes the position-related score for each behavioral factor. The applicant's score is denoted by the darker red, yellow, green and blue line. The closer the applicant's score aligns to the position's score, the better the applicant will perform in the position with respect to behavior.



 Job Range (20 point range)



The Success Insights® Wheel



- Job - (7) ANALYZER
- Candidate Name - (23) IMPLEMENTING ANALYZER



Comparison Analysis

For Consulting And Coaching

Job Competencies Hierarchy	Zone Range	Person
1. Time and Priority Management	79 — 100	62
2. Self Starting	87 — 100	61
3. Decision Making	94 — 100	88
4. Personal Accountability	85 — 100	58
5. Diplomacy	72 — 100	66
6. Teamwork	74 — 100	67
7. Project Management	82 — 100	69

Primary Driving Forces Cluster	Zone Range	Person
1. Collaborative	58 — 100	46
2. Harmonious	36 — 58	24
3. Altruistic	35 — 59	21
4. Structured	36 — 58	46

Job Behavioral Hierarchy	Zone Range	Person
1. Organized Workplace	81 — 100	85
2. Analysis	54 — 80	80
3. Persistence	62 — 80	65
4. Following Policy	61 — 80	70

- Exact match
- Fair compatibility
- Good compatibility
- Poor compatibility
- Over-focused

Candidate Name