



CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

MULTI-PURPOSE ROOM

Wednesday, May 17, 2023

CITY HALL, 700 EDISON STREET

6:00 PM

Call to Order

Discussion and Action May Occur on Any of the Following Agenda Items:

1. Minutes from the April 19 and May 10, 2023 Meetings (Hold Pending Completion)
2. Approve Antigo Tator Trot Shelter and Event Fee Waiver Request for August 11 & 12, 2023
3. Radar Unit Replacement request from Stalker Radar of Applied Concepts, Inc for \$2475.00
4. Transfers for Severance Payouts from Severance Reserve Fund
5. Change the Council Rules to Include Committee Reports to the Council Meeting Agenda
6. Request to Temporarily Increase the Weekly Salary Compensation for the Deputy Clerk-Treasurer (Exempt Position) in the Absence of a Human Resources Specialist/Payroll Clerk
7. Discussion of a Selection Process for the Replacement of the Director of Administrative Services Relative to an announced Retirement Date of 1-5-24

Any Other Matters Authorized by Law to be Considered

Adjournment

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact Cheryl Barta, 700 Edison Street, Antigo, Wisconsin 54409. (715) 623-3633 extension 100. Members of and possibly a quorum of members of other governmental bodies may be in attendance to gather information. Any governmental body other than that specifically referred to above will take no action.

DATE MAILED: May 12, 2023

TERRY BRAND



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: May 17, 2023
Re: Approve Antigo Tator Trot Shelter and Event Fee Waiver Request for August 11 & 12, 2023

The City of Antigo Park, Recreation and Cemetery Director has requested authorization to approve waiving the Antigo Tator Trot shelter reservation (\$200) and event permit fee (\$25) using the following criteria:

- The event has occurred in the past with similar usage requests as in prior years.
- The event is open to the public and community at no charge and offers either an education experience for attendees or a remembrance or memorialization for those within our community.
- The picnic or event recognizes volunteers that have participated in a community service project.
- The organization or group is not creating a profit from the event. If funds are raised during the event they are invested back into our community and used for various community projects, events, programs or local organizations.

In past years a portion of the funds raised from the race have been donated back the Park, Recreation, and Cemetery Department.



RESERVED

Park Shelter: ☐ Hudson Street ☐ Lake Park Shelter ☐ Lake Park Concession ☐ Saratoga ☒ City Park West ☒ City Park East
☐ Peaceful Valley Warming House ☐ Peaceful Valley Festival Grounds ☐ Heinzen Peaceful Valley Pavilion ☐ Little League Concession

Day and Date of Rental (Day, 00/00/0000): Friday August 11 & Saturday August 12

*** Point of Contact or Responsible Adult:** Kaitlin Racine

Must be present at the event and on the premises for the reservation date

Event Start Time: 10 am Aug 11

Event End Time: 3pm Aug 12

Name/Type of Event: Antigo Tater Trot

Number of Participants: 400

PLEASE NOTE: There will be a **minimum fee of \$100.00 for non-emergency calls** to dispatch. Please be sure you have reviewed our park shelter information before your reservation date, and contact the caretaker at the number listed below for any issues that are non-emergency.

Special Activities or Needs (please note we cannot guarantee additional picnic tables or their placement within the park):

Please block off Aurora Street

If any of the following apply you are responsible for taking the appropriate action.

Selling or Serving Beer: Yes No ☒

Obtain a special temporary Class B license, at the City Clerk's Office, if you would like to sell or serve fermented malt beverages at a public event.

Tent with Stakes: Yes No ☒

Ensure Diggers Hotline has been contacted prior to staking. Private lines within the park will have to be located by an electrician. You are responsible for any damage to underground utilities.

Amplification: ☒ Yes No

Excessive volume may be disruptive to nearby neighbors; please limit volume to a reasonable level. Amplification and/or speaker system equipment is not provided by the Park, Recreation and Cemetery Department.

Outside Vendors (i.e. Bouncy Houses, Food...etc): Yes No ☒

Please consult city staff for guidelines if you are hiring outside vendors.

Inviting the Public: ☒ Yes No

You are required to complete and file an event permit. A certificate of insurance must be on file prior to your event, with the City of Antigo listed as an additional insured, and \$1,000,000.00 general liability. If you wish to have the City of Antigo waive the insurance requirement you must complete a waiver request form, meet all necessary requirements, and submit the request to Antigo Common Council.

Attachment: City Park Reservation & Waiver 2023 (6157 : Antigo Tator Trot Fee Waiver Request)

Shelter Rental Fee:	\$40.00 Resident / \$60.00 Non-Resident
Warming House/Lake Park Concession Rental Fee:	\$50.00 Resident / \$75.00 Non-Resident
Ball Field Rental Fee:	\$6.00 Resident / Non-Resident
Lake Park Ball Field Rental Fee:	\$7.00 Resident / Non-Resident
Peaceful Valley Festival Grounds :	\$75.00 Resident / \$100.00 Non-Resident
Heinzen Peaceful Valley Pavilion:	\$75.00 Resident / \$100.00 Non-Resident

CONTACT INFORMATION

Address: 723 Sixth Ave

City: Antigo

State: WI

Zip: 54409

Home Phone Number: 715.627.4336

Cell Phone Number: 715.219.4748

E-mail Address: kaitlin.racine@covantagecu.org

REFUND POLICY:

You may cancel your reservation 2 weeks prior to the reservation date. There will be a 25% administrative processing fee applied to qualifying reservations.
You may move your reservation date to a different day within the same calendar year with no penalty.

Whereas, the City of Antigo desires to be absolved from all responsibility for and all risk of damage or injury that may be sustained by anyone using said facilities;
Now, Therefore, in consideration of the use of said facilities, the undersigned hereby releases the City of Antigo, its agents and employees, provide defense in an event of a claim and agrees to hold them harmless from any and all claims, demands, causes of action, present or future, whether known, anticipated or unanticipated, and resulting from and arising out of or incidental to the use of said facilities by the undersigned or its invitees in connection with its utilization of said facilities in any manner whatsoever.

We have read and understand the foregoing Release and Hold Harmless Agreement. We have read and understand the park policies and regulations. We accept the responsibility to maintain the facility in its proper condition and are responsible to reimburse the City of Antigo for damages done to the facility.

PLEASE NOTE:

There will be a minimum fee of \$100.00 for non-emergency calls to dispatch. Please be sure you have reviewed our park shelter information before your reservation date and contact the caretaker at the number listed for any issues that are non-emergency.

Signature: Kaitlin Racine

Date: 5/1/2023

Applicant must be 18 years of age or older

City of Antigo Concession Stand Agreement

Only complete if you are reserving Lake Park Concession or Peaceful Valley Warming House

Stipulations and agreements of this contract are as follows.

Please initial in each blank and comply with the following when utilizing our concession stands:

- ☐ a. Concession building, score booth and immediate surrounding area is clean and free of waste, garbage, debris, boxes, etc. at all times.
- ☐ b. If repairs are required you will be responsible for the total cost of repairs.
- ☐ c. The concession stand building will be emptied of merchandise immediately following the scheduled event.
- ☐ d. The City of Antigo is not responsible for the loss or destruction of personal items in the concession building.
- ☐ e. The building will be available to the requesting organization the day of the event.

Key or Lock Code Distribution Policies for Short Term Sign-Out (please initial next to each blank):

- ☐ 1. All keys must be checked-out at the Park, Cemetery and Recreation office during normal business hours.
- ☐ 2. No key or lock code will be issued to anyone under the age of 18.
- ☐ 3. If a key is lost or stolen or a lock code compromised, the responsible individual must notify the Park, Recreation and Cemetery office as soon as possible and no later than 3 business days.
- ☐ 4. If the lock needs to be rekeyed, the responsible individual is assessed the costs of rekeying the lock and all associated costs.
- ☐ 5. Qualifying lock codes or keys, for use of a facility, will be available the day prior to an event Monday through Saturday. If there is a Sunday event the key or lock code will be available Friday. However, you may not access the facility until the day of your reservation.
- ☐ 6. All keys must be returned the day after the event, or the Monday following a weekend event. Other return requests will be at the discretion of the Park, Cemetery and Recreation Supervisor and/or designee.
- ☐ 7. Only the City of Antigo is authorized to duplicate keys.

