

Joseph
Tillmann
Chairperson



Ken Neumann
Aldersperson

Kim Olson
Aldersperson

**CITY OF MAYVILLE FINANCE
SPECIAL MEETING AGENDA
MONDAY, DECEMBER 11, 2023 6:00 PM –
CITY HALL
15 S SCHOOL ST**

I. CALL TO ORDER AND ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. IV. CITIZEN COMMENTS

Citizen Comments are to be kept to a maximum of five minutes per speaker unless the chairperson allows an extension of time. Each citizen is to make comments at the podium after stating name and address. Each citizen may comment only one time per public hearing / meeting.

V. ITEMS OF DISCUSSION/POSSIBLE ACTION

1. Discuss with Possible Action-Approval of the new quote from Public Administration Associates for the City Administrator and City Clerk positions
2. Discuss with Possible Action- The Bonus for Nichole DeBaker for hours worked from June through December 2023 assisting City Hall.
3. Discuss with Possible Action-Approval for the eScribe quote from James Coulen from eScribe Meetings
4. Discuss with Possible Action-Payment to DPI for the printing, folding and stuffing of the 2023 Tax statements and inserts.
5. Discuss with Possible Action-Approval of the updated quote for the Phone System from WiseGuy IT LLC.
6. Discuss with Possible Action-Hiring Amanda Laubenstein as Interim Deputy Clerk for the Election Preparation. (Hourly rate to be determined by Council)
7. Discuss with Possible Action – Entering into an agreement with Dodge County to provide interim election services. (Karen Gibson Dodge County City Clerk is preparing the quote.)
8. Discuss with Possible Action – Work Study Program with Mayville High School. Decide hourly rate for intern.

VIII. ADJOURNMENT

Joseph Tillmann
Chairperson

NOTE: Persons with disabilities requiring special accommodations for attendance at the meeting should contact City Hall at least one (1) business day prior to the meeting.

Updated

WiseGuy IT LLC

W3630 Green Head Road, Mayville, WI 53050
telephone: 920-583-6311

Quote #

2343592 Rev A

Date:

11/1/2023

Customer: Mayville City and Water Utility

QTY	Description	Per Unit Price	Total Price
Hardware Options			
1	IP Phone System PBX IP1200 XL Small Office PBX	\$1,549.00	\$1,549.00
15	Yealink T43U Phone	\$183.47	2752.05
7	Yealink T31G Phone (Wall Mount Included)	\$116.00	\$812.00
Services Listing, One Time Charge			
1	Directory Listing	\$10.00	\$10.00
1	DID	\$1.00	\$1.00
Monthly Phone Service Charges			
1	SIP Trunk for the Site. (5000 minutes)	\$75.00	\$75.00
2	CNAM Listing	\$2.00	\$2.00
Time Estimate Option			
18-25hrs	Time estimate to setup system, setup phones, and configure call routing.	\$105.00	\$1,890.00 - \$2,625.00

PRICES SUBJECT TO CHANGE - WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT.

page 1 of 1

Payroll HR

From: James Coulen <jcoulen@escribemeetings.com>
Sent: Tuesday, October 31, 2023 3:28 PM
To: Payroll HR
Subject: eScribe Proposal for The City of Mayville
Attachments: eScribe Proposal for The City of Mayville.pdf

Hi Christine,

Thanks for meeting with me this morning. Please see attached our budgetary proposal for the City as well as a link to the recorded demonstration below.

Recorded Demo - <https://us-14936.app.gong.io/e/c-share/?tkn=1m2842sp9ssdnsqadow63ui4n>

If you have any questions, please feel free to reach out to me at any time.

Thanks,

James



James Coulen

Senior Account Executive

416-890-9808

jcoulen@escribemeetings.com

escribemeetings.com

The content of this email is confidential and intended for the recipient specified in message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.



City of Mayville Meeting Management System Proposal

James Coulen
jcoulen@eScribemeetings.com
416-890-9808
Date: October 31, 2023
Valid Until: January 30, 2023



Situational Analysis

The City of Mayville is looking to help improve efficiencies around their meeting processes, both internally and for public transparency.

