VILLAGE OF WINNECONNE  
The Community of Opportunity  
30 South First Street • P.O. Box 488 • Winneconne, Wisconsin 54986-0488 • 920-582-4381  
www.winneconnewi.gov  

SPECIAL MEETING AGENDA  
WEDNESDAY, FEBRUARY 13TH, 2019 in Village Board Room located @ 30 South 1st Street to consider:

5:00 p.m.  
Call to Order  
Roll Call  
Pledge of Allegiance  
Public Participation  
Communications

Old Business  
None

New Business  
Consider Acceptance of Proposal for Administrator Recruitment Services  
Consider Acceptance of Resignation of Trustee Andrew Beiser

Adjourn to Next Meeting.

Winneconne Municipal Center is accessible to the physically disadvantaged. If special accommodations are necessary, please contact the Village Clerk/Treasurer at (920) 582-4381 and we will make every effort to accommodate the request.
February 6, 2019

Mitchell Foster
Village of Winneconne
30 S 1st Street
Winneconne, WI 54986

Re: Proposal for Professional Recruitment Services
Village Administrator
Village of Winneconne

Dear Mitchell Foster,

Integrated Public Resources, LLC (IPR) is pleased to submit a Proposal for Professional Recruitment Services for recruitment for the Village Administrator for the Village of Winneconne.

IPR will assist and lead the Village through a selection process to recruit and select a new Village Administrator.

IPR operates with a service-oriented philosophy which values hard work, honesty, integrity, and striving for excellence. We will provide the services of myself and Rick Hermus. Together, we have over 60 years of combined local government experience, which affords us the capability and expertise needed to complete this recruitment as we will demonstrate in the attached Proposal.

I served as Village Manager in Brown Deer. In addition to my 15 years in Brown Deer, you will also note that I have served as Village Administrator for the Village of Little Chute and City Manager in Eau Claire. I now bring my experiences and knowledge to assist communities through my efforts with Integrated Public Resources.

In addition to my experience, the IPR team includes the services of Rick Hermus. Mr. Hermus served as the Village Administrator for the Village of Kimberly for 30 years.

We look forward to working with the Village to lead you through this important process and decision. If you have any questions or concerns as you review our Proposal, please do not hesitate to contact me.

Respectfully,

Integrated Public Resources, LLC

[Signature]

Russell Van Gompel, ICMA-CM
Senior Account Executive

INTEGRATED PUBLIC RESOURCES, LLC
A MAHON GROUP COMPANY

1445 MAHON DRIVE NEENAH, WI 54956
Mailing P.O. BOX 1025 NEENAH, WI 54957-1025
PH 920.751.4200 FAX 920.751.4284 IPR-P3.COM
McMAHON and its affiliates have been providing innovative and cost-effective engineering and architectural solutions to municipalities, utilities, and other public sector entities since 1909. To enhance our spectrum of services, in 2015 McMAHON established Integrated Public Resources, L.C (IPR). IPR is our vehicle for providing Public/Private Partnerships (P3's) for a vast array of projects in small to medium-sized communities. IPR blends the risks of project delivery between the public and private sectors to bring a project to fruition.

Since 2015, IPR has also offered Municipal Administrator Services to local governments on an as-needed basis, including:

- Interim Administrator Services
- Administrator Recruitment
- Organizational Analysis
- Operations Improvements
- Operational Budgets
- Capital Budgets/Plans
- Grant Services
- Economic Development Projects
- Downtown Revitalization Initiatives
- TIF District Implementation
- Business Improvement District (BID) Creation
- Consolidation or Shared Services Studies
- Comprehensive Planning
- Strategic Planning
- Classification & Compensation Studies
- Facilitation & Training
- Project Management
- Parks and Recreation Services, including:
  - Grant Writing & Administration
  - Open Space Plan Development
  - Park Development & Design Assistance
  - Park and Recreation Administrative Services
  - Park and Recreation Staff Recruitment
These services are provided by professional administrators that each have 30 years of local government experience. Rick Hermus and Russ Van Gompel lead the Municipal Administrator Services team. Rick Hermus was previously the Village Administrator in Kimberly. Since retiring as Kimberly’s Village Administrator, he has been a local government consultant to numerous communities, including serving as interim Administrator for the Village of Little Chute. Russ Van Gompel previously served as the City Manager for the City of Eau Claire. Prior to that, he was Village Manager at Brown Deer and Village Administrator in Little Chute. Al Schaefer has more than 35 years in Park and Recreation administration, most recently with the Village of Kimberly, plus service with the City of Two Rivers, City of Brillion, and the City of Beloit. Tammy Scott is IPR’s grant writing and administration specialist. She has previously held municipal government positions in community development, administration, and finance. Tammy can assist communities with grant research, application, and administration, and has helped clients successfully fund over $20 million in project value during her time with The McMAHON Group. TJ Lamers rounds out the IPR team, as the lead Program Manager focused on public/private partnership opportunities.

As an affiliate of The McMAHON Group of companies, IPR operates from McMAHON’s corporate headquarters in Neenah, Wisconsin. We have additional office locations in Machesney Park, Illinois and Valparaiso, Indiana. In total, The McMAHON Group has a staff of approximately 150 professional engineers, architects, surveyors, technicians, field personnel, and administrative specialists. All work for the Village of Winneconne will be performed from our Neenah location.
Proposal
For Professional Services

IPR APPROACH TO AN EXECUTIVE SEARCH

IPR understands that the Village of Winneconne desire to recruit a new Village Administrator. Our goal in this process is to attract the best candidate for the position, while conducting a selection process that is thorough, professional, and timely. While the Village of Winneconne is in control of the process and will ultimately make the selection, it is important to include input from the staff and community to make the process successful. IPR believes it is important to recruit potential candidates and will promote the opportunity through social media and personal contacts.

PROPOSED SCOPE OF WORK

IPR will provide the services of Russell Van Gompel and Rick J. Hermus to assist you with the recruitment process and will provide the services as follows:

1. Meet with the Village of Winneconne Administrator to review the position description, personality, and characteristics for a new Administrator and to review the recruitment process.
2. Prepare and obtain approval of a recruitment profile.
3. Advertise and recruit for the position. Advertisement will include posting at the WCMA, League of Wisconsin Municipalities, and other websites. IPR will discuss with the Village Administrator the appropriate websites and seek approval before placing the advertisements. Announcements will also be distributed on popular social media connections.
4. Conduct preliminary discussions with potential candidates.
5. Review applications, conduct background and reference checks and prepare a list of 5 to 8 semi-finalists and recommendations to the Village of Winneconne, along with application materials.
6. Assist the Village Board with the selection of 4 to 5 semi-finalists that will interview with the Village Board and participate in the selection process. IPR recommends in addition to an interview with the Village Board, candidates also interview with selected staff members and complete a written exercise.
7. Schedule and assist with the interviews including preparing a list of potential interview questions. Assist with the preparation of the Village on the interviewing process if needed. Interviews will include a meet and greet with community members, interviews with the Village Board, interviews with key staff, and a tour of the community.
8. Assist with the selection of a candidate, if desired.
9. Assist with the contract negotiations and acceptance by both parties if desired.
ESTIMATED SCHEDULE

Services in this Agreement shall commence from a date to be determined. The estimated schedule is based on an approval by February 19, 2019. The actual dates will be confirmed based on the needs of the Village of Winneconne. Please see the attached timeline.

RESPONSIBILITIES OF COMMUNITIES

► The primary contact for the Village of Winneconne will be Mitchell Foster, Village Administrator.
► The Village agrees to schedule meetings and interviews to meet the desired results.
► Payment for publication of position advertisement.

COMPENSATION

Services proposed herein shall be as follows, with the amount not to exceed $6,000 as outlined in the Proposal.

► Professional Administrative Services .......................................................... 60 hours @ $110 per hour
► Administrative Assistant .............................................................. 6 hours @ $63 per hour

All services will be provided in accordance with IPR's General Terms and Conditions, dated June 23, 2015 (attached).

