

City of Abbotsford

City of Abbotsford

PO Box 589, 203 N. First Street, Abbotsford, WI 54405

City Hall (715) 223-3444

Fax (715) 223-8891

AGENDA FOR THE SPECIAL COUNCIL MEETING TO BE HELD JUNE 18, 2018 AT 5:30 PM

IN THE COUNCIL CHAMBERS OF THE ABBOTSFORD CITY HALL
203 NORTH FIRST STREET, ABBOTSFORD WI

All items listed will be brought before the Abbotsford City Council for discussion and possible approval.

1. Call the special meeting to order
 - a. Roll call
 - b. Pledge of Allegiance
2. Comments by the Mayor
3. Comments by the Public
4. Consideration of motion to adjourn into closed session pursuant to Section 19.85(1) (e), Wis. Stats. for the purpose of deliberation or discussion of the expenditure of public funds which for competitive reason requires a closed session, including discussion regarding hiring City Deputy Clerk/Treasurer position.
5. The Council may reconvene into open session to take any action deemed necessary as a result of the closed session discussions.
6. Considerations before the Council
 - a. Discuss/approve PAA Proposal for the Recruitment of the Position of City Administrator Clerk/Treasurer.
 - b. Discuss/approve PAA Administrator Clerk Treasurer Assessment.
 - c. Discuss/approve Adding Louella Luedtke to Abbybank, Nicolet, and Forward Financial signature cards.
 - d. Discuss/approve Development Agreement Waldinger TIF 5
 - e. Discuss/approve changes to Fence Ordinance pertaining to neighbor fence agreements
 - f. Discuss/approve liquor license renewal
 - CAP OPERATIONS dba HOLIDAY
7. Set additional committee meetings on the calendar
8. Adjourn

The Recruitment for the Position of City Administrator Clerk/Treasurer

Abbotsford, Wisconsin

Submitted to City of Abbotsford

June 2018

Contact Person:

Duane A. Gau, Associate
Public Administration Associates, LLC
5805 Pine Terrance
Weston, WI 54476
608-345-8790
d.gau48@hotmail.com
www.public-administration.com



Public Administration Associates, LLC

References from Recent Municipal Administrator or Department Head Searches (2017-2018)

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

Cam Clapper, City Manager, City of Whitewater, Phone 651-321-0992

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

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

Angela Gorall, Former Administrator-Bellevue, City of Woodbury, MN, Phone 651-714-3500

Jon Hochkammer, Former Mayor, City of Verona, Wisconsin Phone: 608-225-3024 (C)

Andrea Jerrick, Assistant County Administrator, Polk County, 715-485-9123 (O)

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

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

Mark Rohloff, City Manager, City of Oshkosh, Wisconsin Phone: 920-236-5000 (O)

Harley Reabe, 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)

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

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



Public Administration Associates, LLC

ABBOTSFROD, WISCONSIN FOR THE RECRUITMENT OF THE POSITION OF CITY ADMINISTRATOR/CLERK/TREASURER

Project Consultants

Duane Gau will be the lead person on the project. He will serve as the lead consultant for PAA and will be responsible for all formal contacts with the City. He will attend all meetings with the Mayor and assigned City Council members in the design and implementation of the recruitment and selection process. Gau and PAA President Kevin Brunner will both conduct background and reference checks, in part to provide a means of verifying responses. They will also serve as the contacts with the selected semi-finalists and finalists and, subject to the City's instructions, will negotiate the employment agreement with the selected candidate.

PAA Objectives and Approach to an 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 City.

Appropriate communications shall be maintained with the Mayor and members of the City Council throughout the process by on-site meetings, email and, if necessary, phone calls.

Our philosophy is that while we certainly review applicants carefully, it is not our role to actually select candidates. We fully recognize that the final decision rests with the Mayor and City Council.

Finally, we believe that the process should be conducted in a planned, deliberate, and timely fashion. Specific preferences of the Mayor and members of the City Council will be accommodated in the design of the process and as necessary throughout the process.

Outline of Process

This proposal describes the activities to be performed by Public Administration Associates, LLC, acting as consultants for Abbotsford in the recruitment and selection of a new City Administrator/Clerk/Treasurer.

Activities to be performed by Consultants:

1. Communicate with the Mayor and member of the City Council as appropriate to discuss the most important qualifications and personal characteristics desired in the Administrator/Clerk/Treasurer. We will gain an understanding of the position and review the job description. We will jointly determine recruitment procedures and the interview and selection process, and determine the time schedule;

[This is important in reviewing the current position and establishing the qualities that the Mayor and City Council desire in the Administrator/Clerk/Treasurer and to determine the recruitment procedures and schedule.]

2. On the basis of these discussions, prepare the position advertisements;

[The position profile will be available on-line and distributed to persons who may be interested in the position.]