Project Goals

Based on our discussions to date, it is understood that The City of Mayville is seeking a way to improve meeting management to achieve the following project goals:

- Digitally create and manage public meetings for staff, elected officials and public
- Improve staff efficiency with automated workflow and approval processes
- Reduce late items and changes to agenda items after they have been published
- Efficiently create and distribute paperless agendas to meeting attendees
- Improve citizen transparency with Web-streaming and digitally inclusive documents

High Level Timeline

The eScribe implementation plan is formulated with consultation between the Customer Project Team and the eScribe Implementation Consultant upon the finalization of the agreement. Below is a sample implementation schedule and may change depending on the modules selected and Customer's timelines.

Stage	Description	Target Date
PHASE 1		
1	Project Kick off – Agreement signed	Week 1
2	Pre-Configuration – Meeting, user and process information	Week 2
3	Configure eScribe settings for Customer	Weeks 3&4
4	User Adoption – Train and transition users to eScribe	Weeks 5-9
5	Live Meeting – First fully live meeting conducted using eScribe	Week 10
PHASE 2		
6	eScribe assists Customer with roll out plan for other areas of the organization	Week 11+
7	Roll Out Complete – transitioned to Account Management	

Our Recommendation

eScribe is a highly modular and scalable solution. You can mix and match features (modules) to build your own custom meeting management solution or save money and reduce onboarding times by taking advantage of one of our pre-configured meeting management bundles designed to solve common pain points.

Here is our recommended bundle to get you up and running quickly.

Efficiency Bundle

Modules included in the Digital Readiness bundle:

- **Meeting Manager** – Streamlines and automates meeting preparation and post meeting activities, and conducting meetings
- **Participant Portal** – Secure access for board and elected official
- **Internet Publishing Plus** – Easily engage stakeholders through their existing website, without programming and fully supports evolving digital inclusion requirements



Optional Add-Ons:

- **Webcasting Plus** – An end-to-end storage and streaming solution with an integrated encoder
- **Video Manager & YouTube Streaming** – Leverage YouTube's no-cost video storage and global content distribution with minimal configuration
- **Report Manager** – Revolves around the preparation and approval of reports and items for submission to meetings
- **Vote Manager & Request to Speak** – Rules-based electronic voting
- **Board Manager Lite or Plus** – Easily manage your boards and member details online
- **Closed Captioning** – Make your videos even more accessible
- **Public Comments** – Receive and publish comments from citizens
- **Delegation Request Management (DRM)** – Manage citizen requests to speak during public meetings

For more information on each of the recommended module(s) features and details, please refer to Appendix A.

Onboarding

While a few vendors have solutions with features to address some of the pain points associated with meetings, features on their own don't necessarily drive benefits. While features are an important consideration at eScribe, we've learned that the ultimate success of a meeting management solution implementation is driven more by end user buy in to the improved way of doing things. That is why more projects fail from lack of user adoption than virtually any other reason.

While training end users on proper system use is an important component, there are additional critical factors to consider. To ensure a successful implementation we assign a dedicated team and follow a repeatable framework that has been developed over hundreds of successful implementations spanning customers both large and small.

NOTE: The eScribe system does have minimum requirements to ensure it can run properly with a positive experience, please refer to appendix C of this proposal.

Your eScribe Team

Customer experience is very important to us. We understand it can be daunting to migrate to new software. That is why you will have access to a dedicated team of experienced eScribe professionals supporting you every step of the way, reducing the impact on your internal staff and IT department and ensuring a successful roll-out, including:

- ✓ *Corporate Project Sponsor*
- ✓ *Project Management*
- ✓ *Training & Process Workshops*
- ✓ *Technical Systems Analyst*
- ✓ *Realtime Technical Support*
- ✓ *Account Management*

Project Management

eScribe is a flexible cloud-based platform that can be personalized with the look and feel of an organization while still aligning with "best-practices" and automated processes to assist users before, during and after meetings.

Your Project Lead will guide you through the process of setting up your project for success and long-term satisfaction through the whole organization. Throughout a series of project meetings

you will be led through a tried and true process to take your organization from configuration, training, initial go live, and subsequent roll out to the rest of the organization.

Configuration

Your Project Lead will work with you to communicate with staff and coordinate the gathering of user, meeting and process information and configuring eScribe for first use, including:

- Project Planning and ongoing Coordination
- User and Permissions Configuration
- Meeting Types Configuration
- Agenda & Minute Templates & Workflow Configuration
- Report & Legislative Templates & Workflow Configuration
- Webcasting Configuration
- Internet Publishing Configuration
- Scheduling End User Training
 - Meeting Administrators
 - Site Administrators
 - Staff Contributors
 - Meeting Participants
- Maintaining project documentation and resolving open items

Training & Process Workshops

Training

eScribe is built to be user-friendly and with just a few training sessions, users will be quickly on their way to run their first live meeting independently and with confidence.

eScribe Academy

eScribe Administrators will be given a login to begin their training. Courses are assigned based on the tools their organization uses. Learning is self-paced with each session lasting approximately 2.5 hours, with the whole program taking approximately 8-10 hours. Each session includes quizzes to ensure viewers are understanding the content that they must pass in order to progress.