Please sign and return completed form with payment to:

City Hall • Park and Recreation Department
700 Edison Street • Antigo, WI 54409 • 715.623.3633 extension-154/131
www.antigo-city.org • Fax: 715.627.7099

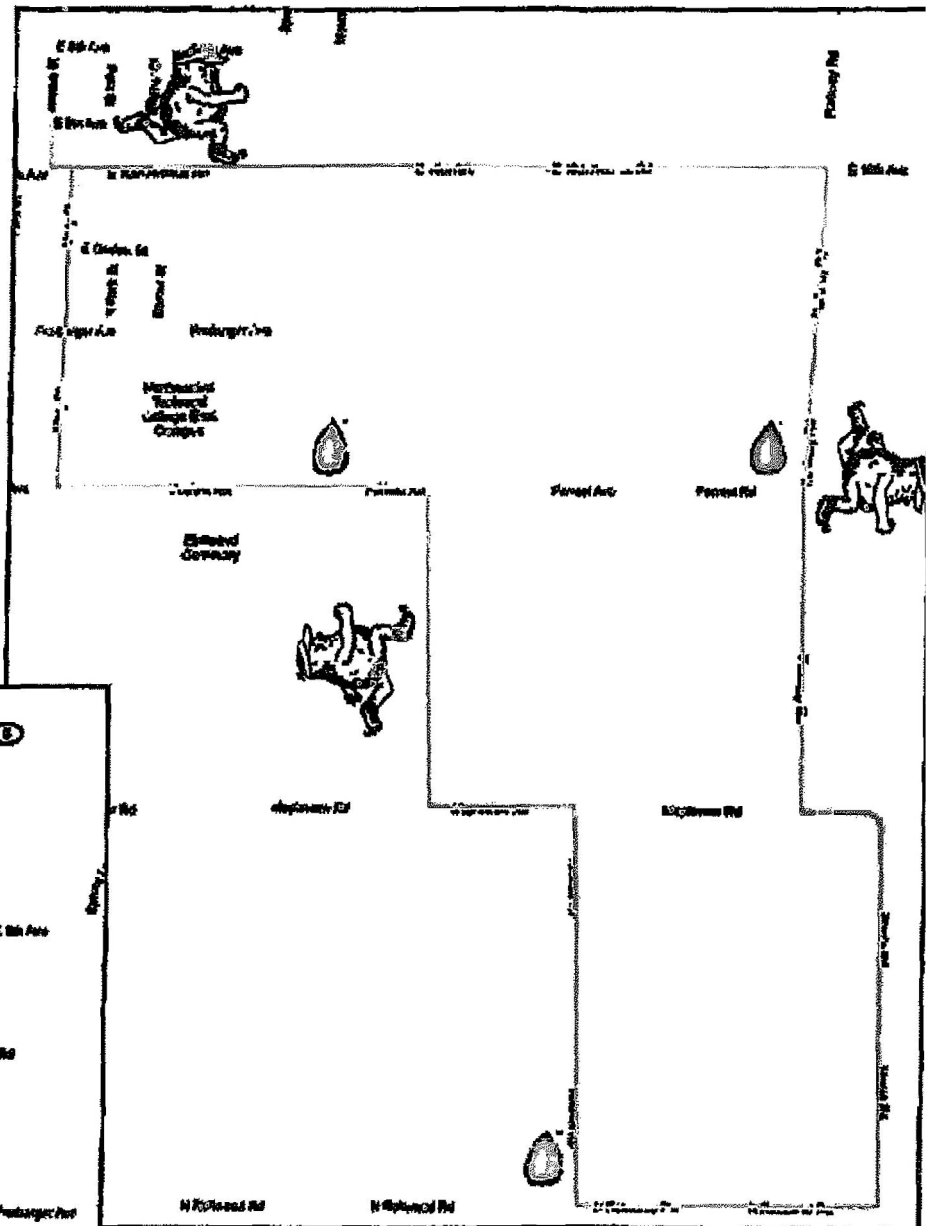
Administrative Use Only

Facility Name: _____ Key # _____ Date Key Checked-Out: ____/____/____

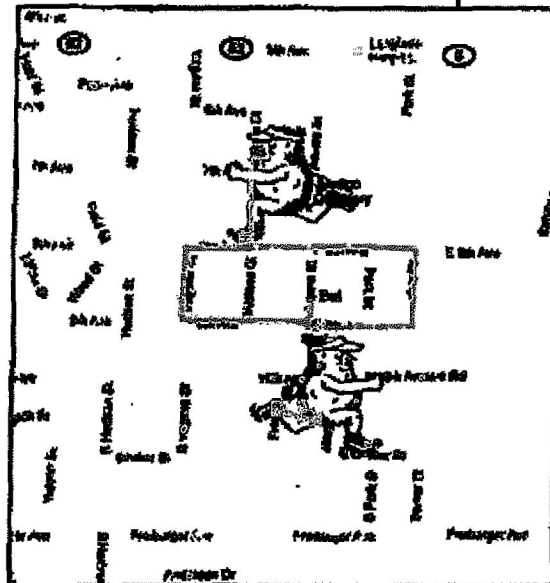
Facility Name: _____ Key # _____ Date Key Checked-Out: ____/____/____

Course Maps

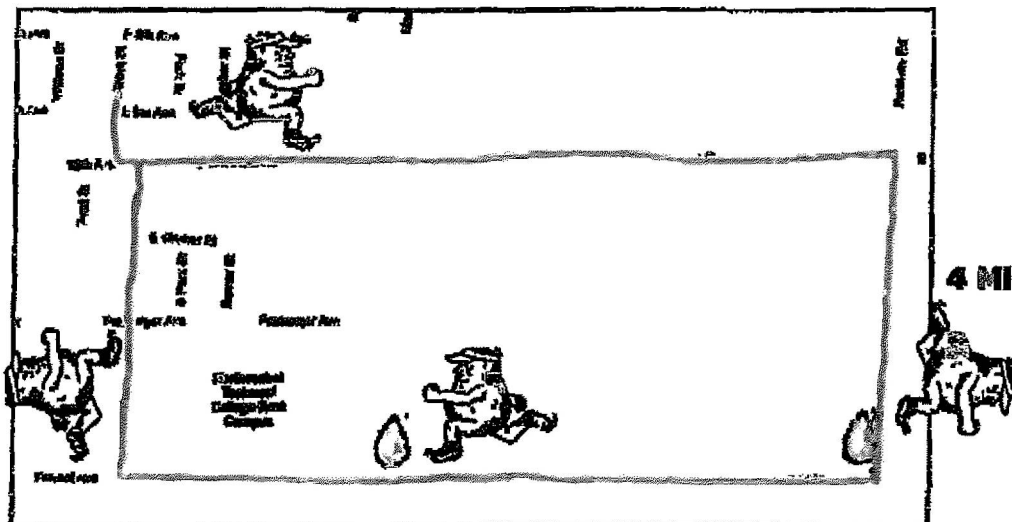
10k Run



1 Mile Run



4 Mile Walk/Run



PLEASE ANSWER YES OR NO TO THE FOLLOWING:

1. **ARE YOU SERVING OR SELLING ALCOHOLIC BEVERAGES?** ☐ YES ☒ NO
 YOU MUST OBTAIN A SPECIAL CLASS B LICENSE AT THE CITY CLERK'S OFFICE TO SELL OR SERVE FERMENTED MALT BEVERAGES AT A PUBLIC EVENT
2. **ARE YOU PLANNING ON PLAYING MUSIC OR USING AMPLIFICATION ?** ☒ YES ☐ NO
 EXCESSIVE VOLUME MAY BE DISRUPTIVE TO NEARBY NEIGHBORS. PLEASE LIMIT VOLUME TO A REASONABLE LEVEL
3. **WILL YOU BE WORKING WITH OUTSIDE VENDORS (I.E., BOUNCY HOUSES/CATERERS)** ☐ YES ☒ NO
 PLEASE CONSULT CITY STAFF FOR GUIDELINES IF YOU ARE HIRING OUTSIDE VENDORS

RULES & REGULATIONS

1. You are required by state law to provide sufficient containers to separate recyclable materials from trash at parade and special event locations.
2. Throwing candy, toys, souvenirs, etc., from moving parade vehicles is prohibited. Please distribute items by walking along parade route.
3. Operators of all parade units, regardless of power, shall be a minimum of 16 years of age.
4. Any damage to parking lots, streets, etc. will be billed to the applicant. (i.e. tent stakes in blacktop, etc.)

REQUESTED CITY SERVICES

- PLEASE NOTE THE REQUESTED CITY SERVICES ARE NOT GUARANTEED
- IT IS YOUR RESPONSIBILITY TO CONTACT THE APPROPRIATE DEPARTMENT

- ☐ TRAFFIC CONTROL
- ☒ BARRICADES
- ☒ TRASH BARRELS
- ☐ EMS SERVICES ON SITE
- ☐ OTHER; PLEASE LIST: _____

POLICE: 715.627.6411

FIRE / AMBULANCE DEPARTMENT: 715.623.3633 ext 142

PUBLIC WORKS: 715.623.4754

PARKS: 715.623.3633 ext 131

CITY OF ANTIGO INSURANCE REQUIREMENTS

1. CERTIFICATE TO BE ON FILE FOR \$1,000,000 IN GENERAL LIABILITY COVERAGE
2. THE CITY OF ANTIGO (WITH ADDRESS LISTED) MUST BE LISTED AS AN ADDITIONAL INSURED
3. A COPY OF THIS INSURANCE CERTIFICATE MUST BE INCLUDED WITH THIS APPLICATION

NAME OF YOUR LIABILITY INSURANCE CARRIER CUMIS Insurance

☐ We request the City of Antigo waive this insurance requirement. Only the City of Antigo Common Council is empowered to grant an insurance waiver request. AN INSURANCE WAIVER DOES NOT MEAN YOU ARE COVERED UNDER THE CITY'S INSURANCE POLICY.

The applicant shall defend, indemnify and hold harmless the City, its elected or appointed officials, officers, agents, employees and volunteers, from and against all claims, demands, suits, loss, bodily injury, personal injury, death and liability, direct or indirect (including any and all costs and expenses in connection therewith), incurred by any reasons of act or omission of the applicant, its officers, agents, employees or anyone, in any way connected with the applicant's services and obligations under this agreement. This indemnification obligation shall not be limited in any way by any limitation of the amount or type of insurance carried by the applicant. Applicant agrees at its own cost, expense and risk, to defend any and all claims, actions, suits or other legal proceedings brought or instituted against the City, its directors, officers, agents, employees and volunteers or any of them, arising out of the applicants service, omissions or acts in connection with this agreement, and to pay and satisfy any resulting judgments.