3. Place advertisements in appropriate publications and on-line sources, (International City/County Management Association Newsletter and on-line, and the League of Wisconsin Municipalities on-line, Strategic Government Resources, (a national local government recruitment site), Wisconsin and Illinois City/County Management Association Newsletters and on-line, six schools of Public Administration throughout the United States); contact and encourage personally known Administrators to apply;

[This will be a national search. The ICMA Newsletter and on-line venues are the premier channels for reaching qualified Administrators across the nation.]

4. Receive applications and acknowledge receipt;

5. Review applications, prepare a “mini-resume” on each applicant and sort into appropriate categories (“qualified”, “wild card”, and “not qualified”);

[The initial sorting of applicants is made on the basis of type of experience, quality of experience, education, and any other characteristics that may be relevant.]

6. Review applications with the Mayor and some members of the City Council for selection of semi-finalists (8-10);

[The Mayor and assigned members of the City Council review the sorted applications with the focus being on the applicants in the “qualified”, and “wild card” categories. The Mayor and City Council select those applicants about whom it wants more information. Typically, 8 to 10 applicants are selected as semi-finalists.]

7. Contact semi-finalists; conduct background and reference checks; prepare semi-finalist candidate reference report summaries;

[This is the most important and time-consuming part of the search process. Semi-finalists must supply references that are elected officials and staff members 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 areas of improvement. This information is critical in evaluating the candidates.]

8. Review semi-finalists with the Mayor and City Council for selection of candidates to be interviewed;

[The Mayor and City Council review the profiles developed from the reference/background information. They then select three to five candidates as finalists to be interviewed. We typically recommend four finalists. At this stage, all of the candidates should be technically qualified to serve as the City Administrator/Clerk/Treasurer. The primary value of the interview is to determine the “fit” with the Mayor, City Council and staff.]

9. Work with the Mayor and City Council and candidates to arrange on-site, final interviews; conduct criminality, drivers checks and verify the educational attainments claimed by the finalist candidates.

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 recommends a two-day process for Abbotsford. The Mayor and City Council host a social gathering with the finalists simply to get acquainted and to talk informally on the evening prior to the formal interviews. PAA has also conducted variations to this type of social gathering that have included a public forum where citizens and staff can attend and ask questions of the candidates or a “speed dating” type of event where the finalists go from table to table to introduce themselves and answer questions from those gathered (this has included citizens, appointed committee members, staff and/or Council members). How exactly this social gathering to get to know the candidates is structured is totally dependent on what the City is most comfortable with.

On the second day, the Mayor and City Council interview each candidate. Each candidate typically goes through 4 stages: (1) formal interview with the Mayor and City Council, (2) a tour of the City and municipal facilities, (3) meeting with department heads and senior staff, (4) a writing exercise to determine writing skills.

The meetings with the department heads are important for the candidates and the department heads. Although this group does not make the decision on the selection of the new City Administrator/Clerk/Treasurer, each of them is asked to comment, without ranking or comparison, on the candidates as further information for the Mayor and City Council to consider.]

11. Convey terms to and from the candidate selected until agreement is reached;

[The Mayor and City Council will meet after the interviews to select their choice for City Administrator/Clerk/Treasurer. They instruct the consultant to begin discussions with the desired candidate. The use of a third party negotiator is very helpful in the process in reconciling differences between the City and the candidate. When an employment agreement has been prepared, the consultant informs the Mayor and City Council that if they make an offer on the basis of the agreement, the offer will be accepted.]

12. After acceptance of the Employment Agreement by the Mayor and City Council and the designated candidate, the consultant will thank all applicants and notify them of the final result.

Cost

The project costs for professional services will be \$75.00/hr. plus reimbursement of actual out-of-pocket expenses such as mileage, overnight lodging (if necessary), copying and other miscellaneous items, which are estimated to be in the range of \$700 to \$800. Advertising costs are expected to be in the range of \$600 to \$700, depending on the venues selected. The total cost will reflect the fee for hourly rate plus actual out-of-pocket expenses and 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 man

Time Schedule

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

<u>Week</u>	<u>Action</u>
Week 1	Meet or communicate with Mayor and assigned members of the City Council and to accomplish tasks identified in Activities 1 & 2.
Week 2	Prepare and Place Advertisements with the International City/County Management Association, Illinois and Wisconsin City and County Management Associations, League of Wisconsin Municipalities, and other venues as identified in this proposal.
Week 5	Closing Date for applicants.
Week 6	Meet with the Mayor and assigned members of the City Council and Mayor to review applicants and select semi-finalists.
Week 9	Meet with the full City Council and Mayor to review semi-finalists and select finalists.
Week 11	Interview finalists, select first choice, and authorize consultant to negotiate terms with designee.
Week 12	Make offer and adopt employment agreement in open session (knowing that it will be accepted).
Week 16	New City Administrator/Clerk/Treasurer arrives in Abbotsford (assuming that the designee must give approximately one month's notice in present position)