Each eScribe Administrator should have their own unique license for the system as they will receive an eScribe Certificate with their name after training is completed. Certificates can be downloaded and added to their resume and LinkedIn profile! Administrators will be eScribe Certified!

Train the Trainer

This method ensures there are always competent in-house power users available to help your team out with the new processes until the new skills become a habit. The other benefit to in-house power users who train other users is that they understand the organizational culture and needs, allowing them to share information and new knowledge in a way that will resonate with their staff.

Workshop Sessions

In addition to end user training, you will participate in optional one on one workshop sessions following your training session. Workshops are usually scheduled in 30-60 minutes increments, with the majority of Customers taking advantage of 4-5 hours of workshop time throughout the onboarding process.

These workshop sessions will focus on any specific processes that require further discussion, as well as any questions that have risen from practice following the training session.

These sessions are designed to compliment the training sessions to ensure that each Customer can use their eScribe system to it's fullest potential. It is recommended that to make best use of these workshop sessions, they are scheduled once users have had a chance to practice after training in order to have a basic understanding of the flow of information throughout the eScribe system.

Dedicated Go Live Support

In order to ensure that your first meeting gets off to a strong start, your eScribe Project Lead and Trainer will support you through agenda prep, conducting and recording your first live eScribe meeting to ensure administrative users are comfortable with all aspects of the meeting lifecycle.

Online Resources and User Forums

Educational Webinars

The eScribe Training team also leads educational webinars on topics as requested and voted on by customers offering how-to instructions and time saving tips to help users get the most from eScribe. There is no additional cost for these webinars. Sign up for one or as many as you like.

Customer Community Portal (CCP)

To further empower our customers, the CCP can be used to submit and track support tickets. There is also a Feature Request forum within it to share product ideas directly with the eScribe product management team and vote on ideas from other organizations. A General Discussion forum is also used for collaborating on meeting “best-practices” with other eScribe customers.

Some key features of CCP include:

- **Knowledge Base** – A library of user reference, and help articles
- **FAQ section** – “How-to” guides and technical trouble shooting assistance
- **Customer forum** – Chat with other eScribe customers and learn from each other
- **Feature requests** – Submit ideas to eScribe and vote/comment on proposed features from other users
- **Announcements** – Including product release notes, promotions, company updates

Realtime Technical Support

We are very proud of our solution, but even prouder of our post sale relationship with our customers.

Our support team is just a few clicks or call away and prides itself on their responsiveness and knowledge of both eScribe and the meeting processes we support.

eScribe customers can access our support in three ways:

- Customer Community Portal
- support@escribemeetings.com
- 1-855-299-0023

Standard support hours are from Monday to Friday, 8:30am to 8pm EST with extended phone support available until 11pm EST (Webcasting phone support is provided 24/7) excluding statutory holidays. Emergency and extended support are available by request. Key features of Technical Support include:

- Online access to eScribe's trouble ticketing portal to log and update service requests, communicate directly with support personnel and access eScribe's online technical repository
- Live answering and monitoring of customer tickets during regular support hours.
- Unlimited technical assistance by telephone or electronic mail for designated individuals
- Provide any updates to eScribe software and its documentation automatically at no additional charge.

Account Management

As your implementation of eScribe comes to an end, Customers will be transitioned to the Account Management team. Your Account Manager is your champion and single point of contact throughout your relationship with eScribe. Through proactively scheduled Account Management calls throughout the year you will always feel kept up to speed with any pertinent information and always have a friendly voice checking in to see how everything is going, and if there is anything that eScribe can do to further support you.

Optional Services

In addition to our core services, Customers may require additional services to assist with implementation and user adoption, which are available for additional fee.

Change Management Support

We understand that for many, change can be scary, and there many questions that need to be answered in order to effectively manage changing the way an organization manages its public meetings as we move to digital, including:

"How will we communicate this to our stakeholders?"

"Will our processes need to change?"

"How will we smoothly transition to the new system?"