BY SIGNING THIS FORM, I ACKNOWLEDGE THAT ALL ANSWERS ARE TRUE AND CORRECT. I ALSO ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE PARADE AND SPECIAL EVENTS OR STREET USE ORDINANCE AS APPROVED BY THE ANTIGO CITY COUNCIL.

APPLICANT'S SIGNATURE

Kait Racine

DATE 5/1/2023

Waiver Request Application Form

Event, Parade, Insurance, Shelter or Street Use

Recurring Annual Events

Any group holding a recurring annual event is required to have their waiver requests submitted 60 days in advance of the event.

Please Note: Submission requests not meeting the above requirement will not be considered for waiver of fees or insurance.

New Events

Any groups requesting waivers, for first time events should request waivers 2 months in advance of the requested date to ensure review by the appropriate committees.

1. Name of group/organization/individual requesting wavier(s):

Thee Antigo Tater Trot Committee

2. The following waivers are being requested and submitted for consideration (Please check all that apply):

- ☒ **Shelter / Concession Reservation Fee** (\$40.00 / \$50.00 Resident or \$60.00 / \$75.00 Non-Resident) – Please include completed Shelter Reservation Form with Waiver Application if you plan on reserving a City Shelter, Pavilion, or Park.
- ☒ **Special Event/Parade Fee** (\$25.00) – Please include completed permit with Waiver Application if you plan on hosting an event on City Property or you plan on inviting the public to your event.
- ☐ **Street Use** (\$25.00) – Please include completed permit with Waiver Application if you plan on closing or restricting access to any streets.
- ☐ **Insurance** – If you are not requesting an insurance waiver please include insurance with application
- Insurance documentation must be on file with the City of Antigo prior to the event date
 - The City of Antigo must be listed as additional insured
 - \$1,000,000 general liability coverage is required
 - The above insurance information may be found within Article XI. Special Event/Parade Ordinance Sec. 18-433. Insurance Required.

**Please note an approved waiver for insurance by the City of Antigo does not cover your event/group/organization or individuals under the City of Antigo's insurance policy.*

3. Name of Event: Antigo Tater Trot

4. Description of Event (please attach an additional sheet if necessary):

Rundaising Run

5. How event is benefitting the community (are funds being reinvested into the community...etc):

Funds are donated to the AHS Cross Country Track team & other local community organizations.

6. City of Antigo services requested to assist with the event or preparation for the event (additional trash receptacles, barricades, picnic tables...etc; please note these services cannot be guaranteed) :

Antigo Police Dept to lead runners around course & Park & Rec + Street Dept to provide bathroom access, refill paper products, barricades for Aurora St. 18th Ave + Aurora & 9th Ave

Signature of applicant (I agree the above information is accurate and correct to the best of my knowledge):

Kait Racine

Date: 5/1/2023

For Office Use Only:

FPL: Submitted _____ PCR Submitted: _____ Council Submitted: _____
FPL: Approved _____ PCR Approved: _____ Council Approved: _____



To: Mayor and City Council
From: Dan Duley, Chief of Police
Date: May 17, 2023
Re: Radar Unit Replacement request from Stalker Radar of Applied Concepts, Inc for \$2475.00

Dear Committee Members,

I am looking to purchase one new radar unit for a squad car. This radar unit would replace a current 2011 radar unit that has stopped working. The radar unit would be used for speed enforcement efforts and are capable of stationary and moving radar.

I have received one quote from Stalker Radar of Applied Concepts, Inc. for \$2475.00, which includes the radar unit and associated equipment, such as mounting bracket, power cord, and tuning forks. This is a state contract bid.

I have chosen to go with the Stalker Radar since this the same unit that we currently use. The officers are familiar with its operation and keeps the units uniform among our squad fleet.

The funding will come from CIP budget for 2023.

I am looking for a motion and acceptance to purchase the replacement radar unit.

Respectfully Submitted,

Daniel J. Duley

Chief of Police



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: May 17, 2023
Re: Transfers for Severance Payouts from Severance Reserve Fund

The City budgets for severance payouts for retiring employees in a separate function area within the operating budget to avoid artificially inflating individual department's operating expenditures if they have a retiring employee. Also it is not always known at budget time if an employee will be retiring the next year when budgets are put together.

There have been a few retirements that require transfers from the Severance Reserve Account to the individual severance line items in department budgets. This account only covers actual retirements. If someone resigns, the department's budget must offset any payout.

There are currently three (3) retirements that would qualify for the severance transfer to offset the payout for a total of approximately \$118,000. These former employees are: James Pike, Steven Berg, and Jon Petroskey.

I am requesting approval for this transfer and a resolution would then need to be forwarded to Council. Should you have any questions, please feel free to contact me.



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: May 17, 2023
Re: Change the Council Rules to Include Committee Reports to the Council Meeting
Agenda

There was a request to change Council Rules under Rule 16, Order of Business to add Committee Reports to the monthly Council agenda. This is added as item (g) and the remaining lines re-lettered. Amended rules are included with the packet.

Approved: 04-20-21
 Updated: 04-19-22 (no change)
 Updated: 05-10-23

**COMMON COUNCIL, CITY OF ANTIGO
 GOVERNING RULES OF PROCEDURE
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Attachment: RULES 2023-24 (6171 : Council Rules)

CHECKLISTS FOR GOVERNING BODY ACTION

APPENDIX 1	11
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COUNCIL MEETING - LOCATION

- RULE 1. All meetings of the Antigo Common Council shall be held at City Hall, except when approved at the previous meeting.

COUNCIL MEETING - TIME

- RULE 2. The regular meeting of the Common Council shall be held the 2nd Wednesday of each calendar month at 6:00 p.m. as specified in Antigo Municipal Code.

COUNCIL MEETINGS - OPEN TO THE PUBLIC

- RULE 3. All meetings of the Common Council and committees shall be open to the public, except as provided for in Sec. 19.81 through 19.98 State Statutes for scheduled or unscheduled closed sessions.

ELECTION OF OFFICERS

- RULE 4. Procedures for electing officers are as follows:
- (a) Annually, at the first meeting of the new Council, the members shall choose a Council President from among their number and authority shall be conferred by Statute 62.09(8)(e).
 - (b) The above elections shall be by affirmative motion.

PRESIDING OFFICER

- RULE 5. The Mayor shall preside at all meetings of the Council, Wis. Statutes 62.09(8)(b) and shall be considered the Chief Executive Officer, Wis. Statutes 62.09(8)(a). The Mayor has no regular administrative or executive duties except those provided by State Statute or customary as the Chief Executive Official. In case of the Mayor's absence or temporary disability, the Council President shall act as Mayor during the continuance of the absence. In case of the absence or temporary disability of the Mayor and the Council President, a Mayor Pro Tempore selected by members of the Council shall act as Mayor during the continuance of the absences or disabilities. The Mayor, Council President, or Mayor Pro Tempore is referred to as "Presiding Officer" from time to time in these Rules of Procedure.

QUORUM

- RULE 6. At all meetings of the Council, six Council members, who are present and eligible to vote, shall constitute a quorum for the transaction of business, Wis. Statutes 62.11(3)(b)

ATTENDANCE, EXCUSED ABSENCES

- RULE 7.
- (a) A Council member may be subject to removal from his/her office by failing to attend regular meetings of the Council without being excused by the Council. (Sec.17.12)(Wis. Statutes). Members of the Council may be so excused by complying with this section.

The member shall contact the Presiding Officer prior to the meeting and state the reason for his/her inability to attend the meeting. If the member is unable to contact the Presiding Officer, the member shall contact the Chief Administrative Official or City Clerk, who shall convey the message to the Presiding Officer. Following roll call, the Presiding Officer shall inform the Council of the member's absence, state the reason for such absence, and excuse the member's absence. The Clerk will make an appropriate notation in the minutes. If another Council member questions the member's absence, the Presiding Officer shall inquire if there is a motion to excuse the member. This motion shall be non-debatable. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the Clerk will make an appropriate notation in the minutes. All members of Council, including the Mayor, are expected to arrive at meetings prepared and must not be influenced by alcohol or illegal substances.

- (b) Per Resolution No. 132-00, Council members elected to office in 2001 or after shall receive \$75 per month compensation, plus \$30 per diem for committee meetings held on matters referred by Council vote or by the Mayor, or for a special meeting called by the Chairperson of the respective committee.

For each unexcused absence from regular Council meetings in excess of one in any one Mayoral term year, \$25 shall be deducted from an Alderperson's compensation.

All members of the Council, including the Mayor, serving on any department, board, commission, or committee (including Ad Hoc and special), excluding the Library Board and Housing Authority Board, as appointed by the Mayor/Council, shall be compensated per diem as identified above.

All Council members, including the Mayor, when attending all other meetings, as a representative of the City, either within or outside the City, shall be compensated per diem as identified above.

SPECIAL COUNCIL MEETINGS

RULE 8. Procedures for setting a special meeting are as follows:

- (a) A special meeting may be called by the Presiding Officer.
- (b) Notice of the special meeting shall be prepared in writing by the Clerk/Chief Administrative Official. The notice shall contain the following information about the meeting: date, time, place, and business to be transacted.
- (c) The notice shall be delivered by mail, fax, e-mail, or personally to each Council member, applicable department managers, and the business office of the local newspaper and radio station which has on file a written request for notice of special meetings. The notice must be delivered at least twenty-four (24) hours prior to the meeting.
- (d) The notices provided in this section may be dispensed with under the following circumstances: In the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.

