



Bargaining Committee Agenda

April 13, 2016
3:30 p.m.

BARGAINING COMMITTEE AGENDA

1. Call to Order
2. Minute Approval
 - April 6, 2016 - [Bargaining Minutes 04-06-2016](#)
3. Discussion and Action Items:
 - Salary Range for City Administrator
 - Review of Proposal and Scope of Services with representatives of Public Administration Associates, LLC re: City Administrator Search - [St.FrancisProposal16](#)
4. Adjourn

PUBLIC NOTICE

Upon reasonable notice, a good faith effort will be made to accommodate the needs of individuals to participate in public hearings, which have a qualifying disability under the Americans with Disabilities Act. Requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the St. Francis City Clerk at 481-2300 Extension #4305. The meeting room is wheelchair accessible from the east and west entrances.

NOTE: There is a potential that a quorum of the Common Council may be present.

**MINUTES OF THE BARGAINING COMMITTEE MEETING HELD
APRIL 6, 2016**

Present: Alderpersons Fliss, Brickner and Wattawa

Also Present: City Clerk/Treasurer Uecker, City Attorney Alexy, City Engineer Dejewski, Chief Lockwood, Alderwoman Bostedt, Alderman McSweeney, Alderman Klug, Mayor St. Marie-Carls and interested citizens

Chairwoman Fliss called the meeting to order at 6:02 p.m.

Moved by Alderman Wattawa, seconded by Alderman Brickner to place on file the minutes of the Bargaining Committee meeting held March 9, 2016. Motion carried.

Moved by Alderwoman Fliss, seconded by Alderman Wattawa to place on file with reference in the minutes the correspondence dated March 25, 2016 from Tim Rhode regarding resignation as City Administrator and to accept his resignation. Motion carried.

Discussion was then held regarding the replacement of the City Administrator position. City Administrator Rhode prepared a memo for the Committee for review. A sample job ad was also included. Also discussed was the salary range – what do surrounding communities pay; will the City need to raise the range. The sample ad lists 3 to 5 years municipal experience and should the word “minimum” be inserted?

Alderwoman Fliss handed out information to the Committee members regarding three different search firms. She reviewed each of them (GovHR; Springstead and PAA) as well as the proposal costs. Mayor St. Marie-Carls stated that she has a search committee formed and wants the committee to be involved, even with a firm being used. Alderwoman Fliss felt that the Council should decide which firm to use and that using one would expedite the process. Mayor St. Marie-Carls explained how UW-Parkside does searches and had the information available for her search committee members. Alderwoman Bostedt interjected that the Bargaining Committee would set the criteria for the position. Alderwoman Fliss also said that if the Council would go with the proposal from PAA, it would cost about \$8000 – which, considering the City will have a gap between the current Administrator leaving and the new one starting, would be covered in the wages not paid out. Alderman Klug felt that this is a small investment for an objective opinion. Alderman McSweeney agreed that it would also be the fastest timeline. Alderman Wattawa questioned at what point would the Mayor’s committee be involved. Mayor St. Marie-Carls responded that she would like the citizens to be infused in the process.

Moved by Alderwoman Fliss, seconded by Alderwoman Bostedt to recommend to the Common Council to use PAA, LLC for the search for the City Administrator with the guidance of the Bargaining Committee. Motion carried.

Moved by Alderwoman Fliss, seconded by Alderman Wattawa to concur with the City Clerk’s recommendation for the Clerk II position and to set the starting salary at \$34,000. Motion carried.

Moved by Alderwoman Fliss, seconded by Alderman Wattawa to adjourn. Motion carried.

Time: 6:37 p.m.

Proposal for:

**The Recruitment for the Position of
City Administrator**

St. Francis, Wisconsin

Submitted to St. Francis

April 6, 2016

Contact Person:

*Kevin M. Brunner, Associate
Public Administration Associates, LLC
1155 W. South Street
Whitewater, WI 53190
262-903-9509
Fax 801-659-8673
brunner_kevin@yahoo.com
www.public-administration.com*



PAA *Public Administration Associates, LLC*

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Email: paassoc@northnet.net
www.public-administration.com*

April 5, 2016

Ms. Ann Uecker
Clerk/Treasurer
City of St. Francis
3400 E. Howard Avenue
St. Francis WI 54501

Dear Ann:

In response to our phone discussion earlier today, I am herewith submitting our proposal to assist St. Francis in the recruitment of a City Administrator. What follows is information about our company and the assistance that we would bring, if desired. Please feel free to visit our website at www.public-administration.com.