ACCEPTANCE

VILLAGE OF WINNECONNE
Winnebago County, Wisconsin

INTEGRATED PUBLIC RESOURCES, LLC
Neenah, Wisconsin

Signature (Authorized Representative)

Russell Van Gompel, ICMA-CM
Senior Account Executive

Date: 

Witness:

Date: 

Attachments: General Terms & Conditions
<table>
<thead>
<tr>
<th>PHASE</th>
<th>STEPS</th>
<th>TARGET DATE</th>
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| Position Description, Create Profile and Advertisement | ▶ Meet with Village Board to review position description and characteristics for new Administrator.  
▶ Prepare 2 – 3 page Recruitment Profile and advertisement.  
▶ Submit draft Profile to Village Board.  
▶ Village returns and approves Profile.  
▶ Agree to application deadline.  
▶ Profile to include job announcement. | (Assumes Approval by February 19, 2019)                                                                                                                                                    |
| Place Advertisements                      | ▶ Place ad with the League of WI Municipalities and WCMA.  
▶ Consider other websites.  
▶ Postings confirmed with and paid for by Village.  
▶ Promote using social media; Facebook, LinkedIn, Twitter.  
▶ Professional contacts made to individuals who may have an interest.  
▶ Application deadline will be April 2, 2019. | March 5, 2019                                                                     |
| Applicant Screening And Recommendation Of Semi-Finalists | ▶ IPR reviews and screens applicants.  
▶ Applicants placed into 3 categories; preferred, potential, not considerable.  
▶ Conduct oral interviews with preferred applicants.  
▶ Prepare Profile for preferred 3 – 6 candidates.  
▶ Present list of all candidates and select finalist to be interviewed. | April 16, 2019                     |
| Complete Background And Reference Checks   | ▶ IPR completes background and reference checks.  
▶ Assist with the interview preparation and process.  
▶ Provide sample interview questions. |                                                                                |
| On-Site Interviews                        | ▶ IPR will arrange the interview schedule.  
▶ Process typically involves a meet and greet, tour of the Village, interview with elected officials, interview with key staff, and a writing exercise.  
▶ Observe interviews with elected officials.  
▶ Assist with the selection of preferred candidate. | May 1 – 3, 2019 or May 13, 2019     |
| Assist With The Terms And Conditions Including Employment Agreement | ▶ Convey terms and conditions until an agreement is reached.  
▶ Assist with employment agreement.  
▶ Notify applicants not chosen. | May 15, 2019                                                                      |
References

RECENT EXPERIENCE

City of Brillion – Organizational Analysis
IPR was retained by the City of Brillion in 2016 to conduct an Organizational Analysis. The main objectives of the Analysis were to develop organizational scenarios that allow the delivery of services at a high level and improve upon operating efficiencies. IPR reviewed the City’s existing organizational structure and prepared a survey that was sent to twelve Wisconsin communities of similar size to Brillion. Results of the comparable community surveys were utilized in the evaluation of Brillion’s existing structure in several areas, including Administration, Public Works, Culture and Education, Parks and Recreation, Safety Services, Community Development, and Utilities. Ultimately, IPR provided a final report summarizing the findings and recommending a new organizational chart for the City.

City of Mondovi – Interim Administrator Services and Recruitment
IPR provided interim Administrator service for five (5) months for the City of Mondovi. During this time, Russell Van Gompel provided the day-to-day administrative duties, assisted with preparing and gained approval of an operating budget, and initiating a capital improvement planning process. Mr. Van Gompel and IPR also organized and coordinated the recruitment process for a new Administrator. The recruitment efforts led to 20 potential applicants for the position and the process concluded with the hiring of a successful candidate.

Village of Bellevue – Interim Administrator
IPR provided interim Administrator services to the Village of Bellevue for seven (7) months. Russell Van Gompel provided the day-to-day administrative duties, assisted with preparation the operational and capital budgets.

Village of Hortonville – Interim Administrator Services and Recruitment
IPR provided interim Administrator service to the Village of Hortonville for three (3) months. Russell Van Gompel provided the day-to-day administrative duties, assisted with preparing and gained approval of an operating budget. Mr. Van Gompel and IPR also organized and coordinated the recruitment process for a new Administrator. The recruitment efforts led to 12 potential applicants for the position and the process concluded with the hiring of a successful candidate.

OTHER RELATED EXPERIENCE

IPR also provided executive recruitment services for Cambridge, Weyauwega, Kimberly, the Kimberly/Little Chute Library, and the Fox Valley Metro Police Department.
CLIENT LIST

FOX VALLEY METRO POLICE DEPARTMENT, WISCONSIN
Chuck Rundquist, Commission President
108 West Main Street
Little Chute, WI 54140
Email: crundquist@new.rr.com
Phone: 920-788-7380
James Fenlon, Administrator / Fiscal Agent
108 West Main Street
Little Chute, WI 54140
Email: james@littlechutewi.org
Phone: 920-423-3850

CITY OF BRILLION, WISCONSIN
Lori Gosz, Administrator
130 Calumet Street
Brillion, WI 54110
Email: admin@ci.billion.wi.us
Phone: 920-756-2250
Gary Dieter, Mayor
130 Calumet Street
Brillion, WI 54110
Email: mayor.gdieter@hotmail.com
Phone: 920-756-2250

VILLAGE OF KIMBERLY, WISCONSIN
Chuck Kuen, Village President
515 West Kimberly Avenue
Kimberly, WI 54130
Email: ckuen@valleymangement.com
Phone: 920-788-7500

CITY OF MONDOVI, WISCONSIN
Treg Pronschinske, Mayor
156 South Franklin Street
Mondovi, WI 54755
Email: mondovi@nelson-tel.net
Phone: 715-926-3866

KIMBERLY-LITTLE CHUTE JOINT LIBRARY BOARD, WISCONSIN
Jim Moes, President
625 Grand Avenue
Little Chute, WI 54140
Email: jim@littlechutewi.org
Phone: 920-788-7825
VILLAGE OF HORTONVILLE, WISCONSIN
Al Habeck, Village President
531 North Nash Street
P.O. Box 99
Hortonville, WI 54944
Email: vohpres17@gmail.com
Phone: 920-779-6011

VILLAGE OF BELLEVUE, WISCONSIN
Steve Soukup, Village President
2828 Allouez Avenue
Bellevue, WI 54311
Email: ssoukup@villageofbellevue.org
Phone: 920-469-2527
RUSSELL VAN GOMPEL, ICMA-CM  
Senior Account Executive

EXPERIENCE
Brown Deer (Village Of), WI – Village Manager
Administration Of All Day-To-Day Operations
Managed & Directed Economic Development Activities Including Recommendations Of
Development Agreements
Negotiated Collective Bargaining Agreements, Established & Monitored Compensation Plan
For Non-Represented Employees
Preparation & Presentation Of The Annual Budget
Representative For All Matters Involving Legislative & Intergovernmental Affairs
Served As Personnel Officer By Administering Policy & Procedures, Hiring, Promoting, &
Disciplining Employees
Served As Primary Public Information Officer By Communicating With The News Media

Major Accomplishments
Coordinated & Completed Village-Wide Strategic Planning & Visioning Project
Created A Stormwater Utility
Created Two Tax Increment Financing Districts
Elected To The Cities & Villages Mutual Insurance Company (CVMIC) Board Of Directors
& Served As President Of The Board
Received A FEMA Hazard Mitigation Grant For The Acquisition Of Ten Properties To
Construct A Detention Facility To Eliminate Flooding

Eau Claire (City Of), WI – City Manager
Administered City Policies & Objectives
Assured Optimum Use Of City Fiscal, Physical & Human Resources
Chief Executive Officer Providing General Management Of City Operations
Coordinated & Directed City Departments & Staff Operations By Effectively Utilizing Staff
Developed & Implemented Operation & Administrative Procedures & Policies
Managerial & Supervisory Work In Planning, Organizing & Directing Operations
Recommend Operational & Capital Budgets

Major Accomplishments
Amended Two & Created Two Additional Tax Increment Financing Districts
Improved & Increased Citizen Communications Utilizing Social Media
Led Efforts To Aid In downtown Redevelopment Efforts
Managed & Delivered A Total General Fund Operational Surplus Of $7,415,424 Over A
Three Year Period
Negotiated A $30 Million Dollar Mixed-Use & $40 Million dollar Community Arts Center
Development Agreements
Presented & Obtained City Council Approval For City Debt Service & Fund Balance Policies
Received The 2015 Meritorious Service Award From The Wisconsin City/County
Management Association

Little Chute (Village Of), WI
Village Administrator
Finance Director
RICK J. HERMUS  
Senior Account Executive

PROFESSIONAL SUMMARY
Served in Managerial & Supervisory Roles With An Emphasis On Financial & Personnel Issues
Managed Financial Matters Ranging From Personal & Small Business To Multi-Million Dollar Municipal Corporations; Eliminating Redundancies In Local Government
Assisted In The Development Of Several Innovative Municipal Programs
Joint Custodial Department
Joint Library
Joint Police Department
Developed Partnerships Within Communities To Gain Efficiencies & Build Trust Among Staff, Elected Officials & The Community, Municipal Trash Collection, Sewer Utility Operations, Water Utility Operations
Active In Regional Economic Development & Other Partnerships To Encourage Development Of Inter-Governmental Cooperation

EXPERIENCE
Local Government Consultant
Kimberly (Village Of), WI -
Assist With Development Agreements For Potential Partners In Various Segments Of The Redevelopment Plan
Assisted Village Administrator & Financial Advisor In The Planning, Financing & Redevelopment Of An Approximately 100-Acre Industrial Site In The Heart Of The Community
Development & Implementation Of Tax Increment Financing (TIF) District Project Plan
Development & Implementation Of Amendment To An Existing Tax Increment Financing (TIF) District Project Plan In Accordance With Wisconsin Statutes & Community Development Plan
Mentor To Administrators In Various Areas Of Management, Including Personnel Management, Community Development, Budgeting & Organizational Structure
Community Coalition Of Forest County, WI - Wisconsin Executive Director
Updated Organization Bylaws
Managed Overall Operations
Obtained Sustaining Operational Grants
'A Drug Free Community Grant' - The Substance Abuse & Mental Health Services Administration, U.S. Department Of Health & Human Services.