COUNCIL MEETING AGENDA

RULE 9. The Mayor/Chief Administrative Official shall arrange a list of such matters according to the order of business and prepare an agenda for the Council. The Presiding Officer or any Council member (upon approval by the Presiding Officer) may have any item placed on the agenda. If the Presiding Officer elects to withhold a Council member's item from the agenda, a written explanation will be provided. A copy of the agenda and supporting materials, "Council Packets," shall be prepared for Council members, applicable department managers, and the media on or before 4:30 p.m. two working days before a regular Council meeting. Council Packets shall generally be prepared and distributed the Friday preceding the regular Council meeting.

The Presiding Officer shall have the option of deleting any item from the agenda or deferring an item on the agenda to a subsequent Council meeting. Council may by two-thirds vote, delegate power to act to a Council Committee.

COUNCIL COMMITTEE OF THE WHOLE

RULE 10. Council as a Committee of the Whole meetings shall be held as needed, but shall *generally* be held on the 4th Wednesday of the month at 6:00 p.m.

Council as a Committee of the Whole meetings shall be conducted informally so long as such informality is not in conflict with the rules of procedure. The Mayor shall be presiding officer and the Mayor/Chief Administrative Official, shall prepare an agenda for the Council. A copy of the agenda along with any supporting materials shall be forwarded to Council members, applicable department managers, and the media on or before 4:30 p.m. two working days before the meeting.

CHIEF ADMINISTRATIVE OFFICIAL (CAO)

RULE 11. The Chief Administrative Official shall attend all meetings of the Common Council, unless excused by the Presiding Officer or Council.

SEATING ARRANGEMENT

RULE 12. Council members shall occupy their respective seats in the Council Chamber assigned to them by the Mayor.

DISSENTS AND PROTESTS

RULE 13. Any Council member shall have the right to express dissent from or protest against any ordinance or resolution of the Council and have the reason therefore entered in the minutes.

RULES OF ORDER

RULE 14. Rules of order shall be governed by Robert's Rules of Order. The City Attorney or his/her designee shall serve as parliamentarian and shall advise the Presiding Officer as to correct rules of procedure or questions of specific rule application.

MOTIONS

RULE 15. All ordinances, resolutions, contracts and items of business that require Council approval prior to the expenditure of funds shall be in the form of an affirmative motion.

All Resolutions considered by Council accepting/approving bids shall have attached to them a summary of all bids received.

A Motion should be used when: (1) modifying or rescinding another motion (2) the subject relates to the conduct of the Council meeting; or (3) when expressing an opinion.

ORDER OF BUSINESS

RULE 16. The business of all regular meetings of the Council shall be transacted as follows; provided, however that the Presiding Officer may, during a Council meeting, re-arrange items on the agenda to conduct the business before the Council more expeditiously.

- (a) Call to order by the Presiding Officer.
- (b) Roll Call.
- (c) Pledge of Allegiance and Moment of Silent Meditation.
- (d) Approval of Minutes of Previous Meeting.
- (e) Public Hearings as governed by applicable State Statutes and City Ordinances.
- (f) Citizen Comments
 - (1) Subjects on the current agenda. Any member of the public who wishes to address the Council regarding an item on the current agenda shall sign in prior to the meeting. The Presiding Officer will call each speaker to the floor during this portion of the meeting. The Presiding Officer may determine the order of speakers so that testimony is heard in the most logical groupings, e.g. proponents, opponents, adjacent owners, vested interests, etc.
 - (2) Subject not on the current agenda. Any member of the public who wishes to address the Council regarding an item that is not on the current agenda shall sign in prior to the meeting. The Presiding Officer shall rule on the appropriateness of public comments at this time, may place the matter on a future agenda, or could refer the matter to staff or committee for investigation and report.
 - (3) Any member of the public may request to be placed on the agenda by contacting the Mayor's or Clerk-Treasurer's Office with his/her name, address, and subject of comments prior to the agendas being distributed. The Presiding Officer shall rule on the appropriateness of public comments at this time, may place the matter on a future agenda, or could refer the matter to staff or committee for investigation and report.

- (4) Speakers are subject to a time limitation of 5 minutes, unless otherwise extended by Council. The Presiding Officer may place the matter on a future agenda or refer the matter to staff or Council committee for investigation and report.
- (5) Any ruling by the Presiding Officer relative to the preceding subsections may be overruled by a vote of a majority of members present.

(g) Committee Reports

(h) Consent Agenda.

- (1) The Presiding Officer, in consultation with the Chief Administrative Official, shall place matters on the Consent Agenda which have been: (a) previously discussed by the Council, or (b) based on the information delivered to members of the Council by administration that can be reviewed by a Council member without further explanation, or (c) are so routine or technical in nature that passage is likely, or (d) routine expenditure of funds by Resolution.
- (2) The Clerk of the Council shall, if requested, read the Consent Agenda. Council members may ask questions for clarification, but not debate, items listed on the consent agenda.
- (3) The proper Council motion on the Consent Agenda is as follows: "I move for adoption of the Consent Agenda". This motion shall be non-debatable and will have the effect of moving to adopt all items on the Consent Agenda. A roll call vote shall be used when expenditures or committee appointments exist on the Consent Agenda. Any member of the Council shall have the right to move for the removal of any item from the Consent Agenda.

Therefore, prior to the vote on the motion to adopt the Consent Agenda, the Presiding Officer shall inquire if any Council member wishes an item to be withdrawn from the Consent Agenda. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda.

(i) New Business

- (i) Licenses and Permits
- (ii) Communications and Petitions
- (iii) Resolutions
- (iv) Ordinances

(j) Miscellaneous Business

- (i) Payment of bills
- (ii) Committee Referrals
- (iii) Closed Session (as required)
- (iii) Adjournment

VOTING

RULE 17. The votes during all meetings of the Council shall be transacted as follows:

- (a) Any alderperson may demand an aye and no vote on any matter. However, the vote shall be by ayes and noes if the Council is: a) confirming appointments; b) adopting any measure that assesses or levies taxes; c) appropriating or disbursing money; or d) creating any liability or charge against the City or any fund of the City. All aye and no votes shall be recorded in the minutes by the Clerk. An electronic voting system will be utilized for roll call votes with all alderpersons voting at the same time. When all votes have been cast, the Clerk shall indicate this, display the votes, and announce the results. No member may explain his or her vote during the calling of the ayes and noes.
- (b) In case of a tie in votes on any proposal, the proposal shall be considered lost, except when the Mayor elects to break the tie. The Mayor cannot be compelled to break a tie vote.
- (c) Every member who was in the Council Chambers when the question was put, shall give their vote unless the Council, for special reasons, shall excuse the member by motion or unless the Council member is excused in accordance with these rules. If any Council member declines to vote "aye" or "no", their vote shall be counted as an "aye" vote.
- (d) Except as otherwise provided by law, a majority of the votes cast shall be necessary for all Council action, provided a quorum has voted.

COMMITTEES

RULE 18. The Committee structure of the Council and the procedures governing all committees shall be as follows:

- (a) Finance, Personnel, and Legislative Committee. The Mayor shall chair and appoint five members of the Council. The Clerk/Chief Administrative Official shall be responsible for ensuring there is someone present at each meeting to serve as secretary and record the minutes. The secretary will be responsible for taking legible notes to be used during the preparation of minutes.

It shall be the duty of this committee to draft or have submitted to it, resolutions for expenditures of money and make recommendations thereon to the City Council any recommended transfer of funds within departments.

It shall assist in the determination of budget objectives and review of the annual budget prior to submission to the Common Council for consideration. All petitions for appropriations shall be filed with the City Clerk not later than the 15th day of October in any year.

It shall provide direction for the Mayor, Chief Administrative Official, and department managers in matters regarding union and non-union labor negotiations. No contract or labor agreement shall be considered adopted without City Council approval. It shall also provide consideration for matters related to Public Safety, Building, Licensing, Permits, and like events.

It shall generally supervise all financial matters of the City, including the periodic review of the budget and contracts.

All new positions must be approved by the Finance, Personnel, and Legislative Committee and approved by a two-thirds vote of the Council before hiring by the Chief Administrative Official. This includes employees funded by other governmental units.

The committee shall generally meet on the 3rd Wednesday of each month generally at 6:00 p.m., unless at committee discretion it is changed for a future meeting.

- (b) Public Works Committee. The Mayor shall appoint four members of Council and one additional member to serve as chairperson. The Clerk/Chief Administrative Official shall be responsible for ensuring there is someone present at each meeting to serve as secretary and record the minutes. The secretary will be responsible for taking legible notes to be used during the preparation of minutes.

It shall be the duty of this Committee to provide initial consideration for matters relating to Public Right of Ways, Public Lands, water and sewer operations, Utility expansion/replacement projects, and storm water management.

It shall consider development projects, municipal or private, and provide a recommendation to the Plan Commission or Common Council, as applicable, for consideration.

It shall provide oversight in the development of the Capital Improvements and Capital Equipment Program, forwarding a recommendation to the Finance, Personnel & Legislative Committee.

The Committee shall generally meet on the fourth Wednesday of each month.

- (c) Standing Committees. The Economic Development Committee shall consist of three Council members and three citizen members in addition to the Mayor who shall act as chairperson of the committee.