Public Administration Associates is dedicated to encouraging professional municipal administration and to assist local governments in that endeavor. Bill and Denise Frueh as well as Dr. Stephen Hintz formed Public Administration Associates in 1998. A description of our company and the benefits it has to offer governmental entities is included as Attachment "A". While all three partners will be available to assist in this recruitment effort, I will serve as the lead person for this project. I may be assisted from time to time by one of our new Associates, Mr. Art Osten Jr, who has over 30 years of municipal management experience, principally in Illinois.

I am also enclosing a list showing the municipalities we have assisted in their executive searches in Attachment "B". Together, we have assisted over 225 communities and counties in their searches for new Administrators. As a result of that extensive experience, we have over 800 detailed reference files of potential candidates. I personally just completed the administrator search for a new administrator for the Village of Belleville in Dane County and also recently assisted on the searches for the cities of Monona and Platteville. As a reference on a recent project, I would encourage you to contact Belleville Village President Roger Hillebrand (608-220-7643).

The partners have many years of leadership experience in the International City/County Management Association and the Wisconsin City/County Management Association. I am a Life Member of both organizations. I am a former President of the Wisconsin City/County Management Association and have been an active member for the past 33 years. Partner Stephen Hintz was the Secretariat-Coordinator of that group for twenty years. 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.

The list of governmental entities that Public Administration Associates have conducted executive searches for is quite extensive; over 125 since 1996.

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

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

At no additional cost to the county, 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.

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

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

We are currently assisting the Villages of Grafton and Verona for their vacant administrator positions. Perhaps some of the better applicants from these searches can also be encouraged to apply for the St. Francis position.

Please call if I can answer any questions or concerns you may have regarding this proposal.

Thank you for your consideration.

Sincerely,

Kevin M. Brunner

Kevin M. Brunner, Associate
Public Administration Associates, LLC

**A PROPOSAL SUBMITTED TO ST.FRANCIS, WISCONSIN
FOR THE RECRUITMENT OF THE POSITION OF
CITY ADMINISTRATOR**

Project Consultants

Kevin Brunner 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 City Council in the design and implementation of the recruitment and selection process. Brunner and Art Osten 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 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 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 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 St. Francis in the recruitment and selection of a new City Administrator.

Activities to be performed by Consultants:

1. Communicate with the Mayor and City Council as appropriate to discuss the most important qualifications and personal characteristics desired in the City Administrator. 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 City Administrator 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 bases of type of experience, quality of experience, education, and any other characteristics that may be relevant.]

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

[The Mayor and City Council reviews the sorted applications with the focus being on the applicants in the “qualified”, and “wild card” categories. The Mayor and City Council selects 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; arrange for video presentations;

[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. In addition, each semi-finalist prepares a short video in response to a series of questions.]

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 and review the videos. 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. The primary value of the interview is to determine the “fit” with the Mayor and 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. The Mayor and City Council hosts a social gathering with the finalists simply to get acquainted and to talk informally on the evening prior to the formal interviews.]

On the second day, the Mayor and City Council interviews each candidate. Each candidate goes through 4 stages: (1) formal interview with the Mayor and City Council, (2) a tour of the city facilities, (3) meet 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, each of them is asked to comment, without ranking or comparison, on the candidates as further evidence 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. 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 \$8,000 plus reimbursement of actual out-of-pocket expenses such as copying, long distance phone calls, mileage, and other miscellaneous items, which are estimated to be in the range of \$400 to \$600. Advertising costs are expected to be in the range of \$600 to \$800, depending on the venues selected. The total cost will reflect the fee for professional services 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 manner. We only submit our invoice after the chosen individual and the City executes the Employment Agreement, thus completing the project. No interim payments are billed.

Guarantee

In the unlikely event that none of the finalist candidates are chosen, we will continue the search on your behalf at no added cost beyond direct expenses. In addition, if within a year of employment the City Administrator resigns or is dismissed for cause, we will conduct another search for direct expense only. There will be no charge for professional services.