Little Chute (Village Of), WI - Interim Village Administrator
Assisted Village Board In Retaining Recruitment Firm To Select Successor Administrator
Coordinated Several Complicated Capital Projects
Created Appropriate Goals & Objectives For Village Board & Staff To Work Together Negotiated & Implement Development Agreements With Local Developers
Streamlined & Amended Budgetary Process Procedure
Successfully Worked With Village Board & Management Team To Maintain Service Levels Unique Authentic Dutch Windmill In The Heart Of Downtown
Village Hall Expansion Project

Kimberly (Village Of), WI - First Village Administrator
Reported To Six Village Board Members & Village President
Oversaw All Village Operations
Supervised Village Managers
Chief Of Police
Complex Superintendent
Deputy Clerk
Fiscal Manager
Library Director
Park & Recreation Director
Street Commissioner
Water Utility Superintendent

Education:
Bachelor's Degree; Business Administration, Economics Minor - Lakeland College, Sheboygan, WI / Graduated Summa Cum Laude.
Associates Degree; Accounting, Fox Valley Technical College, Appleton, WI.

Professional Affiliations:
Wisconsin City Managers Association - Served On WCMHA Board Of Directors 7 Years; Held Several Officer Positions Including 1-Year As President
Cities & Villages Mutual Insurance Co - Served On The CVMIC Board Of Directors 9 Years Including 1-Year As Vice President
State Of Wisconsin Mining Investment & Local Impact Fund Board - Appointed By Governor Scott Walker '03; Current Member

Personal Affiliations:
Knights Of Columbus - Member Since 1977; Held Several Officer Positions Including Financial Secretary
Lake Lucerne Advancement Association - Current Treasurer
RICK J. HERMUS

EXPERIENCE  (continued)

Local Government Consultant

Kimberly (Village Of), WI - Administrator / Clerk / Treasurer
  Developed, Managed & Supervised Several Municipal Budgets
    General Fund ($4.8 Million)
    Sanitary Sewer Utility ($1.3 Million)
    Storm Water Utility ($0.9 Million)
    Water Utility ($1.6 Million)
  Developed & Managed Capital Improvement Plan
  Developed Ordinances & Policies As Directed By Village Board
  Managed Day-To-Day Operations
  Negotiated & Managed Municipal Employee Contracts
  Negotiated Sale Of Municipal Property To Business Owners
  Elected By My Peers To Serve As:
    President Of The Wisconsin City Managers Association
    Vice President Of The Cities & Villages Mutual Insurance Company
    Served On Several Local & Regional Boards / Committees

Matthews Tire Company - Office Manager / Accountant
  Daily Reconciliation Of Sales & Disbursements
  Daily, Monthly & Annual Accounting Functions Of Three Franchise Goodyear Dealerships
  Payroll Administration
    Inventory Management
    Monthly & Annual Financial Statements.
    Work Performance Incentives
  Part Of The Overall Management Team.
  Reported Directly To The Franchise Owner

Travis Roberts, CPA, SC - Staff Accountant
  Managed Several Small To Medium Business Clients
    Preparation Of Individual & Business Tax Returns
    Preparation Of Monthly & Annual Financial Statements
    Sales & Expense Analysis
  Preparation Of Individual Tax Returns For Non-Business Clients
INTEGRATED PUBLIC RESOURCES, LLC
GENERAL TERMS & CONDITIONS

Revised: January 5, 2016

1. Integrated Public Resources, LLC (IPR) will bill the Owner monthly with net payment due in fifteen (15) days. Past due balances shall be subject to a service charge at a rate of 1.0% per month. In addition, IPR may, after giving forty-eight (48) hours notice, suspend service under any Agreement until the Owner has paid in full all amounts due for services rendered and expenses incurred. These expenses include service charges or past due invoices, collection agency fees and attorney fees incurred by IPR to collect monies due IPR.

2. The stated costs and scope of work constitute our best estimate of the costs and tasks required to perform the work as defined. This Agreement, upon execution by both parties hereby, can be amended only by written instrument signed by both parties. For those projects involving conceptual or project development services, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction, which may alter the project scope. IPR will promptly inform the Owner in writing of such situations so that changes in this Agreement can be negotiated as required.

3. The stipulated cost is firm for acceptance by the Owner thirty (30) days from the date of the agreement publication.

4. Costs and schedule commitments shall be subject to renegotiation for delays caused by the Owner's failure to provide specified facilities or information, or for delays caused by unpredictable occurrences, including without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, acts of God or the public enemy, or acts or regulations of any governmental agency. Temporary delay of services caused by any of the above, which results in additional costs beyond those outlined, may require renegotiation of this Agreement.

5. Reimbursable expenses incurred by IPR in the interest of the project including, but not limited to, equipment rental and testing will be billed to the Owner at invoice cost plus 10%.

6. McMahon, Inc., as a subcontractor to IPR will maintain insurance coverage in the following amounts:

   General Liability
   - Bodily Injury - Property Damage Per Occurrence $1,000,000
   - Bodily Injury - Annual Aggregate $2,000,000
   - Property Damage $1,000,000
   - Excess Liability Coverage $5,000,000

If the Owner requires coverages or limits in addition to the above stated amounts, premiums for additional insurance shall be paid by the Owner. IPR's liability to Owner for any indemnity commitments, reimbursement of legal fees, or for any damages arising in any way out of performance of our contract is limited to such insurance coverages and amounts.

7. Any Opinion Of Probable Cost requires full underground investigations. If, at the Owner's option, underground characterization is not completed, the Owner shall bear the cost of unforeseen conditions not covered by contingencies attached to the Opinion Of Probable Cost.

8. When IPR, subsequent to execution of an Agreement, finds that specialized equipment must be purchased to provide special services, the cost of such equipment will be added to the agreed cost only after the Owner has been notified and agrees to these costs.

9. The Owner agrees to provide such legal, accounting, and insurance counseling services as may be required for the project for the Owner's behalf. All unresolved claims, disputes and other matters in question between the Owner and IPR shall be submitted to mediation.

10. Termination of this Agreement by the Owner or IPR shall be effective upon seven (7) days written notice to the other party. The written notice shall include the reasons and details for termination, with payment is due as stated in paragraph 1. If the Owner defaults in any of the Agreements entered into between IPR and the Owner or if the Owner fails to carry out any of the duties contained in these terms and conditions, IPR may, upon seven (7) days written notice suspend its services without further obligation or liability to the Owner, unless, within such seven (7) day period the Owner remedies such violation to the reasonable satisfaction of IPR.

11. Re-use of any documents or Auto-CAD representations pertaining to this project by the Owner or extensions of this project or on any other project shall be at the Owner's risk and the Owner agrees to defend, indemnify, and hold harmless IPR from all claims, damages, and expenses including attorney's fees arising out of such re-use of the documents or Auto-CAD representations by the Owner or by others acting through the Owner.

12. Purchase Orders - In the event Owner issues a purchase order or other instrument related to the project, it is understood and agreed that such document is for Owner's internal accounting purposes only and shall in no way modify, add to, or delete any of the terms and conditions of this Agreement. If the Owner does issue a purchase order or other similar instrument, it is understood and agreed that IPR shall provide a purchase order number on the invoices sent to the Owner.

13. IPR will provide all work in accordance with generally accepted industry practices. IPR will not provide or offer to provide work inconsistent with or contrary to such practices. Similarly, IPR will not accept those terms and conditions offered by the Owner in its purchase order, requisition or notice of authorization to proceed, except as set forth herein or expressly accepted in writing. Written acknowledgment of receipt, or the actual performance of work subsequent to receipt, of any such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

14. IPR intends to serve as the Owner's representative for work as defined in this Agreement and to provide advice and consultation to the Owner.

15. The Owner shall be responsible for maintenance of the structure, or portions of the structure, which have been completed and have been accepted for its intended use by the Owner. All structures are subject to wear and tear, and environmental and man-made exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance is the sole responsibility of the Owner. IPR shall have no responsibility for such issues or resulting damages.
Village of Winneconne, Wisconsin

Village Administrator
Recruitment/Selection Proposal

Public Administration Associates, LLC
February 8, 2019

Village President John Rogers
Winneconne Village Hall
30 1st Street
Winneconne, WI 54986

Dear Village President Rogers:

I am herewith submitting our proposal to assist the Village of Winneconne in the recruitment of a new village administrator. We have worked with Winneconne in the past on the recruitment of your administrators and would be quite honored and privileged to work with the Village again.

Since 1998, Public Administration Associates (PAA) has conducted almost 300 executive searches for over 130 Wisconsin municipalities. What follows is information about our company and the assistance that we would bring, if desired. Please feel free to visit our website at www.public-administration.com.