The Parks, Cemetery, & Recreation Commission shall consist of three Council members appointed to a mayoral term and four citizen members appointed to five year terms. The Mayor shall appoint a Chairperson at the onset of his/her term.

The Insurance Review Committee shall consist of the Chief Administrative Official, the Deputy Clerk-Treasurer, and the City Attorney.

- (d) Special Ad Hoc Citizen Advisory Committees. Special ad hoc citizen advisory committees may be created by the Mayor for a particular purpose. Committee members shall be appointed by the Mayor. The Mayor shall appoint the chair of the Committee. Citizen Advisory committees shall sunset at the end of their mission, but no later than the end of the mayoral term unless specifically continued by the Council thereafter for a specified time period. One Council member, and one alternate Council member, may be appointed as a member and liaison of a Citizen advisory committee.
- (e) Committees may make recommendations on proposed programs, services, and ordinances, within their area of responsibility before action is taken by Council. The Committee Chair may present the recommendations of the committee during the discussion of the item of business. Committees may take action to purchase items previously approved within the annual budget.
- (f) Minutes of action taken at committee meetings must be submitted to the City Clerk within 5 days of adjournment.

COUNCIL COMMUNICATIONS

- RULE 19. All statutory boards, commissions, and Council citizen advisory bodies over which the Common Council has jurisdiction shall provide the Council with copies of minutes taken. Communications from such boards, commissions and bodies to the City Council shall include all action taken by that body and be recorded in their minutes.

ENACTED ORDINANCES, RESOLUTIONS, AND MOTIONS

- RULE 20. An enacted ordinance is a legislative act prescribing general, uniform, and permanent rules of conduct relating to the corporate affairs of the municipality. Council action shall be taken by ordinance when required by law, or to prescribe permanent rules of conduct which continue in force until repealed, or where such conduct is enforced by penalty.

An enacted resolution is an internal legislative act, which is a formal statement of policy concerning matters of special or temporary character. Council action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired.

Motion is a form of action taken by the Council to direct that a specific action be taken on behalf of the municipality. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law.

ORDINANCES

- RULE 21. The procedure for ordinances is as follows:
- (a) With the exception of Franchise Ordinances as provided below, an ordinance may be put to its final passage on the same day on which it was introduced. The title of each ordinance shall in all cases be read prior to its passage; provided, should a majority of the Council members present request that the entire ordinance or certain of its sections be read, such requests shall be granted. Printed copies shall be made available for review upon request to any person attending a Council meeting.
 - (b) Franchises. All resolutions and ordinances granting a franchise require two readings prior to adoption. The second reading must be at least five days after the first reading. All franchise ordinances and resolutions may be passed only at a regular meeting of the council; and at least a majority of the governing body must vote in favor of the franchise.
 - (c) Emergency Ordinances. By vote of one more than the majority, the City Council may without notice or hearing adopt an emergency ordinance authorizing expenditures for a public emergency.
 - (d) A Council member may, in open session, request of the Presiding Officer that the Council study the wisdom of enacting a particular ordinance. By affirmative motion, the Council may assign the proposed ordinance to a specific committee for study and consideration. The committee shall report its findings to the Council.
 - (e) If a Motion to pass an ordinance fails, the ordinance shall be considered lost.

- (f) Any ordinance amending or repealing any portion of the Antigo Municipal Code shall also amend or repeal the respective portions of any underlying ordinance(s).

SUGGESTIONS TO COUNCIL

- RULE 22. When citizen suggestions are brought before the City Council in writing, other than for items already on an agenda, the Presiding Officer shall first determine whether the issue is legislative or administrative in nature and then:
- (a) If legislative, and a complaint about the letter or intent of legislative acts or suggestions for changes to such acts, and if the Council finds such complaint suggests a change to an ordinance or resolution of the City, the Council may refer the matter to a committee, Administration, or the Council as a Committee of the Whole for study and recommendation.
 - (b) If administrative and a complaint regarding administrative staff performance, administrative execution or interpretation of legislative policy, or administrative policy within the authority of the Chief Administrative Official, the Presiding Officer should then refer the complaint directly to the CAO for his/her review if said complaint has not been so reviewed. The City Council may direct that the CAO brief or report to the Council when his/her response is made.

FILLING COUNCIL VACANCIES

- RULE 23. If a vacancy occurs in the office of Council member, the Council will follow the procedures outlined in the State Statutes.

PHOTOGRAPHS, MOTION PICTURES, VIDEO TAPE -- PERMISSION REQUIRED FOR ARTIFICIAL ILLUMINATION

- RULE 24. No photographs, motion pictures, or video tapes that require the use of flash bulbs, electronic flashes, flood lights, or similar artificial illumination shall be made at City Council Meetings without the consent of the Presiding Officer.

CHECKLISTS FOR GOVERNING BODY ACTION

Appendix 1

There are a number of risk reduction checklists that governing body members should use when considering legislative actions. Legislators, administrators, and legal counsel who draft ordinances and other proposed legislative actions should review the proposed ordinance, etc. against the appropriate checklists.

Equal Protection Checklist:

1. Does the action treat different groups of people differently?
2. If so, what standard will the classification be judged?
3. Is the classification justifiable under the appropriate standard?
4. Will an ordinance or policy which is neutral on its face have a discriminatory impact when applied?
5. Does the local government have a sufficient basis in fact in support of the action and/or classification?

Substantive Due Process Checklist:

1. Does the City have a legitimate goal in pursuing its proposed course of action?
2. What is the nature of the "right" being affected by the agency's decision?
3. Is it a right which is deemed to be fundamental? If so, does the agency have a compelling interest for taking the action?
4. If a fundamental right is involved, is there another, less drastic way for the local government to achieve its goal which will create less interference with the constitutional right?
5. If it is an economic, social or business regulation, is there a rational relationship between the regulation and the governmental goal?

Procedural Due Process Checklist:

1. Will the proposed action or ordinance deprive a person of a "liberty" or "property" interest?
2. If so, has that person been afforded due process?
3. Has the person been given notice?
4. Has the person been given an opportunity to be heard?
5. Has the person been given a statement of reasons for the agency's decision?
6. Has the local government complied with applicable statutory, ordinance or contract provisions requiring due process?

7. Does an ordinance give sufficient notice to persons of its requirements?
8. Are the terms used in an ordinance defined?
9. Does the ordinance provide clear standards for the conduct of the officials who must enforce it?

Due Process Checklist: Licenses and Permits

1. Is there an ordinance dealing with the granting or revocation of the license or permit?
2. Is the ordinance clear and unambiguous?
3. Has the applicant for a license or permit been given reasonable information as to the items which (s)he must submit to the agency prior to issuance?
4. Does the local government have the authority to legislate in the area for which the license or permit is to be granted?
5. Are the requirements for issuance of a license or permit reasonable and have they been consistently applied?
6. Do the items required prior to the issuance of a license or permit bear some reasonable relationship to the activity to be allowed?
7. Has the local government sought to limit the number of persons who can receive the license or permit?
8. If there is a limitation in the number of persons who may receive the license or permit, is there statutory authority for such a limitation?
9. Has an applicant for a license or permit been given an opportunity to have a hearing if the granting of a license or permit has been denied?
10. Has a hearing been held prior to the suspension or revocation of an existing license or permit?
11. If in an area with a limited number of licenses or permits, can the agency present a reason for the reduction, and has the identity of the business which will lose its license or permit been determined in a non-discriminatory manner?
12. Is the refusal to issue, or revocation of, the license or permit justified, or solely in response to public pressure?
13. Has the inspection or regulatory system of the agency been enforced in a non-discriminatory manner, or is the person being singled out for enforcement?
14. Do the fees charged for licenses and permits bear a reasonable relation to the cost of enforcement?

General Ordinance Adoption Checklist:

1. Have the statutory or local procedural requirements been followed?

2. Is the ordinance a subject upon which the City has Federal or State constitutional or statutory authority to act?
3. As drafted, does the ordinance treat all similarly situated persons in the same way?
4. Are the terms of the ordinance clear enough so that people do not have to guess at its meaning?
5. Does the ordinance clearly state what a person must do in order to comply with it?
6. Does the ordinance define special or broad terms which it uses?
7. Does the ordinance set sufficient standards for the officials who must enforce it, or does it give the enforcing agent too much discretion in making a decision whether or not to do something?
8. Does the ordinance require that notice or hearing be given to a person whose rights are affected by it?
9. Does the ordinance require the official who is making a decision under it to give notice of that decision and the reasons for it within a reasonable time?
10. Can the local government achieve its goal by using a less restrictive or intrusive means?
11. Do the ordinance provisions constitute a "prior restraint" on a person's First Amendment rights?
12. Has the agency created an adequate record or compiled sufficient evidence in order to support its findings and conclusions for enacting the ordinance?
13. Is the ordinance too broad?
14. Does the ordinance so heavily burden a person's use of his property that it might be considered a taking?
15. If an ordinance is changing an existing local regulation, does it give persons a reasonable amount of time to comply with the changes?
16. Has the Attorney and Risk Manager been consulted before taking action which might result in claims against the agency or litigation?
17. Have similar ordinances been upheld elsewhere?
18. If an ordinance is challenged, would you consider suspending it pending a judicial determination?