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

Signed: *Kevin M. Brunner*
Owner, Public Administration Associates

Dated: June 11, 2018

Accepted: _____
Abbotsford, Wisconsin

Dated: _____

Manager/Administrator Searches Conducted

Public Administration Associates, LLC

State of Wisconsin (unless otherwise noted) (Updated 6/11/2018) Municipalities & Counties

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

Cities

Adams (2)
Algoma
Antigo (3)
Ashland (2)
Baraboo (2)
Berlin
Brillion
Chippewa Falls (2)
Clintonville
Columbus
Crystal River, FL
Delavan (3)
DePere (3)
Durand
Eagle River
El Paso, Illinois
Elroy (3)
Evansville (3)
Fond du Lac
Fort Atkinson
Fox Lake (2)
Geneseo, IL
Hartford
Hillsboro (2)
Hudson
Independence, IA
Jefferson (2)
Kewaunee
Lancaster (5)
Marquette, Iowa
Marshfield (2)
Mauston (6)
Marinette
Menasha
Mequon
Merrill
Milton
Minonk, IL (3)
Monona (2)
Monroe (2)
New Lisbon
New London (2)
Niagara
Oak Park Heights, MN
Oconto (2)
Pine Island, MN
Platteville (5)
Portage

Prairie du Chien (2)
Princeton
Reedsburg (2)
Rhineland (3)
Rice Lake
Richland Center
Shawano
South Haven, MI
St. Croix Falls
St. Francis
Sturgeon Bay (4)
Rhineland (4)
Tomah
Verona (5)
Washburn (2)
Waterford
Waukesha
Waupaca
Waupun
Wautoma (2)
Wauwatosa (2)
Weyauwega (2)
Whitewater (2)

Villages

Allouez
Bayside (4)
Belleville
Bellevue
Clinton (3)
Cross Plains
Colfax
Darlen
Denmark (2)
Edgar
Elm Grove
Ephraim
Fox Point (4)
Germantown
Grafton (2)
Greendale (2)
Hales Corners
Hartland (2)
Howard (3)
Johnson Creek (4)
Kewaskum
Little Chute (4)
Maple Bluff
Marshall
McFarland (2)

Mukwonago
New Glarus (2)
North Fond du Lac (4)
Oregon
Osceola
Paddock Lake (2)
Palmyra
Pardeeville
Prairie du Sac
Pulaski
Sherwood
Slinger (2)
Spring Green
Sussex
Thiensville (2)
Turtle Lake (2)
Twin Lakes (2)
Union Grove
Waunakee (2)
W. Milwaukee (3)
Wind Point (2)
Winneconne (4)
Whitefish Bay (2)
Wrightstown (3)

Towns

Algoma (2)
Beloit
Buchanan (3)
Cedarburg (2)
Clayton
Grand Chute
Greenville
La Pointe
Lawrence
Menasha (4)
Rib Mountain
Richfield (2)
Weston

Counties

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

EXECUTIVE SUMMARY

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

THE MOST QUALIFIED

- Over 190 years combined experience in municipal government by four partners
 - Life Members of Wisconsin City/County Management and International City/County Management Associations
 - Duane Gau and Kevin Brunner combined have over 60 years of municipal management experience

THE MOST EXPERIENCED

- PAA has recruited over 240 Administrator/Managers
- Have extensive referenced files on over 900 possible candidates
- Know the possible candidates-can encourage possible candidates to apply

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
- An alternate group is used to give opinions of strengths/weaknesses of finalists
- At your direction, we prepare and negotiate Employment Agreement with the selected individual

WE HAVE A RECORD OF ENTHUSIASTIC APPROVAL

- Please contact any of our previous clients or references to verify
- Public Administration Associates has many repeat clients



Public Administration Associates, LLC

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 Weston WI 54476
 608.345.8795
 Dgau48@hotmail.com
 public-administration.com

City of Abbotsford Councilmember-Administrator /Clerk/Treasurer Assessment

Please indicate your assessment of the **five most important** areas of experience and personal qualities that the new Administrator/Clerk/Treasurer should possess.