Public Administration Associates is dedicated to encouraging professional municipal administration and to assist local governments in that endeavor. Bill and Denise Frueh as well as Dr. Stephen Hintz formed Public Administration Associates in 1998. I joined the firm in 2015 and became its president in 2018. A description of our company and the benefits it has to offer governmental entities is included in our proposal. Dr. Hintz because of his close proximity to and familiarity with the Village will serve as the lead consultant for this project and will be assisted by myself as well as Associate David Tebo who lives in nearly Greenville.

In the last two years, PAA has completed the recruitment of new managers/administrators for eleven small Wisconsin communities (Marshall, Lawrence, Greenville, Buchanan, New Glarus, Durand, Mauston, Belleville, Abbotsford, Thorp and Wind Point) that are similar in size and operations to Winneconne. We have also conducted department head searches in Little Chute, Menasha and Sturgeon Bay as well as the village administrator recruitment for Suamico so we are very familiar with the Fox Valley/Green Bay municipal market dynamics. As such, we have a very good understanding of the current needs of Wisconsin municipal government leadership as well as a familiarity with some outstanding potential candidates that we have already vetted for these other administrator positions. This recent experience coupled with our firm’s network of municipal manager contacts across Wisconsin and the Midwest will assist in expediting your particular recruitment process for a new village administrator in Winneconne.

We are confident that we can work efficiently locating and encouraging potential candidates for the Winneconne village administrator position (in fact, we have already compiled a list of approximately twelve candidates that we believe would be good candidates for the Winneconne
position). This will be a national search and we have a network of local government managers, not only in Wisconsin, but across the country that we will utilize on behalf of Winneconne.

I am also enclosing a list of the municipalities we have assisted in their executive searches as part of our proposal. Together, again, we have conducted almost 300 municipal administrator searches. As a result of that extensive experience, we have over 900 detailed reference files of potential candidates. As a reference on a recent project, I would encourage you to contact any of the municipal leaders that we have included in our proposal.

The partners have many years of leadership experience in the International City/County Management Association and the Wisconsin City/County Management Association. I am a Life Member of both organizations. I am a former President of the Wisconsin City/County Management Association and have been an active member of both ICMA and WCMA for the past 35 years. We are confident because of our many contacts in the municipal management profession that we will bring forward many qualified prospects for the Village.

The list of different governmental entities that Public Administration Associates have conducted executive searches for is quite extensive. We have been asked on many occasions to return to municipalities that we have previously worked for and are proud of our many long-term relationships with many of them spanning almost 40 years (since Dr. Hintz started his previous consulting practice in the early 1970’s).

Many studies have shown that those governmental entities that utilize executive search firms select a person who most closely fits their needs and thus, they are more satisfied with their choice. We say "their choice" because our philosophy is that the Village President and Village Board make the selection. We provide comprehensive and objective information to assist them in the selection process. We also handle all the paperwork of notifications, negotiations, etc... thus saving your staff the additional burden and clerical work in this regard. We facilitate the process in a very effective and efficient manner.

As part of its standard recruiting process, our firm uses a video job announcement that we push out on several social media platforms and You Tube (which is now the world’s largest internet search engine) in addition to posting your position on professional local government and university job boards. We have found that using the video announcement on social media has increased the number of candidates for our local government administrator positions by almost 35%.

As part of our package of services we also utilize a video interview process along with a highly detailed reference review report on each semi-final candidate to assist the Village President and Village Board in making the selection of the finalists for the position.

Several times we have been asked why our fees are so reasonable. We purposely keep our fees affordable because we are dedicated to promoting the “best” in local government administration. As we have told clients, “please don't hire us because we are the lowest cost; hire us because we provide the best service”. I believe that if you contact the officials of any of the counties, cities, villages and towns that we have served, they will agree with that assessment of our services.

Our services do not end when you hire your Village Administrator. At no cost, we stay in touch with you and the person you hire throughout their tenure to offer whatever assistance and advice
may be needed. We take a personal interest in making your choice as successful as possible and we feel our lengthy municipal and leadership experiences may be of assistance to your new Village Administrator.

We also provide a service guarantee. If for some reason during the first year of employment your new village administrator leaves or doesn’t work out, PAA will come back and conduct the entire recruitment/selection process for free (except for any direct expenses incurred such as advertisements and other costs).

Please call if I can answer any questions or concerns you may have regarding this proposal. I would be also more than willing to present this proposal to your Personnel Committee and/or Village Board if requested.

Thank you for your consideration.

Sincerely,

Kevin M. Brunner
Kevin M. Brunner, President
Public Administration Associates, LLC

About Public Administration Associates, LLC

Public Administration Associates, LLC, is a consulting firm specializing in local government recruitment, interim management services and organization studies. PAA was organized in April 1998 by partners William Frueh, Denise Frueh, and Dr. Stephen Hintz. Kevin Brunner is now President of PAA and the Fruehs and Hintz are PAA Associates along with approximately ten other local government professionals who are affiliated with PAA and work on a project to project basis.

Further information about the partnership can be found at www.public-administration.com.

Kevin Brunner, President and Lead Partner
Kevin Brunner has over thirty years of experience in serving Wisconsin local governments. He served as the manager/administrator in Saukville, Monona, De Pere, and Whitewater and also worked as an assistant administrator for the City of Appleton and Kenosha County. He most recently served as the Director of Central Services/Public Works for Walworth County. Brunner was the recipient of the 2007 Wisconsin City/County Manager of the Year and 2012 Service Innovation awards, both from the Wisconsin City/County Management Association (WCMA). Brunner is a past president of the WCMA and served on the League of Wisconsin Municipalities and Alliance of Cities Boards of Directors. He received his MPA from Michigan State University and is a graduate of the University of Virginia Senior Executive Institute. He is a credentialed manager (ICMA-CM) from the International City/County Management Association. He has served on numerous public and non-profit boards and is currently chair of the Whitewater Community Foundation and the Geneva Lake Conservancy. Brunner has been actively consulting since 2015.
Stephen Hintz, Partner

Stephen Hintz specializes in executive recruitment and in studies of organizational structure and processes. Hintz taught personnel, budgeting, and municipal management in the Master of Public Administration program at the University of Wisconsin Oshkosh for twenty years. During that time, he also served as executive secretary of the Wisconsin City/County Management Association. Hintz holds a Ph.D. in political science from Yale University. He has worked with over 130 municipalities on administrator recruitment and organizational studies. In 1998, Hintz was elected to the Oshkosh Common Council and served as Mayor from 2002 to 2004. In 2001, Hintz received the prestigious Stephen Sweeney Award from the International City/County Management Association for his work in promoting professional local government in Wisconsin.

William Frueh, Partner

William Frueh has 34 years of experience in local and state government, including 20 years as the City Manager of Oshkosh, Wisconsin. He also served as the director of economic and community affairs for the State of Oklahoma. Oshkosh Citizens and the Oshkosh Northwestern newspaper named Frueh as one of the ten most influential people in Oshkosh during the twentieth century. Frueh received his bachelor’s degree in civil engineering from Iowa State University. He has been actively consulting since 1996.

Denise Frueh, Partner

Denise Frueh received her bachelor’s and master of business administration degrees from the University of Wisconsin Oshkosh. She worked as a division head in the City of Oshkosh Finance Department for seven years and as Deputy City Assessor. She has been actively consulting since 1996.

David Tebo, Associate

Dave Tebo served as a Municipal Administrator in Wisconsin for 25 years, most recently in the Village of Poynette (1994-2000) and Town of Greenville (2000-2017). Tebo has a master’s degree in Public Affairs & Administration from UW-Madison and a bachelor’s in Urban & Regional Studies from UW-Oshkosh. Dave is a Credentialed Manager (CM) by the International City Management Association (ICMA) and Certified Public Manager (CPM) by the State of Wisconsin. He is experienced in all local government management duties including: budgeting, financial analysis, human resources, community development, planning and economic development. Project areas Dave had in-depth experience and success with in Greenville include: Land Use Planning, Sustainability, Land Stewardship (Creation of Two DATCP recognized Agricultural Enterprise Areas), Grant writing for Trail Construction and Administration ($3 million in trail projects over the last 15 years), and Economic Development (TID Development and work with Fox Cities Regional Partnership). Tebo’s work in Greenville was featured in the book The New Public Service-Serving, Not Steering by Janet and Robert Denhardt in 2007.

Project Consultants for Winneconne

Dr. Steve Hintz will serve as the lead consultant for the entire Winneconne recruitment process and Kevin Brunner and David Tebo will assist him.

PAA Objectives and Approach to a Municipal Executive Search
Our primary objectives are (1) to attract the highest number of professionally qualified, experienced, and diverse applicants and (2) to facilitate a selection process that is thorough, professional, and timely, resulting in the selection of the candidate who best meets the requirements of the Village.

We believe that the Village President and Village Board should be actively involved in the selection process at all stages of the process and that our primary role is to provide progressively more information about candidates to assist the President and Village Board in selecting semi-finalists, finalists, and the final choice. While we certainly review applicants very carefully, it is not our role to actually select candidates.

We believe that the process consists both of recruiting—the Village will be actively selling themselves to potential candidates—and selecting—the President/Board carefully reviewing applicants for the best possible choice. Too often municipalities only consider the selection part.