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: May 17, 2023
Re: Request to Temporarily Increase the Weekly Salary Compensation for the Deputy Clerk-Treasurer (Exempt Position) in the Absence of a Human Resources Specialist/Payroll Clerk

The City's Human Resources Specialist/Payroll Clerk tendered her resignation in early April. The Deputy Clerk-Treasurer has been not only been performing her regular duties but has taken on the responsibilities for the entire payroll efforts including assisting with portions of the Human Resource needs. In doing so, Jeanne Jensen has been working many extra hours in order to address these key factors.

It is my recommendation to increase Jeanne Jensen's compensation (temporarily) as the City's Deputy Clerk-Treasurer by an additional \$200 per week (retroactive to April 10, 2023) and to continue until the completion of the payroll period once a new Human Resources/Payroll Clerk is on-boarded.

Your kind consideration of this matter is appreciated.



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: May 17, 2023
Re: Discussion of a Selection Process for the Replacement of the Director of
Administrative Services Relative to an announced Retirement Date of 1-5-24

A summary of the 2012 recruitment process utilized, for the search for a replacement Director of Administrative Services (DOAS), along with a projected timeline for the 2023/24 process is attached for your consideration.

Also attached is a copy of the Proposal for the Recruitment for the Position of Director of Administrative Services as prepared by Public Administration Associates, LLC. This firm was selected by Council to assist the City with their 2012 search process at a cost of \$7,000 + expenses.

Please feel free to reach out to me with any questions that you might have.

Summary/Timeline of 2012 DOAS Search

- 4/11/2012 Council Committee referral for replacement of DOAS
- 4/17/2012 C.O.W. met to select method for DOAS search process
Ad HOC Committee created for selection of a search firm
- 5/9/2012 Council Committee referral for Search RFP's (5 to 6 firms)
- 5/14/2012 Search proposal received from Public Administration Assoc.
\$7,000 + expenses (projected @ \$400 to \$700)
- 6/13/2012 Final Council meeting for current DOAS
- 7/11/2012 Committee of the Whole reviewed applications (no action)
- 7/24/2012 Committee of the Whole reviewed applicant videos
- 8/4/2012 Closed Council Session for interviews of DOAS candidates
- 8/8/2012 Resolution 096-12 for added staff pay in DOAS absence
\$100 per week for Clerk-Treasurer & Civil Technologist
- 8/15/2012 Special Council Resolution 100-12 hiring of new DOAS
- 9/4/2012 Starting date of new DOAS

Projected 2023/24 DOAS Search Timeline

- 5/17/2023 FP&L to consider search method for DOAS replacement
Staff to prepare RFP for consultant search
- 6/14/2023 Council to consider FP&L recommendation
- 6/21/2023 Consultant RFP's for DOAS search reviewed by FP&L
- 7/12/2023 Council selects a consultant for DOAS search
- Sept/2023 (TBD) Committee of the Whole reviews applications
- Sept/2023 (TBD) Council interviews selected candidates (Closed Session)
- 10/11/2023 Council approves selected candidate (Conditional Offer)
15 to 30 days for conditional clearances (Bona-fide Offer)
Projected 30 day notice by candidate to current employer
- 12/4/2023 Projected starting date for new DOAS (30-day transition)
- 1/5/2024 Retirement date of current DOAS

Proposal for:

The Recruitment for the Position of Director of Administrative Services

City of Antigo, Wisconsin

Submitted to the City of Antigo, WI

May 14, 2012

Contact Person:

**William D. Frueh, Partner
Public Administration Associates, LLC
P.O. Box 282
Oshkosh WI 54903
920-235-0279
paassoc@northnet.net
www.public-administration.com**



Public Administration Associates, LLC

*P.O. Box 282
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Phone: 920-235-0279
Fax: 801-659-8673
Email: paassoc@northnet.net
www.public-administration.com*

May 14, 2012

Honorable Bill Brandt
Mayor, City of Antigo
700 Edison Street
Antigo, Wisconsin 54409-1955

Dear Mayor Brandt:

Thank you for the opportunity to submit this proposal for recruitment services. Public Administration Associates would be honored to again assist the City of Antigo in recruiting the position of Director of Administrative Services. In the past, our firm has twice assisted Antigo in that effort. What follows is information about our company and the assistance that we would bring to the city, if desired.

Public Administration Associates is dedicated to encouraging municipal professional administration and to assist local governments in that endeavor. Denise Frueh, Dr. Stephen Hintz and I formed Public Administration Associates in 1998. Public Administration Associates, LLC, operates with two teams in the recruitment of administrative positions. The individuals who make up the team that will manage the project in this proposal will be Partners Denise A. Frueh and William D. Frueh. Partner Stephen Hintz led the past efforts in assisting Antigo and he would be available to assist in this recruitment effort.. A description of our company and the benefits it has to offer governmental entities is offered as Attachment "A".

I am also enclosing a list showing the municipalities we have assisted in their executive searches, Attachment "B". Together, we have assisted 192 communities and counties in their searches for new Managers/Administrators. As a result of that extensive experience, we have over 600 detailed reference files of potential candidates. We also have relationships with six universities of Public Administration to assist us in the executive search.

The partners have many years of leadership experience in the International City/County Management Association and the Wisconsin City/County Management Association. In fact, we are Life Members of both organizations. We personally know many of the potential candidates and that ability will give you access to a wide range of prospects to fill the position with the best possible person.

A listing of the projects that the team of Denise and William Frueh has assisted in the recruitment for governmental entities since 2002 is included as Attachment "C". This attachment lists additional

information including the Chief Elected Official of the entity. You are invited to contact those entities and/or the Chief Elected Official regarding their opinion as to the results and the level of service that was provided.

A more specific list of references we would offer is:

1. City of Algoma, WI, Contact Council President Jan Dart, Phone 920-487-5203
2. City of Oconto, WI, Contact Former Mayor Thomas Fulton, Phone 920-834-2095
3. Village of Colfax, WI, Contact Board President Gary Stene, Phone 715-962-3512
4. City of Mauston, WI, Contact Mayor Brian McGuire, Phone 608-847-6676
5. Village of Clinton, WI, Contact Board President Mary Jensen, Phone 608-676-5304

At no additional cost to the City, our firm uses a video interview process along with reference checks to assist the Mayor and City Council in making the selection of the finalists for the position.

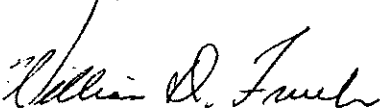
Our services do not end when you hire your Director of Administrative Services. At no cost, we stay in touch with the City and the person you hire throughout their tenure to offer assistance and advice as may be needed. We take a personal interest in making the City's choice as successful as possible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

An Executive Summary of reasons why we believe you should select Public Administration Associates, LLC, is included as Attachment "D".

Please call if I can answer any questions or concerns you may have regarding this proposal. If it is acceptable, please execute the proposal and return a copy for our files.

Thank you for your consideration.

Sincerely,



William D. Frueh
Partner, Public Administration Associates, LLC

ATTACHMENT "A"

What is Public Administration Associates, LLC?

Public Administration Associates, LLC, is a consulting firm specializing in local government recruitment and management studies. William Frueh, Denise Frueh, and Stephen Hintz, who are the partners, formed this partnership in April 1998. Its headquarters are located at 1310 Fairview Street in Oshkosh, Wisconsin.

What expertise do the partners have in local government?

Denise Frueh served in the Finance Department for the City of Oshkosh for seven years. Her experiences include being the Deputy and Acting City Assessor. She received her Master of Business Administration from the University of Wisconsin Oshkosh. She has been actively consulting since 1996. Ms. Frueh acts as the business manager for the partnership.

Dr. Stephen Hintz served on the faculty of the University of Wisconsin Oshkosh from 1972 until 2002, where he taught personnel, budgeting, and municipal management in the Master of Public Administration program. For twenty years, he served as executive secretary of the Wisconsin City/County Management Association. Hintz holds a Ph.D. in political science from Yale University. He has been consulting with municipalities on recruitment and management issues since 1980. In 1998, Hintz was elected to the Oshkosh Common Council and is a former Mayor of Oshkosh, (2002-2004). In 2001, he received the prestigious Sweeney Academic Award from the International City/County Management Association for his lifelong work in promoting public administration.

William Frueh has many years of experience in local and state governments as a City Manager in Council Bluffs, Iowa; Newton, New Jersey; Shawnee, Oklahoma and Oshkosh, Wisconsin where he retired after 20 years as its city manager. He also served as the Director of Economic and Community Affairs for the State of Oklahoma. In January 2000, Oshkosh Citizens and the *Oshkosh Northwestern* newspaper named Frueh as one of the ten people in Oshkosh who most influenced the development of Oshkosh during the twentieth century. Frueh received his bachelor's degree in Civil Engineering from Iowa State University and has experience as a City Engineer and Public Works Director. He has been actively consulting since 1996 and is a Life Member of both the International City/County Management Association and Wisconsin City/County Management Association.

What is the range of activity of Public Administration Associates, LLC?

During the past 13 years, the partners have been responsible for the recruitment of more than 192 Managers and/or Administrators, the third most placements of similar recruiting firms in the United States and by far, the most placements of any firm in the State of Wisconsin. The partners also conduct many studies on municipal organization, management, public safety, personnel and budgeting.

Why is the cost of services performed by Public Administration Associates, LLC, likely to be less than the cost of services from other consulting firms?

The partners do not maintain separate office facilities or employ staff. In addition, although Public Administration Associates, LLC, believes that its partners are fairly compensated, it is committed to fostering effective and efficient local government and sensitive to the fact that public officials must be prudent in spending public money.