The transition away from traditional paper is changing the way we create, consume and share information, requiring us to move away from established processes and adopt a more integrated workflow, that once in place will benefit internal and external stakeholders alike.

With many years of real-world public sector experience, our third-party change management consultants can help you identify any process, training or skills variances and develop a plan to help your users smoothly transition to eScribe.

One-on-One Training

For larger end user groups or in cases where the Customer would like to incorporate customized business process training into the curriculum, we offer one-on-one training sessions with a dedicated trainer. One-on-one training can be delivered remotely, or on site as required.

Legacy Data Migration

In many cases eScribe's robust platform can import legacy meeting information from internal or competitive systems to provide users with a seamless experience. We would be happy to provide a custom statement of work and quotation based on a review of available data and structure.

Document/Records Management Integration

At eScribe we realize that your public meetings are part of an overall content management strategy across your organization (ECM). That's why eScribe provides off the shelf "connectors" to many of the industry's leading ECM systems, including, Laserfiche, FileHold and SharePoint.

Chamber/Meeting Room Integration

Whether it's support for multiple screens or integrating with microphone and physical voting terminals, eScribe provides off the shelf "connectors" to several leading manufacturers, and in many cases can customize a solution to meet individual requirements.

Why eScribe?

With over a decade of experience in meeting management, spanning hundreds of person years, eScribe has become the go-to-choice for public sector boards, committees and councils looking to go digital. A Microsoft partner since day one, eScribe also partners with other best-of-breed technology companies to offer Customers trusted and reliable end-to-end solutions.



Key Differentiators

- **Customer Experience:** eScribe prides itself on the customer experience and support
- **Modular and Scalable:** End-to-end solution that you can add to over time to support the entire meeting lifecycle
- **Efficiency:** Process automation and workflow support before, during and after meetings
- **Digital Inclusion:** Industry leading WCAG 2.0 AA compliance reduces risk and user workload
- **Transparency:** Improved citizen communication and real-time access to meeting information through your organizations existing website with no programming
- **Security:** Built on the Microsoft Azure cloud, offering advanced security access and data protection services and guarantees.
- **Best of Breed Partnerships:** Relationships with complimentary industry leaders extending eScribe functionality before, during and after the meeting.
- **100% Public Meeting Focus:** At eScribe managing public meetings is all we do; That's why 100% of our resources and R&D budgets are dedicated to helping our Customers improve the efficiency and transparency of their public meetings

The Microsoft Azure Cloud Platform

Microsoft leads the industry in establishing clear security and privacy requirements and then consistently meeting these requirements.

Azure meets a broad set of international and industry-specific compliance standards, such as General Data Protection Regulation (GDPR), ISO 27001, HIPAA, FedRAMP, SOC 1 and SOC 2, as well as country-specific standards, including Australia IRAP, UK G-Cloud, and Singapore MTCS.



Rigorous third-party audits, such as those done by the British Standards Institute, verify Azure's adherence to the strict security controls these standards mandate.

Strengthen Your Security Posture with Azure

Organizations like yours continue to face challenges that increase your risk of significant financial loss, damage to reputation, and stakeholder satisfaction. Azure protects assets while reducing security costs and complexity. Built-in security controls and intelligence help you easily identify and respond to threats and security gaps, allowing your organization to rapidly improve your security posture.



Learn more about Azure security [here](#).

Own and Control Your Data

Our time-tested approach to privacy and data protection is grounded in our commitment to organizations' ownership of and control over the collection, use, and distribution of their information. We strive to be transparent in our privacy practices, offer you meaningful privacy choices, and responsibly manage the data we store and process. One measure of our commitment to the privacy of Customer data is our adoption of the world's first code of practice for cloud privacy, ISO/IEC 27018.

Learn more about privacy [here](#).

Pricing

eScribe is pleased to offer, the following annual subscription fees and one-time setup fees to meet the requirements as outlined. eScribe leverages a detailed onboarding approach developed over hundreds of successful customer implementations, allowing us to provide a fixed price, including: activation of the solution on the cloud, customer specific configuration of meeting types, content templates, and initial workflow configuration, administrator, contributor, and participant training, in addition to one on one workshop sessions and go live support for key initial meetings.