We believe that the staff has a large stake in the process. We recommend that department heads and other staff have an opportunity to meet and talk with each of the finalists. However, we fully recognize that the final decision rests with the governing body.

Finally, we believe that the process should be conducted in a planned, deliberate, and timely fashion. Specific preferences of the Village should be accommodated in the design of the process, not as the process unfolds.

**Outline of Process**

This proposal describes the scope of activities to be performed by Public Administration Associates, LLC, acting as consultants for the Village of Winnecunne in the recruitment and selection of a new Village Administrator.

**Activities to be performed by Consultants**

1. Meet with the Village President and Village Board and village staff as appropriate to discuss the characteristics desired in the new Village Administrator and the process of recruitment; review the current Village Administrator ordinance and job description; prepare the position description; determine recruitment procedures and the interview and selection process, and determine the time schedule;

   [These meetings are important to establish the qualities that the Village wants in the new Village Administrator and to determine the recruitment procedures and schedule.]

2. Place advertisements in appropriate publications and on-line sources, including the International City/County Management Association (ICMA), Illinois City/County Management Association, League of Wisconsin Municipalities, Wisconsin City/County Management Association, Strategic Government Resources, universities with nationally recognized public administration programs (city management) including the University of Kansas, Northern Illinois University, University of Minnesota, Syracuse University and Brigham Young University; also contact and encourage personally known qualified persons to apply;
[ICMA, ILCMA, WCMA and the League of Wisconsin Municipalities are the premier channels for reaching qualified applicants for the Winneconne position in our opinion.]

3. Produce a one to two minute video with the Village to promote the position via social media (primarily YouTube and LinkedIn) to prospective applicants. PAA will assist in writing the script for the video and the Village will assist in providing readily available still photography and/or video content of the Village. The Village President or designee will also be videotaped as part of this video to promote the position. This is a link to a recent video job announcement (for the City of Lake Geneva) we distributed via social media: https://youtu.be/zVd5zW2zMo0

4. Receive applications and acknowledge receipt. We will download all application materials onto a Google Drive file and will share that with the Village Clerk so that a full and complete record of all submitted information is fully maintained for village recordkeeping and open records purposes.

5. Review applications and provide a “mini-resume” candidates report to the Village President and Village Board that will include a rating of the candidates as “qualified”, “unqualified” and “wild card” (these candidates may not strictly meet the qualifications but may have particular skills or work experience that may warrant continued consideration as candidates for the Village Administrator position;

6. Review applications with the Village President and Village Board for the selection of semi-finalists (typically there will be between six and ten candidates who would continue as semi-finalists);

7. Contact semi-finalists designated by the Village President and Village Board; conduct background and reference checks; prepare semi-finalist candidate profile statements (see attachment for an example of the 3-4 page reference report that we produce on each candidate at this stage); provide material to the President and Village Board;

[This is the most important and time-consuming part of the search process. Semi-finalists must supply references that are elected officials and staff superiors, peers, and subordinates with whom the applicant has worked. If references are not appropriate, semi-finalists must supply additional references. Questions are asked about accomplishments, strengths, skills, interpersonal relationships, and needed areas of improvement. This information is critical in evaluating the candidates and preparing the candidate profile statements. Semi-finalists will prepare electronic video interview presentations for the President/Board to review. If desired as an alternative, telephone or video conference interviews can be arranged.]

8. Review semi-finalists with the Village President and Village Board for selection of candidates to be interviewed on site in Winneconne;

[The President and Village Board review the resumes, the profiles developed from the reference/background information, and the electronic presentations. It then selects candidates as finalists to be interviewed. At this stage, all of the candidates should be technically qualified to
be the Village Administrator. The primary value of the interview is to determine the "fit" with the President, Board, staff, and community.]

9. Work with the President and village staff to arrange interviews;

10. Assist in the interview process, including arranging the schedule, coordinating plans with candidates, providing sample interview questions, conducting a writing exercise, observing the interviews, facilitating the selection of the first choice, and seeing that the interviews run smoothly.

[While there are a variety of approaches to the interview process, PAA normally recommends a two-day process. On the first day, all of the finalists on individual schedules tour the Village and meet with the Village leadership and department staff. Although the department staff members do not participate in the selection of the new Village Administrator, each of them is asked to comment on the candidates as further evidence for the President and Village Board to consider. These meetings are important for both the candidates and the staff and Village officials. Other activities for the President and Village Board to consider are a community reception for candidates, an in-basket exercise, and a psychological review.

On the second day, the President and Village Board interview each candidate for approximately one hour. In addition, each candidate participates in a writing exercise to determine writing skills. The actual interview days are at the convenience of the President and Village Board.]

There are other approaches to the interview process. PAA will work with the Village to determine the process that is most suitable for the Village.

11. Provide assistance in the negotiation of an employment agreement;

[Normally, the consultant receives instructions from the President and Village Board and negotiates an employment agreement for review and approval by the President and Village Board. However, we are prepared to work with the President and Village Board in any capacity in negotiating an employment agreement with the selected candidate.]

12. Prepare letters for the Village President’s signature thanking all applicants and notifying them of the final result.

Cost

$7,350 for professional services plus direct consultant expenses estimated at between $300 and $400 (primarily mileage, copying and applicable meals and/or lodging).

Not included are costs for marketing (including the aforementioned advertisements and video position announcement) estimated at approximately $800, any aptitude/psychological tests, or post-interview visits to the candidate’s community of residence if desired or requested.

PAA will not bill for any services until the new Village Administrator’s contract has been approved.
Schedule

Typically, a municipal management search of this type will take approximately 16 weeks from start to when the new village administrator begins his or her new duties. This process can be expedited depending on the willingness of the village board to schedule special meetings to meet the recruitment and selection process outlined above.

References from Recent Comparable Municipal Administrator Searches (2017-2018)

Jack Anderson, Town Chairman, Town of Greenville, Phone 920-757-5121 (O)

Cameron Clapper, City Manager, City of Whitewater, Phone 651-323-0992

James Fenlon, Village Administrator, Village of Little Chute, Phone 920-423-3850 (C)

Steve Genisot, Mayor, City of Marinette, Phone 906-399-8854 (C)

Tom Hartz, Mayor, City of Lake Geneva, Phone 262-374-9127 (C) or 262-249-4085 (O)

Mark McAndrews, Town Chairman, Town of Buchanan, Phone 920-734-8599 (O)

Brian McGuire, Mayor, City of Mauston, Phone 608-548-3035 (Cell)

Mark Milliren, Mayor, City of Durand, Phone 715-672-8770 (O)

Harley Reabe, County Board Chair, Green Lake County, Wisconsin Phone: 920-294-0824 (C)

Dr. Lanny Tibaldo, Town Chairman, Town of Lawrence, Wisconsin Phone: 920-619-6257 (C)

David Varnem, Mayor, City of Lancaster, Phone 608-723-4109(C)

Laurie Voss, Mayor, City of Abbotsford, Phone 715-507-0152 (C)

Dean Wolter, Village President, Village of Germantown, Phone 262-250-4785 (C)

Understanding

Public Administration Associates, LLC will commit whatever time and effort is necessary to fully and successfully complete all tasks described in this proposal.

Public Administration Associates, LLC provides the following guarantees:
1. If the initial search is not successful, PAA will conduct an additional search until the Village Administrator position is filled.

2. If the candidate selected either resigns or is terminated for cause within the first twelve months of employment, PAA will conduct a new search and waive its consultation fee.

**Approval:**

Offered by:  
**Kevin M. Brunner**  
Public Administration Associates, LLC  
2/8/2019  
Date

Accepted by:  
Village of Winneconne  
Date
City/Village/Town/County Clients of Public Administration Associates, LLC Since 1998

(State of Wisconsin unless otherwise noted)

Note: The number beside the municipality name is the number of times PAA has assisted the municipality.