ATTACHMENT "B"**Manager/Administrator Searches Conducted by Public Administration Associates**

(State of Wisconsin unless otherwise noted) (Updated 1/3/2012-192 Municipalities & Counties)

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

Cities

Adams (2)
 Antigo (2)
 Ashland (2)
 Baraboo (2)
 Berlin
 Brillion
 Chippewa Falls (2)
 Clintonville
 Crystal River, Florida
 Delavan (3)
 DePere (3)
 Eagle River
 El Paso, Wisconsin
 Elroy (3)
 Evansville (3)
 Fond du Lac
 Fort Atkinson
 Fox Lake (2)
 Hartford
 Hillsboro (2)
 Hudson
 Independence, Iowa
 Jefferson (2)
 Lancaster (4)
 Marquette, Iowa
 Marshfield (2)
 Mauston (5)
 Mequon
 Merrill
 Milton
 Minonk, Wisconsin
 Monona (2)
 Monroe (2)
 New Lisbon
 New London (2)
 Niagara
 Oak Park Heights, MN
 Oconto (2)
 Pine Island, MN
 Platteville (4)
 Prairie du Chien (2)

Princeton
 Antigo (2)
 Rhinelander
 Rice Lake
 Richland Center
 South Haven, MI
 St. Croix Falls
 Sturgeon Bay (4)
 Tomah
 Verona (2)
 Washburn (2)
 Waterford
 Waukesha
 Waunakee (2)
 Waupaca
 Waupun
 Wautoma
 Wauwatosa (2)
 Weyauwega
 Whitewater

Villages

Bayside (4)
 Bellevue
 Clinton (3)
 Colfax
 Darion
 Denmark
 Elm Grove
 Ephraim
 Fox Point (2)
 Grafton
 Greendale (2)
 Hartland
 Howard (3)
 Johnson Creek (3)
 Kewaskum
 Little Chute (3)
 Maple Bluff
 New Glarus (2)
 North Fond du Lac (3)
 Oregon

Osceola
 Paddock Lake (2)
 Palmyra
 Pardeeville
 Prairie du Sac
 Pulaski
 Sherwood
 Slinger (2)
 Spring Green
 Sussex
 Thiensville (2)
 Turtle Lake (2)
 Twin Lakes
 Union Grove
 W. Milwaukee (3)
 Wind Point
 Winneconne (3)
 Whitefish Bay
 Wrightstown (3)

Towns

Beloit
 Buchanan
 Cedarburg (2)
 Clayton
 Grand Chute
 Greenville
 La Pointe
 Menasha (4)
 Rib Mountain
 Richfield
 Weston

Counties

Chippewa (3)
 Iowa
 Monroe
 Shawano
 Wabasha, MN (2)
 Polk

ATTACHMENT "C"

POSITIONS FILLED BY DENISE & WILLIAM FRUEH OF PUBLIC ADMINISTRATION ASSOCIATES, LLC (Since 7/2002)

Position	City	Pop.	Chief Elected Official		Adv. Date ICMA	No. of Applic.	Salary Range	Appointee	Salary	Start Date
			Name	Title						
Administrator	Algoma	3,400	Jan Dart	Co. Presid.	12/1/2011	23	60-70k	Tom Reynolds	66k	3/26/2012
Administrator	Oconto	4,700	Thomas Fulton	Mayor	10/15/2011	29	60-75k	Sara Perizo	70k	1/9/2012
Administrator	Town of Beloit	7,700	Rob Panik	Chair	9/15/2011	47	72-85k	Brian Wilson	72k	1/31/2012
Administrator	Colfax	1,200	Gary Stone	Vil. Pres.	2/14/2011	41	45-65k	Thomas Cogswell	55k	10/3/2011
Administrator	Shawano	8,300	Loma Maarquardt	Mayor	3/14/2011	40	75-90k	Michael Hall	80k	6/27/2011
Administrator	Clinton	2,200	Mary Jensen	Vil. Pres.	12/20/2010	60	60-80k	Brett Kline	72k	4/4/2011
Administrator	Monroe	11,000	William Ross	Mayor	8/16/2010	59	75-105k	Phillip Rath	75k	12/6/2010
Administrator	Mauston	3,800	Brian McGuire	Mayor	8/16/2010	43	65-80k	Nathan Thiel	70k	11/8/2010
General Manager	Shawano Utilities	15,000	Bob Kurkiewicz	Brd. Chm.		16	80-95k	Brian Knapp	87.5k	10/16/2010
Administrator	Wautoma	2,100	Helena Walla	Mayor	5/17/2010	43	60-70k	Ryan McCue	65k	10/1/2010
Administrator	Waupun	11,000	Jodi Stager	Mayor	4/28/2010	38	75-90k	Kyle Clark	75.679k	7/1/2010
Administrator	Polk County	42,000	Brian Beseler	Brd. Chm.	2/22/2010	46	85-100k	Dana Frey	100k	6/7/2010
Administrator	El Paso, IL	2,800	Ron Mool	Mayor	12/7/2009	54	60-75k	Tanner Fortney	62.5k	3/29/2010
City Manager	Independence, IA	6,100	Carl Scharff	Mayor	11/23/2009	58	75-90k	Steve Diers	80k	3/15/2010
Superintendent	Koshkonong	5,300	Katherine Lightfoot	Chair		23	55-70k	Erik Hanson	65k	12/14/2009
Administrator	Ashland	8,800	Edward Monroe	Mayor	6/22/2009	44	68-78k	Peter Mann	70k	9/8/2009
Administrator	Minonk, IL	2,000	William Koos	Mayor	4/27/2009	43	65-75k	Douglas Elder	70k	7/6/2009
Administrator	Lancaster	4,100	Jerry Wehrle	Mayor	3/16/2009	48	60-80k	Stephen Crane	74k	7/1/2009
Administrator	Johnson Creek	2,100	Vicki Zick	Vil. Pres.	2/2/2009	56	60-80k	Mark Johnsonud	73.5k	5/4/2009
Engineer/PWD	Jefferson	7,700	Tim Freitag	Admin.		13	61.266-82.037k	Jill Zalar	74k	3/2/2009
Administrator	Winneconne	2,520	John Rogers	Vil. Pres.	9/14/2008	20	55-70k	Steven Volkert	64k	1/6/2009
Administrator	Ephraim	353	John Cox	Vil. Pres.	9/29/2008	30	50-70k	Charity Forsch	50k	1/19/2009
Administrator	Waunakee	11,000	John Laubmeier	Vil. Pres.	9/29/2008	43	88-105k	William Barlow	87.9k	1/19/2009
Administrator	Darien	1,800	Robert Metzner	Vil. Pres.	8/15/2008	22	50-65k	Mark Dennison	50k	12/1/2008
Administrator	Sturgeon Bay	8,783	Thomas Vogele	Mayor	4/14/2008	48	60-90k	Steven McNeil	83k	8/22/2008
Administrator	Eagle River	1,512	Jeffery Hyslip	Mayor	4/28/2018	16	58k+	Joseph Laux	58k	6/15/2008
Administrator	Paddock Lake	3,200	David Buehn	Vil. Pres.	2/19/2008	37	60-75k	John Burg	63k	5/10/2008
Administrator	Wabasha Co., MN	25,000	Eugene McNallum	Chairman	10/15/2007	25	63.426-82.75k	David B. Johnson	78k	2/4/2008
Administrator	Elroy	1,800	Donald Baldwin	Mayor	9/17/2007	16	50-60k	Adam Hammatt	67.5k	1/2/2008
Administrator	Prairie du Chien	6,000	Cheryl Mader	Mayor	9/17/2007	22	65-75k	James Giltz	75k	1/2/2008
Manager	Greendale	14,100	John Hermes	Vil. Pres.	8/20/2007	31	80-95k	Todd Michaels	85k	10/16/2007
Administrator	Monona	8,100	Robb Kahl	Mayor	7/23/2007	34	80-90k	Patrick Marsh	82.5k	11/1/2007
Administrator	Clinton	2,200	Mary Jensen	Vil. Pres.	4/16/2007	21	50-70k	Phillip Rath	60k	6/13/2007
Administrator	Iowa County	24,700	Mark Masters	Brd. Chm.	4/16/2007	26	65-80k	Randy Terronez	75k	8/20/2007
Administrator	W. Milwaukee	4,200	Ronald Hayward	Vil. Pres.	3/19/2007	32	82.5k +/-	Patrick Casey	88k	8/8/2007
Manager	Platteville	10,100	Ed White	Co. Presid.	2/19/2007	33	80k-90k	David Berner	85k	6/1/2007
Administrator	Jefferson	7,700	Gary Myers	Mayor	12/25/2006	32	83k-78k	Timothy Freitag	78k	4/23/2007
Administrator	North Fond du Lac	4,800	James Moon	Vil. Pres.	12/25/2006	21	67k-72k	Alfred Vacanti	68.346k	4/9/2007
Administrator	Town/Menasha	17,200	Arden Tews	Chairman	10/30/2006	28	89.6-78.3k	Jeffrey Sturgell	69.606k	1/22/2007
Administrator	Wauwatosa	50,000	Teresa Estness	Mayor	7/24/2006	24	100k+	Jim Archembo	103k	11/15/2006
Administrator	New Glarus	2,100	Thomas Myers	Vil. Pres.	7/10/2006	28	50-65k	Nicholas Owen	55k	10/2/2006
Administrator	Kewaskum	3,700	Mathew Heiser	Vil. Pres.	4/17/2006	25	64.7-74.3k	Jay Shambeau	69.535k	8/1/2006
Administrator	Hillsboro	1,400	Alan Picha	Mayor	3/20/2006	21	50-50+k	Mark Lynch	50k	7/10/2006
Manager	Crystal River, FL	3,700	Ron Kitchen	Mayor	3/20/2006	62	70-80k	Andrew Houston	75k	6/26/2006
Administrator	Slinger	4,200	Russell Brandt	Vil. Pres.	2/20/2006	31	65-72k	Maureen Murphy	68k	6/6/2006
Administrator	Marquette, IA	500	John Ries	Mayor	1/23/2006	24	DOQ	Michael Fuksich	52k	5/1/2006
Administrator	Menill	10,150	Doug Williams	Mayor	12/26/2005	38	82-83k	Tony Chladek	74.788k	4/17/2006
Administrator	Monroe	11,000	William Ross	Mayor	12/26/2005	34	65-80k	Mark Vahlsing	77k	5/13/2006
Administrator	Weyauwega	1,900	Howard Quimby	Mayor	10/3/2005	26	48-58k	heryl Scheureman	51.821k	1/3/2006
Administrator	Prairie du Chien	6,000	Cheryl Mader	Mayor	8/22/2005	32	59-73k	Gordon Gallagher	70k	11/28/2005
Pub. Wrks Dir.	Princeton	1,500	Stacy Siedl	Mayor		17	42.5-54k	Robert Szrot	49.5k	10/10/2005
Pub. Wrks. Supr.	Weyauwega	1,900	Howard Quimby	Mayor		11	39.95-47k	Glen Simonson	44k	12/5/2005
Administrator	Town/Clayton	3,300	Arden Schroeder	Chairman	2/7/2005	31	45-60k	Craig Clark	52k	6/1/2005
Administrator	Sussex	9,500	Michael Knapp	Vil. Pres.	11/15/2004	44	62.5-78k	Evan Teich	70k	3/1/2005
Planner	Richfield	10,579	Toby Cotter	Admin.		24	47-54k	Leo Bettsge	48k	10/13/2004
Administrator	Princeton	1,500	Stacy Siedl	Mayor	8/23/2004	26	50-65k	Phillip Rath	50k	12/1/2004
Manager	Whitewater	14,000	James Allen	Co. Presid.	6/28/2004	44	65/78k	Kevin Bunner	78k	10/10/2004
Administrator	Fox Lake	1,500	Richard Klomaten	Mayor	5/31/2004	48	DOQ	William Petrocek	50k	9/13/2004
Administrator	Clinton	2,200	Dennis Nelson	Vil. Pres.	5/17/2004	30	45-65k	Scott Kluner	50k	9/1/2004
Administrator	Lancaster	4,400	Jerry Wehrle	Mayor	2/9/2004	41	50-65k	Scott Simpson	58k	6/15/2004
Utility Supr.	Horicon	3,800	Lloyd Wagner	Mayor		13	DOQ	David Magnusson	46k	5/12/2004
Administrator	Wabasha Co., MN	25,000	Pete Reister	Chairman	2/9/2004	36	58.3-67.6k	Peter Boyce	65.62k	5/24/2004
Engineer	Wabasha Co., MN	25,000	Pete Reister	Chairman		5	55.22-64.02k	David Shanahan	55.224k	4/15/2004
Fire Chief	Town/Grand Chute	19,500	Mark Roloff	Admin.	11/26/2003	49	DOQ	Todd Farley	62.795k	4/26/2004
Administrator	Paddock Lake	3,200	David Bushn	Vil. Pres.	10/20/2003	51	50-65k	Ernest Mooney	60k	4/5/2004
Manager	Platteville	10,100	Dorothy Genthe	Mayor	4/21/2003	46	60-65k	Lon Pluckhahn	64k	8/8/2003
Administrator	Winneconne	2,500	John Rogers	Vil. Pres.	3/24/2003	29	45-55k	Steve McNeil	55k	6/25/2003
Administrator	Bellevue	13,000	Robert Staigue	Vil. Pres.	12/30/2002	55	65-75k	Randell Friday	65k	4/14/2003
Administrator	Oak Park Heights	4,000	David Beaudet	Mayor	12/2/2002	77	70k +or-	Eric Johnson	71.3k	4/15/2003
Administrator	Hillsboro	1,400	Greg Kubanski	Mayor	8/28/2002	20	40-50+k	Larry Bierke	43k	11/18/2002
Administrator	Town/Rib Mt.	7,500	Ray Heiser	Town Chm.	8/28/2002	49	50-62k	Gayleen Nash	52k	12/2/2002
Administrator	Adams	1,900	Ken Rommel	Mayor	7/29/2002	28	42-52k	Robert Ellisor	49k	10/1/2002