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	Meet or communicate with Mayor and City Council and staff to accomplish tasks identified in Activities 1 & 2.
Week 2	Prepare and Place Advertisements with the International City/County Management Association, Wisconsin Counties Association, Wisconsin League of Municipalities, on the Internet and other venues.
Week 6	Closing Date for applicants.
Week 7	Meet with the Mayor and City Council to review applicants and select semi-finalists.
Week 9	Meet with the Mayor and City Council 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 arrives (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: William D. Frueh
Partner, Public Administration Associates

Dated: April 6, 2016

Accepted: _____
St. Francis, Wisconsin

Dated: _____

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.



Associate Kevin Brunner has over thirty two years of experience in serving Wisconsin local governments. He served as manager /administrator in Saukville, Monona, De Pere and Whitewater and also worked as an assistant Administrator for the city of Appleton and Kenosha County. He recently retired from public service after serving as Director of Central Services/Public Works for Walworth County. He was the recipient of the 2007 Wisconsin City/County Manager of the Year and 2012 Service Innovation awards, both from the Wisconsin City and County Management Association (WCMA). Brunner is a past president of the WCMA and served on the League of Wisconsin Municipalities and Alliance of Cities Boards of Directors. He is a MPA graduate of Michigan State University and the University of Virginia Senior Executive Institute.

Associate Art Osten Jr. has over thirty years serving Illinois and Texas local governments. He has recently served as Interim Manager in Indian Head Park, Oak Brook, and Shorewood, Illinois and was the Administrator of Fox River Grove and Oswego, Illinois as well as Assistant Manager in Brookfield, Illinois. He began his local government management career in Texas serving as Administrative Assistant for the North Central Texas Council of Governments and for the City of Plano. A longtime member of both the International City/County Management Association (ICMA) and the Illinois City/County Management Association (ILCMA), Osten was the author of the article "A Guide to Better Recruiting" in ICMA's March 2014 issue of PM magazine. A graduate of the University of Wisconsin-Madison, he has master's degrees in both Public Policy/Administration and Urban and Regional Studies.

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

During the past 18 years, the partners have been responsible for the recruitment of more than 200 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. We believe we provide a wider level of services in the recruitment process than our competitors at a substantially lower cost.

Many times prospective clients consider our proposal with the thought that the lesser quoted cost reflects a substandard product. We believe that any fair comparison will reveal that our proposal reflects a far superior product at a reduced cost to our clients.

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

ATTACHMENT “B”

Manager/Administrator Searches Conducted Public Administration Associates, LLC

State of Wisconsin (unless otherwise noted) (Updated 4/1/2016) 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)
Lancaster (4)
Marquette, Iowa
Marshfield (2)

Mauston (5)
Mequon
Merrill
Milton
Minonk, IL (2)
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(2)
Rice Lake
Richland Center
Shawano
South Haven, MI
St. Croix Falls
Sturgeon Bay(4)
Rhineland (4)
Tomah
Verona (4)
Washburn (2)
Waterford
Waukesha
Waupaca
Waupun
Wautoma (2)
Wauwatosa (2)
Weyauwega (2)
Whitewater(2)

Villages

Allouez
Bayside (4)
Belleville
Bellevue
Clinton (3)
Colfax
Darien
Denmark(2)
Edgar
Elm Grove
Ephraim
Fox Point (4)
Grafton

Greendale (2)
Hartland (2)
Howard (3)
Johnson Creek (3)
Kewaskum
Little Chute (4)
Maple Bluff
McFarland
Mukwonago
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 (2)
Union Grove
Waunakee (2)
W. Milwaukee (3)
Wind Point (2)
Winneconne (4)
Whitefish Bay (2)
Wrightstown (3)

Towns

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

Counties

Chippewa (3)
Iowa
Monroe
Polk
Shawano

ATTACHMENT “C”

EXECUTIVE SUMMARY

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

THE MOST QUALIFIED

- Over 160 years combined experience in municipal government by three partners
- Life Members of Wisconsin City/County Management and International City/County Management Associations
 - Partner William Frueh has over 32 years’ experience as a City Manager and Associates Kevin Brunner (33 years) and Art Osten Jr (32 years) have similar experience in managing municipalities in Wisconsin and Illinois respectively

THE MOST EXPERIENCED

- PAA has recruited over 225 Administrator/Managers
- Have extensive referenced files on over 800 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 selected person

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