**Cities**
- Abbotsford (2)
- Adams (2)
- Algoma
- Antigo (3)
- Ashland (2)
- Baraboo (2)
- Berlin
- Brill
- Chilton
- Chippewa Falls (2)
- Clintonville (2)
- Columbus
- Crystal River, Florida
- Delavan (2)
- DePere (3)
- Durand (3)
- Eagle River
- El Paso, Illinois
- Elroy (3)
- Evansville (3)
- Fond du Lac
- Fort Atkinson
- Fox Lake (3)
- Geneseo, Illinois
- Hartford
- Hillsboro (2)
- Horicon
- Hudson
- Independence, Iowa
- Jefferson (4)
- Kewaunee
- Lake Geneva (2)
- Lancaster (4)
- Marinette (2)
- Marquette, Iowa
- Marshfield (2)
- Mauston (3)
- Menominee, Michigan
- Mequon
- Menasha
- Merrill
- Milton
- Minook, Illinois (3)
- Monona (3)
- Monroe (2)
- New Lisbon
- New London (4)
- Niagara
- Oak Park Heights, MN

- Oconto (2)
- Omro
- Park Falls
- Pine Island, MN
- Platteville (4)
- Prairie du Chien (2)
- Princeton (2)
- Racine
- Reedsburg (2)
- Rhinelander
- Rice Lake
- Richland Center
- Shawano (4)
- South Haven, MI
- St. Croix Falls
- St. Francis
- Sturgeon Bay (5)
- Thorp
- Tomah (2)
- Verona (3)
- Waukesha
- Wauapek
- Waupun
- Wauioma
- Waupatoki (2)
- Weyauwega (3)
- Whitewater (3)

**Villages**
- Ashwaubenon
- Bayside (3)
- Bellevue
- Belvidere
- Bondurant
- Clinton (2)
- Colfax
- Cross Plains (2)
- Darien
- Denmark (2)
- East Troy
- Edgar
- Egg Harbor (2)
- Elkhart Lake
- Elm Grove
- Ephraim
- Fox Point (2)
- Germantown
- Grafton (2)
- Greendale (2)

- Hales Corners
- Hammond
- Hartland (2)
- Howard (3)
- Johnson Creek (3)
- Kewaskum
- Little Chute (4)
- Lodi (3)
- Marshfield
- Maple Bluff
- McFarland (2)
- Merton
- New Glarus (3)
- North Fond du Lac (3)
- Oregon
- Osceola
- Paddock Lake (2)
- Palmyra
- Pardeeville
- Prairie du Sac
- Pulpaski
- Rotisschild
- Sherwood
- Slinger (2)
- Somerset
- Spring Green
- Suamico (2)
- Sussex
- Thiensville (2)
- Turtle Lake
- Twin Lakes (2)
- Union Grove (2)
- Waterford
- Waunakee
- W. Milwaukee (3)
- Williams Bay
- Wind Point (2)
- Winneconne (2)
- Whitefish Bay (2)
- Wrightstown (3)

**Towns**
- Beloit
- Buchanan (4)
- Cedarburg (2)
- Clayton
- Empire
- Fox Crossing (Menasha) (4)
- Gibraltar (2)
- Grand Chute (3)
Example of the Detailed Reference Reports that PAA Provides the Governing Body on Semi-Finalist Candidates (this particular report is from a 2018 search and the name of the candidate has been redacted to maintain confidentiality)

REFERENCE SUMMARY-CONFIDENTIAL

CANDIDATE: [REDACTED]

Summary: [REDACTED] recently has retired from a career in the U.S. Army in which he achieved the final rank of Colonel. His last military position was that of Senior Army Advisor to the State of Tennessee and he previously held a series of progressively more responsible leadership positions over a 29 year military career. Among the US Army awards that he has received are the Draper Leadership Award for demonstrated excellence in executive leadership and the Order of St. George Silver Medallion for lifetime contributions to the profession.

While he does not have administrative experience outside of the military, all of his references indicate that he is an outstanding leader who is widely respected by those he has worked for and by those that have worked for him. As Gen. H.R. McMaster (who was [REDACTED] commanding officer while at Fort Benning, GA from 2012-2014 and is now President Trump’s National Security Advisor) stated in a reference letter “I have no doubt that John [REDACTED] vast operational, leadership and problem solving experience and expertise will transfer easily”. His other references echo that statement with comments like “he has learned to adapt to any challenge and he will continue to do so for whomever he work for in the future” and “he has the unwavering calmness and ability to adjust to constant change”. He is portrayed by his references as being less of a formal authority leader as some civilians might apply to military personnel in general.

While serving two tours of duty in Iraq (2005-2006 and 2008-2009), [REDACTED] was intimately involved in working with local governments there. He indicates that he served as essentially the town administrator for a suburb of Baghdad with a population of over 100,000. The
organization that he led there was responsible for everything you would expect from local
government, including public safety, public works, capital improvements, utilities, parks and
recreation and economic development. He also served as coach and mentor to the recently
elected city council and did a considerable amount of work in educating and training them in
their new democratic roles and responsibilities. One of his references, Brig. General Brian
Winski, called him one of the “finest officers he has ever worked with”.

would necessarily have a steep learning curve if he were to assume the town
administrator role. His strengths are in operations and overall organizational leadership and
has less “hands-on” experience in areas such as finance and human resources. He is definitely
a “quick study” though and appears that he could pick up the knowledge and skills he would
need to become effective quite readily.

has lived all over the country and the world during his military career and while
growing up in a military family. He did, however, graduate from high school in Green Bay
and is a graduate of UW-Milwaukee. While, he has told me that while he can’t really call any
one location home, with his transition out of the Army, he hopes to be able to return to calling
Wisconsin home.

REFERENCES USED: George Desario, Director, US Army Chief of Armor, Fort Benning, GA;
Col. Daniel Kirk, Commander, 157th Infantry Brigade, Camp Atterbury, IN; Lt. General H.R.
McMaster, Former Director, US Army Capabilities Integration Center, Fort Eustis, VA; Brig. Gen.

POSITIVE SKILLS: “Very detailed oriented with great experience in managing personnel,
equipment and funding” “A team player who understands the mission of the organization”
“Unwavering calmness and the ability to adjust to constant change” “Steadfast honesty” “Has
tremendous potential to excel in any environment that requires serious thought, qualitative and
quantitative analysis and adaptability” “An exceptional leader who has displayed the highest degree
of professional competence, integrity, dedication, personal drive and initiative across a career of
distinguished service” “Outstanding character, keen intellect, and impressive leadership
capabilities”

FIRST IMPRESSIONS: “Immediately portrays an impression of a wise, dedicated and
experienced leader” “His personal manner is understated and that of a competent professional...he
is authentic and genuine” “He is a proven communicator and will earn respect because of his
competence and because he treats others with respect” “He is confident, very capable, and always
comfortable, even in environments that would not normally be considered outside of his comfort
zone”

SKILLS TO WORK ON: “There will be a learning curve for him as he transitions to civilian life
but, as a military leader he has learned to adapt to any challenge and he will continue to do so for
any organization that he leads” “His last assignment in the Army he was working in a largely
civilian organization which I think would be an advantage to any officer making the transition...he
is a less ‘formal authority’ leader that civilians sometimes apply to military folks in general”
“Highly adaptable to any assignment, he performs well in all areas of management and leadership”
“In the military we have significant formal authority over those in our command, and the dynamics
in a civilian workplace are different”
RELATIONSHIPS WITH:

ELECTED OFFICIALS- has never directly worked for an elected governing body but was given high marks by his references for his ability to relate well to all levels of the organizations he worked in. One reference indicated that he could be counted on to provide guidance to his superiors, peers and subordinates alike. Another remarked that “he had some very difficult bosses in the military but I was amazed at the level of pain he could absorb during the course of working with those folks”

DEPARTMENT HEADS—“He is comfortable in a dynamic, goal oriented environment and is able to lead efforts to develop creative solutions and array limited resources in time, space and purpose to achieve exceptional results” “Value him as a builder of teams” “He acted as a tremendous shield to his people and didn’t amplify downwards as many lesser leaders do” “One of his strengths is training and developing professionals from diverse fields in order to form cohesive teams” “Exceptional in every regard—he is extremely loyal and will always provide candid feedback and advice”

CITIZENS AND MEDIA- has really never worked directly with citizens in the military as he would need to at the local government level and also has not had much experience as well working with the media. With that said, his references do not believe he couldn’t readily assume an effective role in working with both citizens and the media...as one reference put it “he has a soft touch with people but that is combined with world class determination

COMMUNITY INVOLVEMENT: “In the military you don’t have much time for community involvement” “Very involved in a variety of military base organizations”

REASON FOR SEEKING NEW POSITION: “Can readily make the transition to a civilian leadership role” “Retiring from military and wants to continue in public service” “Will excel in any executive level position whether it be in the private sector or in the Senior Executive Service”

PERSONAL: “Nothing-impeccable” “Absolutely not”

OTHER COMMENTS: “John is prepared to meet any challenge...He should be sought for immediate recruitment as a highly valuable member of your organization—he would be an asset to your Town” “He generates loyalty among his subordinates and gets results in the toughest environments and conditions” “Absolutely will be successful as a city manager” “He enjoys my complete support and admiration”
February 5, 2019

Mitchell W. Foster  
Village Administrator  
30 S. 1st Street  
Winneconne, WI 54986

Dear Mr. Foster,

Thank you for the opportunity to provide you with a proposal for the Village Administrator recruitment and selection process for the Village of Winneconne. GovHR USA ("GovHR") prides itself on a tailored, personal approach to executive recruitment and selection, able to adapt to your specific requirements for the position.

Qualifications and Experience

GovHR is a public management consulting firm serving municipal clients and other public-sector entities on a national basis. Our headquarters offices are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public sector. We have 11 full time and 8 part time employees and 23 project consultants. GovHR offers customized executive recruitment services and completes other management studies and consulting projects for communities. Please note the following key qualifications of our firm:

➤ Since our establishment in 2009, our consultants have conducted hundreds of recruitments in 29 states, with an increase in business of at least 30% each year. Twenty-eight (28%) of our clients are repeat clients, the best indicator of satisfaction with our services.