Option 1 – Efficiency Bundle:

eScribe Annual Service and Support Fees				
Module	License Type	License Fee	Quantity	Cost
eScribe Efficiency Bundle	Annual	\$ 5,400	1	\$ 5,400
eScribe Meeting Manager		INCL		
eScribe Participant Access		INCL		
eScribe Internet Publishing		INCL		
Forms Authentication		INCL		
Total - Annual Software and Support Fees				\$ 5,400
Implementation Fees		Service Fee	Quantity	Cost
eScribe Accessibility Setup/Training	One time	\$ 1,500	1	\$ 1,500
2 Meeting Types		INCL		
2 x eScribe Academy Licenses		INCL		
Total - One-time Implementation Fees				\$ 1,500

Option 2– Efficiency Bundle with YouTube Integration:

eScribe Annual Service and Support Fees				
Module	License Type	License Fee	Quantity	Cost
eScribe Efficiency Bundle	Annual	\$ 5,400	1	\$ 5,400
eScribe Meeting Manager		INCL		
eScribe Participant Access		INCL		
eScribe Internet Publishing		INCL		
eScribe YouTube Integration	Annual	\$ 1,880	1	\$ 1,880
Forms Authentication		INCL		
Total - Annual Software and Support Fees				\$ 7,280
Implementation Fees		Service Fee	Quantity	Cost
eScribe Accessibility Setup/Training	One time	\$ 1,700	1	\$ 1,700
2 Meeting Types		INCL		
2 x eScribe Academy Licenses		INCL		
Total - One-time Implementation Fees				\$ 1,700

1.11-
661.82
annual

Pricing Notes:

- All fees are in \$US (exclusive of taxes), based on a three (3) year term and are valid for sixty (60) days from the date of this response.
- Implementation fees are for remote support. Onsite personnel can be arranged. Additional travel and living expenses would apply in addition to the Implementation Fees.
- Year 1 Subscription and Implementation Services Fees are invoiced upon commencement of the project.
- Subsequent year(s) Subscription Fees will be due on the anniversary date and will increase from the previous years Subscription Fees by five percent (5%).
- Payment Terms are Net 30 from date of invoice.
- Fees do not include the migration of any existing meeting content. Should you wish to migrate legacy data, eScribe would be happy to provide a separate statement of work and costs based on specific requirements.
- ADFS or Azure-AD single sign on capability can be provided – additional costs apply.
- Automatic Closed Captioning of the webcasting stream is optionally available for an additional annual fee.
- eScribe Meetings Standard app for iOS is included in the bundle price (unlimited users). Meetings Professional for iPad and Windows 10 are available for download at the following annual rates (per user) for a feature comparison of Professional and Standard please visit www.escribemeetings.com/mobile-apps.

- \$100 (1 – 10 users)
- \$75 (11 – 50 users)
- \$50 (51 – 100 users)
- \$35 (100+ users)

Contact

We look forward to the potential of working on this important project with you. Should you have any questions about this proposal, please do not hesitate to reach out.

James Coulen
Senior Account Executive
416-890-9808
jcoulen@escribemeetings.com
<https://escribemeetings.com>

Appendix A – Module Details

Module Description



Meeting Manager

*Agendas, minutes,
and more*

Meeting Manager facilitates the building of agendas, minutes, action lists, and provides a platform for adding additional eScribe functionality.

Streamline and automate meeting preparation and post meeting activities. Conduct meetings; take roll call and manage member conflicts, record motions and actions. And with the addition of eScribe Meetings for the iPad or Windows 10, your board can go totally paperless.

Key Features

- Create & manage unlimited meeting templates and user groups
- Robust end-to-end pre- and post-meeting management, and user-configurable workflow support
- Fast Conduct Meeting mode to keep up with the flow of meetings
- Live meeting support, including roll call, quorum and conflict management, electronic recording of votes and minute capture
- Integrated action log for post-meeting follow-up and staff direction
- Comprehensive Report Center for meeting and attendee statistics



Participant Portal

Secure access for board and elected officials

Security-trimmed access for meeting participants to browse upcoming meeting agendas, access all related reports and supporting information, record personal comments, follow-up notes and tasks, access online resources, and search previous meetings.

Supports web browsers and eScribe mobile apps for iOS and Windows 10.

Key Features

- Join any meeting, from anywhere, with any device
- View upcoming agendas and support materials in advance
- Download meeting materials and work offline
- Secure access to confidential meetings



Internet Publishing Plus

Engage with your stakeholders and drive greater transparency

Internet Publishing Plus has a fully responsive WCAG 2.0 design that allows organizations to easily engage stakeholders through their existing website, without programming and fully supports evolving digital inclusion requirements.