Experience in Certain Municipal Functions: (indicate the five most important ranking with one (1) as most important and five (5) as least important of the five identified)

- _____ Budget Development and Debt Financing
- _____ Capital Improvement Planning and Execution
- _____ Commercial Development/Redevelopment
- _____ Community Planning (incl. Land Use and Zoning)
- _____ Community Marketing
- _____ Contract/Project Management
- _____ Elections Administration
- _____ Governmental Accounting
- _____ Grant Writing (County, State and Federal)
- _____ Industrial Development/Redevelopment
- _____ Human Resources (Pay, Performance and General Personnel Management)
- _____ Information Technology/Social Media
- _____ Managing Public Safety (Fire and Police)
- _____ Neighborhood Revitalization
- _____ Parks Management
- _____ Public Works and Engineering Management
- _____ Statutory Clerk
- _____ Statutory Treasurer
- _____ Tax Incremental Financing
- _____ A Verifiable Record of Community Accomplishments in Past Employment
- _____ Other _____

Personal Qualities: (indicate the five most important ranking with one (1) as most important and five (5) as least important of the five identified)

- _____ Collaborative Style in Carrying out Governing Body Policies
- _____ Dynamic Leadership Skills
- _____ History of Stable Tenures in Other Municipalities
- _____ Innovative (thinks outside the box)
- _____ Integrity
- _____ Open and Positive Communication Skills (Public Marketing and Relations)

- _____ Strong Work Ethic (Commitment to Public Service)
- _____ Team Builder and Leader in Addressing Community Issues/Problems
- _____ Vision
- _____ Works Harmoniously with Elected Officials (including other governmental entities)
- _____ Other _____

Thank you for your input! This assessment tool will be used in developing the position announcement for the Administrator Clerk/Treasurer and the position profile that will be used in the recruitment phase. Please return to Duane Gau, Public Administration Associates, LLC at dgau48@hotmail.com as soon as possible. Or drop of at City Hall office attention Duane Gau.

City of Abbotsford

PO Box 589, 203 N. First Street, Abbotsford, WI 54405

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Fax (715) 223-8891

Developers Agreement Waldinger TIF 5

Section 3.3 Personal Guarantee (a)

2. Pay tax increment shortfall payment, which shall be the difference between the sum of eighteen thousand, four hundred and twenty-nine and no/100th dollars (\$18,429.00) and the actual tax increment generated and payable in 2018. Tax increment shortfall payments shall be paid concurrently with property taxes due and owing on the Property.

CITY OF ABBOTSFORD																
TIF 5 - DEVELOPERS AGREEMENT																
	LAND	IMP	TOTAL ASSESSED		INCREMENT	MIL RATE	TAX INCREMENT	CUMULATIVE TAX								
2009	127,500.00	938,200.00	1,065,700.00													
2010	127,500.00	1,025,800.00	1,153,300.00		87,600.00	21.34	1,869.38	1,869.38								
2011	127,500.00	1,025,800.00	1,153,300.00		87,600.00	22.44	1,965.74	3,835.13								
2012	127,500.00	1,025,800.00	1,153,300.00		87,600.00	22.33	1,956.11	5,791.24								
2013	127,500.00	1,025,800.00	1,153,300.00		87,600.00	23.54	2,062.10	7,853.34								
2014	127,500.00	1,025,800.00	1,153,300.00		87,600.00	23.53	2,061.23	9,914.57								
2015	127,500.00	1,025,800.00	1,153,300.00		87,600.00	23.37	2,047.21	11,961.78								
2016	127,500.00	1,025,800.00	1,153,300.00		87,600.00	21.41	1,875.52	13,837.30								
2017	127,500.00	1,025,800.00	1,153,300.00		87,600.00	25.04	2,193.50	16,030.80								
2018	127,500.00	1,025,800.00	1,153,300.00		87,600.00	25.04	2,193.50	18,224.30								
2019	127,500.00	1,025,800.00	1,153,300.00		87,600.00	25.04	2,193.50	20,417.81								
2020	127,500.00	1,025,800.00	1,153,300.00		87,600.00	25.04	2,193.50	22,611.31								
2021	127,500.00	1,025,800.00	1,153,300.00		87,600.00	25.04	2,193.50	24,804.82								FUTURE
2022	127,500.00	1,025,800.00	1,153,300.00		87,600.00	25.04	2,193.50	26,998.32								
2023	127,500.00	1,025,800.00	1,153,300.00		87,600.00	25.04	2,193.50	29,191.82								
2024	127,500.00	1,025,800.00	1,153,300.00		87,600.00	25.04	2,193.50	31,385.33								
2025	127,500.00	1,025,800.00	1,153,300.00		87,600.00	25.04	2,193.50	33,578.83								
2026	127,500.00	1,025,800.00	1,153,300.00		87,600.00	25.04	2,193.50	35,772.34								
2027	127,500.00	1,025,800.00	1,153,300.00		87,600.00	25.04	2,193.50	37,965.84								
* ASSUMES NO FURTHER DEVELOPMENT																

Note: The mill rate for 2018 payable taxes will be set this year and it is the same as last year mill rate there would be a \$204.70 difference. However, if the mill rate increases there may not be a shortfall.