Attachment: 2012 Proposal for the Recruitment of DOAS Position (6160 : Discuss Selection Process for Replacement of DOAS upon

ATTACHMENT "D"**EXECUTIVE SUMMARY**

Reasons for engaging Public Administration Associates, LLC, for this recruitment are:

THE MOST QUALIFIED

- Over 100 years combined experience in municipal government by three partners
- Life Members of Wisconsin City/County Management and International City Management Associations
- Partner William Frueh has over 32 years experience as a City Manager

THE MOST EXPERIENCED

- Placed 192 Administrators/Managers
- Have extensive referenced files on over 600 possible candidates
- Know the possible candidates-can encourage possible candidates

THE BEST PROCESS

- Solicitation includes all possible media plus six schools of Public Administration
- An analysis is prepared on all applicants to ease your review and analysis
- Videos are used to assist in semi-finalist to finalist determination
- An alternate group is used to give opinions of strengths/weaknesses of finalists
- At your direction, we prepare and negotiate Employment Agreement with selected person
- We stay in touch long after the process is over-we feel we have a stake in the ultimate success of the selection

WE HAVE A RECORD OF ENTHUSIASTIC APPROVAL

- Please contact any of our previous clients or references to verify

**A PROPOSAL SUBMITTED TO THE CITY OF ANTIGO, WI
FOR THE RECRUITMENT OF THE POSITION OF
DIRECTOR OF ADMINISTRATIVE SERVICES**

This proposal describes the activities to be performed by Public Administration Associates, acting as a consultant for the City of Antigo, in the recruitment and selection of a Director of Administrative Services. It also lists the cost of these services and suggests time frame schedules for the process.

The recruitment process outlined below has been designed to recruit the most qualified candidates for consideration for appointment to the position.

- 1. Work with the Mayor and City Council to identify the attributes that are essential to the satisfactory performance of the position.**
- 2. Assist the City in the preparation and placement of advertisements for the position; (Typically, we place advertisements on the internet, the State League publications, the International and State City/County Management Associations, the Public Administration Associates website, six institutions of higher learning that offer Master Degrees in Public Administration and locally, if desired by the City)**
- 3. Receive and review returned application packets, prepare mini-resumes on each candidate, acknowledge receipt of applications and sort into appropriate categories;**
- 4. Review applications with the Mayor and City Council for selection of semi-finalists (probably 8 to 10);**
- 5. Contact semi-finalists, secure a 6-minute video interview and conduct background reference checks on each semifinalist;**
- 6. Review reference summaries and video interviews of semi-finalists with the Mayor and City Council for selection of candidates to be interviewed (probably 3 to 5);**
- 7. Work with the Mayor and City Council, City Staff, and candidates to arrange interviews;**
- 8. Assist in the interview process, including arranging the schedule, coordinating plans with candidates, providing sample interview questions, observing the interviews, facilitating the selection of the first choice, and generally seeing that the interviews run smoothly;**
- 9. Review and make recommendations on the Employment Agreement and provide negotiation assistance by conveying terms to and from the candidate selected until agreement is reached;**
- 10. Prepare communications thanking all applicants and notifying them of the final result.**

Cost

The project costs for professional services will be \$7,000 plus reimbursement of actual out-of-pocket expenses such as postage, copying, long distance phone calls, mileage, and other miscellaneous items, which are estimated to be in the range of \$400 to \$700, exclusive of any advertising costs.

PAA is sensitive to the pressures faced by local governments to contain costs. As such, we will work with you to ensure that the recruitment is conducted in a cost-effective manner. **We only submit our invoice after the chosen individual and the City execute the Employment Agreement, thus completing the project. No interim payments are billed.**

Time Schedule

The process can proceed at a pace approved by the Mayor and City Council. However, once it has been started it is important to proceed in an expeditious manner. The following is a suggested schedule.

<u>Week</u>	<u>Action</u>
Week 1	Prepare and Place Advertisements with the International City/County Management Association, Wisconsin League of Municipalities, on the Internet and other venues.
Week 5	Closing Date for applicants.
Week 6	Meet with the Mayor and City Council to review applicants and select semi-finalists.
Week 8	Meet with the Mayor and City Council to review semi-finalists and select finalists.
Week 9	Interview finalists, select first choice, and authorize consultant to negotiate terms with designee.
Week 10	Make offer and adopt employment agreement in open session (knowing that it will be accepted).
Week 14	New Director of Administrative Services arrives (assuming that the designee must give approximately one month's notice in present position).

Signed: Walter D. Furell
Partner, Public Administration Associates

Dated: 5/14/2012

Accepted: _____
City of Antigo

Dated: _____