➤ Surveys of our clients show that 94% rate their overall experience with our firm as Outstanding and indicate that they plan to use our services or highly recommend us in the future.

➤ Our state of the art processes, including extensive use of social media for candidate outreach and skype interviews with potential finalist candidates, ensure a successful recruitment for your organization.

➤ Our high quality, thorough Recruitment Brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates.

➤ We provide a two-year guarantee for our recruitments. Less than 1% of our clients have had to invoke the guarantee.

➤ The firm has a total of twenty-seven consultants, both generalists and specialists (public safety, public works, finance, parks, etc.), who are based in Arizona, Florida, Illinois, Indiana, Michigan, and Wisconsin, as well as five reference specialists and eight support staff.

Our consultants are experienced executive recruiters who have conducted over 600 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country.
addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today’s public-sector leaders. GovHR is led by Hadi Voorhees, President, and Joellen Cademartori, Chief Executive Officer. Ms. Voorhees previously spent 8 years with the nationally recognized public-sector consulting firm, The PAR Group, and was President of The PAR Group from 2006 – 2009. Ms. Voorhees has conducted more than 250 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 12 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management experience, with ten years as the Village Manager for the Village of Wilmette, IL. Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

Consultant Assigned

GovHR Senior Vice President Lee Szymborski will be responsible for your recruitment and selection process. His biography is attached to this Proposal and his contact information is:

Lee Szymborski  
Senior Vice President  
GovHR USA LLC  
Telephone: 847-380-3240  
LSzymborski@GovHRusa.com

A complete list of GovHR’s clients is available on our website at www.govhrusa.com

References

The following references can speak to the quality of service provided by GovHR:

Rome, WI (Town Administrator, 2018) – Lee Szymborski  
Wayne Johnson  
Town Chairman  
1711 Archer Lane #11  
Nekoosa, WI 54457  
wjohnson@romewi.com  
715-323-6269

Hobart, WI (Village Administrator, 2016) – Lee Szymborski  
Richard Heidel  
Village President  
2990 S. Pinetree Road  
Hobart, WI 54155  
RHeidel@hobart-wi.org  
920-655-3107

Oshkosh, WI (Director of Public Works, 2015) – Lee Szymborski
Oshkosh, WI (Assistant Finance Director, 2018) – Lee Szymborski  
John Fitzpatrick  
Assistant City Manager  
215 Church Avenue
Scope of Work

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your Village Administrator search. GovHR clients are informed of the progress of a recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

GovHR suggests the following approach to your recruitment, subject to your requests for modification:

Phase I – Position Assessment, Position Announcement and Brochure Development

Phase I will include the following steps:

- One-on-one or group interviews will be conducted with elected officials, appointed officials, staff, business community representatives and any other stakeholders identified by the client to develop our Recruitment Brochure. The Proposal assumes up to two full days and one night depending upon the client’s needs. We can also utilize dedicated email and surveys to obtain feedback from stakeholder groups. Previous clients have invited community leaders to meetings with our consultants; other clients have developed surveys for the community or organization; and some clients request we use a combination of these methods to fully understand community and organizational needs and expectations for the next Village Administrator. We will work closely with you on the format that best meets your needs.

- Development of a Position Announcement.

- Development of a detailed Recruitment Brochure for your review and approval.

- Agreement or a detailed Recruitment Timetable – a typical recruitment takes 90 days from the time you sign the contract until you are ready to appoint the finalist candidate.

Phase II – Advertising, Candidate Recruitment and Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 5,000 visits to our website each month. Finally, we develop a database customized to your recruitment and can do an email blast to thousands of potential candidates.

Phase II will include the following steps:

- Placement of the Position Announcement in appropriate professional online publications. In addition to public sector publications and websites, outreach will include LinkedIn and other private sector resources. We can provide the Village with a list of where we intend to place the position announcement, if requested.

- The development of a database of potential candidates from across the country unique to the position and to the Village of Winneconne, focusing on the leadership and management skills identified in Phase I as well as size of organization, and experience in addressing challenges and
opportunities also outlined in Phase I. This database can range from several hundred to thousands of names depending on the parameters established for the outreach. Outreach will be done in person, and through e-mail and telephone contacts. GovHR consultants have extensive knowledge of the municipal government industry and will personally identify and contact potential candidates. With more than 600 collective years of municipal and consulting experience among our consultants, we often have inside knowledge about candidates.

**Phase III – Candidate Evaluation and Screening**

Phase III will include the following steps:

- Review and evaluation of candidates’ credentials considering the criteria outlined in the Recruitment Brochure.

  Candidates will be interviewed by skype or facetime to fully grasp their qualifications, experience and interpersonal skills. The interviews include asking specific questions about their experiences and skill sets as well as asking questions specific to the Village Administrator. We will ask follow up questions and probe specific areas. By utilizing skype or facetime we will have an assessment of their verbal skills and their level of energy for and interest in the position.

- Formal and informal references and an internet/social media search of each candidate will be conducted to further verify candidates’ abilities, work ethic, management and leadership skills, analytical skills, interpersonal skills, ability to interact with the media, and any areas identified for improvement.

- All résumés will be acknowledged and contacts and inquiries from candidates will be personally handled by GovHR, ensuring that the Village of Winneconne’s process is professional and well regarded by all who participate.

**Phase IV – Presentation of Recommended Candidates**

Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report that presents the credentials of those candidates most qualified for the position. You will advise us of the number of reports you will need for the individuals involved in this phase of the recruitment and selection process. We provide a binder which contains the candidates cover letter and résumé. In addition, we prepare a “mini” résumé for each candidate, so that each candidate’s credentials are presented in a uniform way. GovHR will provide you with a log of all candidates who applied. You may also review all the résumés, if requested.

- GovHR will meet with you on-site to review the Recruitment Report and expand upon the information provided. The report will arrive two to three days in advance of the meeting, giving you the opportunity to fully review it. In addition to the written report, we will spend 2 to 3 hours discussing the candidates by reviewing their skype interviews and providing excerpts from the references we will have conducted on the individuals.

**Phase V – Interviewing Process**

Phase V will include the following steps:

- After the Recruitment Report is presented, the Interviewing Process will be finalized including the discussion of any specific components you deem appropriate, such as a writing sample or oral presentation.
GovHR will develop the first and second round interview questions for your review and comment. GovHR will provide you with interview books that include the credentials each candidate submits, a set of questions with room for interviewers to make notes, and evaluation sheets to assist interviewers in assessing the candidate's skills and abilities.

GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. In addition to a structured interview with the Village, the schedule will incorporate a tour of Village of Winneconne’s facilities and interviews with senior staff, if the Village so desires.

Once candidates for interview are selected, additional references will be contacted, along with verification of educational credentials, criminal court, credit, and motor vehicle and records checks.

GovHR recommends a two-step interviewing process with (typically) five or six candidates interviewed in the first round. Following this round, we strongly suggest that two or three candidates are selected for second round interviews. Again, we will prepare a second round of interview questions and an evaluation sheet.

GovHR consultants will be present for all the interviews, serving as a resource and facilitator.

Phase VI – Appointment of Candidate

GovHR will assist you as much as you request with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.

GovHR will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Leadership/Perscnality Assessments

GovHR has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the client is seeking in their candidates. These include but are not limited to Lumina, Caliper, DISC and others. Typically these tools cost $300 per candidate to administer. This fee is not included in our proposal.

Optional 360° Evaluation

As a service to the Village of Winneconne, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed Village Administrator at about six months into his or her employment. This evaluation will include seeking feedback from both Elected Officials and Department Directors, along with any other constituent the Village feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR USA will prepare a proposal for this service.

Recruitment Schedule

A detailed recruitment schedule will be provided in Phase I. The recruitment and selection process typically takes 90 days from the time the contract is signed until the candidate is appointed. We can work with you on a shorter process, should you so desire.

Our typical recruitment process includes the following milestones and deliverables:
| Weeks 1 - 2 | On-site interviews of Village officials and staff, development and approval of recruitment brochure  
**Deliverable: recruitment brochure** |
| Weeks 3 - 8 | Placement of professional announcements; candidate identification, screening, interview and evaluation by consultant |
| Week 9 | Consultant recommendation to the Village of qualified candidates  
**Deliverable: recruitment report** |
| Week 10 | Selection of candidate finalists by the Village; additional background and reference checks, report preparation and presentation  
**Deliverable: interview reports including suggested questions and evaluation sheets** |
| Weeks 11-12 | Interviews of selected finalist candidates; recommendation of final candidate; negotiation, offer, acceptance and appointment |

<table>
<thead>
<tr>
<th>Summary of Costs</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment Fee:</td>
<td>$13,500</td>
</tr>
<tr>
<td>Recruitment Expenses: (not to exceed)</td>
<td>3,000</td>
</tr>
<tr>
<td>Expenses include consultant travel, postage/shipping, telephone, support services, candidate due diligence efforts, copying etc.</td>
<td></td>
</tr>
<tr>
<td>Advertising:</td>
<td>2,500*</td>
</tr>
<tr>
<td>*Advertising costs over $2,500 will be placed only with client approval. If less than $2,500, Client is billed only for actual cost.</td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>$19,000**</td>
</tr>
</tbody>
</table>

**This fee does not include travel and accommodations for candidates interviewed. Recruitment brochures are produced as electronic files. Printed brochures can be provided, if requested, for an additional cost of $900.**

The above cost proposal is predicated on four consultant visits to the Village; the first for the recruitment brochure interview process (up to two full days and one night, depending upon the client’s needs; if additional days are needed they will be billed at $500 per half day and $950 for a full day, plus additional hotel charges, if required); the second to present recommended candidates; and the third and fourth for the candidate interview process (second round interviews are often scheduled a week or so following the first round interviews). Any additional consultant visits requested by the Village will be billed at $125/hour; $500 for a half day and $950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.
Payment for Fees and Services

Professional fees and expenses will be invoiced as follows:

1st Payment: 1/3 of the Recruitment Fee (invoice sent upon acceptance of our proposal).

2nd Payment: 1/3 of the Recruitment Fee and expenses incurred to date (invoice sent following the recommendation of candidates).

Final Payment: 1/3 of the Recruitment Fee and all remaining expenses (invoice sent after recruitment is completed).

Recruitment expenses and the costs for printing the Recruitment Brochure will be itemized in detail. Payment of invoices is due within thirty (30) days of receipt (unless the client advises that its normal payment procedures require 60 days.)

Philosophy

Executive search is an important decision-making process for an organization and our primary goal is to provide our client with the information to make the best hiring decision. Our firm’s executive recruitment philosophy embraces a professional process of integrity, trust, and respect toward all parties involved, and complete commitment toward meeting the expressed needs and desires of our client. All of our services are handled by principals of the firm who have established and well-regarded reputations in the search field, as well as actual operating experience in the public management fields in which they now consult. Each has impeccable professional credentials and unblemished personal reputations. Keeping both our client and prospective candidates informed on the status of the recruitment on a regular basis is also an important part of our recruitment process. Our work is carried out in an open manner with particular attention given toward seeking out critical factors of a client’s organization and governance, and utilizing such information respectfully and discreetly in seeking out candidates who truly have the ability to meet the expectations and needs of the client—working strenuously in developing a fully qualified, “best match” candidate pool for client consideration. Our process includes assistance in the critical final interview and selection phases of the recruitment, and availability to both client and candidate for months following the appointment. Our process was developed and refined over the years to meet the special, and often unique, needs and circumstances facing our local government, public management, and related not-for-profit clients.

GovHR Guarantee

It is the policy of GovHR to assist our clients until an acceptable candidate is appointed to the position. Therefore, no additional professional fee would be incurred should the Village not make a selection from the initial group of recommended candidates and request additional candidates be developed for interview consideration. Additional reimbursable expenses may be incurred should the situation require consultant travel to Village of Winneconne beyond the planned four visits.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the Village or the employee’s own determination, leave the employ of the Village within the first 24 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only, if requested to do so within six months of the employee’s departure.

In addition, in accordance with the policy of our firm as well as established ethics in the executive search industry, we will not actively recruit the placed employees for a period of five years.
Why Choose GovHR?

We ask you to consider the following as you deliberate:

➢ We are a leader in the field of local government recruitment and selection with experience in more than 29 states, in communities ranging in population from 1,000 to 1,000,000. More than 28% of our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients.

➢ We are committed to bringing a diverse pool of candidates to your recruitment process. We network extensively with state, city and county management associations, attending more than 20 state and national conferences each year. In addition, we support and attend the meetings of Women Leading Government, the International Hispanic Network, the California Network of Asian Public Administrators, and the National Forum for Black Public Administrators.

➢ We conduct comprehensive due diligence on candidates. Before we recommend a candidate to you, we will have interviewed them via Skype, conducted reference calls, and media and social media searches. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.

➢ We are your partners in this important process. You are welcome to review all the resumes we receive, and we will share our honest assessment of the candidates.

➢ Our goal is your complete satisfaction. We are committed to working with you until you find the candidate that is the best fit for your position.

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

Sincerely,

Heidi J. Voorhees
President
GovHR USA

Attachment: Consultant Biography

ACCEPTED BY THE VILLAGE OF WINNECONNE, WISCONSIN

BY: _______________________________________

TITLE: _____________________________________

DATE: _____________________________________
CONSULTANT BIOGRAPHY

LEE SZYMBORSKI
Senior Vice President

Lee Szymborski is a Senior Vice President with GovHR USA, working on both executive search and general management consulting assignments. He has more than 33 years of experience in local government administration.

Mr. Szymborski’s experience spans both Wisconsin and Illinois communities. Mr. Szymborski served more than 15 years as City Administrator in Mequon, Wisconsin. Mequon is a full service city with $30 million in combined budgets, and more than 170 employees serving 23,000 residents. In addition to his Wisconsin service in Mequon, he also worked for the City of Wauwatosa and Milwaukee County. In Illinois, he served for 12 years as Assistant Village Manager in Buffalo Grove.

Mr. Szymborski's track record points to a results-oriented approach to municipal government management. That is demonstrated by his work including the purchase of a $14 M private water utility that has seen its customer base increase under city ownership (Mequon); reorganizing city departments and reducing workforce costs in an organizationally sensitive manner (Mequon); spearheading a 10- community oversight committee to secure the startup of commuter rail service (Metra) on the WI Central railway (Buffalo Grove); and re-purposing TIF funds to provide incentives that secured a $16 M mixed-use development in Mequon’s Town Center. He is additionally skilled in budgeting, personnel administration, community engagement efforts and strategic planning.

Mr. Szymborski’s experience in recruiting key staff extends back to his management roles in both Buffalo Grove and Mequon. In Buffalo Grove, he handled for the Village Manager all aspects of recruiting the management team. During his time in Mequon, Mr. Szymborski recruited all members of the City’s management team.

Since joining GovHR JSA in 2014, Mr. Szymborski has assisted or managed more than 45 executive searches for communities in Wisconsin, Illinois, Minnesota, Missouri and Massachusetts, as well as non-profit agencies including the International City/County Management Association. His recent searches include Administrator and department head positions for the Wisconsin communities of Glendale, Wauwatosa, Oak Creek, Waukesha, Middleton, and Beloit (Town). His work for Illinois municipalities include, among others, East Peoria, Washington and DeKalb. He has also managed local government searches in Missouri and Massachusetts. He has done management studies and strategic plans for several Wisconsin, Illinois and Missouri communities. He has also been part of GovHR USA’s classification and compensation studies in several Wisconsin, Illinois and Massachusetts communities.

Professional Education, Training and Instruction

- Master of Science degree in Urban Affairs, University of Wisconsin - Milwaukee
- Bachelor of Arts degree in Political Science, University of Wisconsin - Milwaukee

Professional Development and Speaking Engagements

- Adjunct instructor at Upper Iowa University – Milwaukee Center
- Published articles in Public Management Magazine, Milwaukee Journal Sentinel

Memberships and Affiliations

- Mequon-Thiensville Sunrise Rotary Club
- Board of Directors for the Mequon Nature Preserve
- International City/County Management Association
Wisconsin City/County Management Association
Former President Illinois Association of Municipal Management Assistants
Former President Mequon-Thiensville Sunrise Rotary Club

Awards
Mequon – Thiensville Chamber of Commerce’s Distinguished Service Award

Local Government Background
City Administrator, Mequon, WI 1999-2014
Assistant Village Manager, Buffalo Grove, IL 1987-1999
Milwaukee County and City of Wauwatosa, WI 1980-1986
VILLAGE OF WINNECONNE
The Community of Opportunity
30 South First Street • P.O. Box 488 • Winneconne, Wisconsin 54986-0488 • 920-582-4381
www.winneconnewi.gov

SPECIAL MEETING AGENDA
WEDNESDAY, FEBRUARY 13TH, 2019 in Village Board Room located @ 30 South 1st Street to consider:

5:00 p.m. Call to Order
          Roll Call
          Pledge of Allegiance
          Public Participation
          Communications

Old Business
          None

New Business
          Consider Acceptance of Proposal for Administrator Recruitment Services

Adjourn to Next Meeting.

Winneconne Municipal Center is accessible to the physically disadvantaged. If special accommodations are necessary, please contact the Village Clerk/Treasurer at (920) 582-4381 and we will make every effort to accommodate the request.
February 8th, 2019

RE: Village of Winneconne Board of Trustees

Good Afternoon John Rogers, Mitch Foster and the rest of the Village Board;

After much consideration and sleepless nights, I am hereby resigning from my position as Trustee for the Village of Winneconne, effective immediately. I am also withdrawing from running for Village President. (I understand the ballots are already printed, but I will decline should I miraculously win).

This is hard for me, as I love the village so much. However, the strain on me personally is just too great. I need to start taking more time for myself along with my growing business.

If I could make any suggestion as to a person to fill my remaining term I would highly recommend Brenda Kubasta.

Sincerely,

Andrew T Beiser