Easily search through historical and upcoming meetings, access agenda details, open and download attachments with a click.

Key Features

- Supports HTML and/or PDF publishing to website with links to individual supporting attachments
- Supports one-click publishing of meeting agendas and minute packages
- Flexible layout options including list and calendar views
- Can be added on top of Webcasting Plus or YouTube Integration module for automatic indexing and publishing of video/audio linked files for increased transparency



Public Comments

*Receive and publish
comments from
citizens*

An add-on to the Internet Publishing Plus module, Public Comments allows organizations to receive and publish comments from citizens before, during and/or after meetings.

Key Features

- Meeting administrators can track and post citizen comments by agenda item
- Configurable rules by meeting type
- Optional review and approval
- Comments can be retained as part of the public record or alternatively deleted after the meeting
- Fully integrated with the meetings agenda, minutes and video through your existing website



Delegation Request Management (DRM)

*Manage citizen
requests to speak
during public
meetings*

An add-on to the Internet Publishing Plus module, Delegation Request Management (DRM) allows organizations to efficiently manage citizens to speak during meetings through an online form on their existing website.

Key Features

- Manage delegations' deadlines by individual meeting type
- Automated delegation request and approval
- Customizable web form fields



Report Manager

*Manage templates,
automated
approvals and
submission of
reports and items*

Providing administrators and staff comprehensive management of all pre-meeting and post-meeting workflow activities, Report Manager revolves around the preparation and approval of reports and items for submission to meetings. Easily manage submission deadlines and notifications to staff, reducing last minute changes to the agenda.

Leveraging the power of Microsoft Word, administrators can easily standardize and maintain unlimited templates for bills, resolutions, and reports, ensuring compliance across the organization.

Key Features

- Collaboration support, including version control, simultaneous multi-user document editing
- Manage permissions for public & private/in-camera items
- Flexible, user-configurable approval workflows, such as late item and exception management, ad-hoc and delegate approvers
- Automatic extraction of content to populate agenda items details, motions, and minutes
- Comprehensive audit reports and workflow approval histories, including electronic signature options
- Draft agenda allows staff documents to automatically be added into the selected agenda when created



Webcasting Plus

*Unlimited live and
archival web
streaming and
content distribution*

An end-to-end storage and streaming solution with an integrated encoder, Webcasting Plus provides everything you need to capture video from cameras located onsite.

With the addition of Internet Publishing Plus, audio and video content are automatically indexed with the meeting's agenda and minutes for publishing to the web, for both live and archived viewing by stakeholders.

Fully automated Closed Captioning service is available as an option. Cameras and installation sold separately.

Key Features

- Unlimited storage & streaming of meeting audio or video content
- Automatically detects device used to view the video stream, and loads a suitable video player
- Allows for smart (hyper) tags of video to the meeting's agenda items and minutes
- Allows users to view entire meeting or jump to specific agenda item sections with a single tap
- Access to reporting & metrics of viewership
- Video feed can be provided by any video capture source, even from a cable company
- Optional closed captioning service



Vote Manager & Request to Speak

*Rules-based
electronic voting*

Vote Manager allows meeting participants to electronically vote on resolutions in real-time directly through their Participant Portal, iPad or Windows 10 tablet. Leveraging the enhanced Request to Speak add-on helps manage member debates in real-time during meetings.

Vote Manager also provides an enhanced graphical interface for clear display of vote results to participants and public, both in chamber and through the web, with the addition of Internet Publishing Plus.

Key Features

- Supports multiple vote types: simple majority, majority present, weighted, two-thirds (present/members), $\frac{3}{4}$ majority, unanimous, tie breaker, multiple choice, and secret ballot
- Fully integrated with roll call, check in/out, pecuniary interest, voting areas
- Easily manage member debates with Request to Speak
- Graphical public display with configurable voting results

Add-On or Standalone Module Description



Board Manager – *available in Lite or Plus*

*Easily manage
boards, members,
vacancies and
appointments online*

Available as a stand-alone solution or integrated with eScribe's comprehensive meeting management suite, Board Manager lets municipalities, school districts and all public sector entities easily manage and publish their boards' and members' details – in addition to managing vacancies, applications and appointments – through an intuitive, responsive interface.

Key Features

- Easily track, manage and publish board and member data
- Review, search and action items through a fully-responsive interface
- Configurable email alerts and notifications sent automatically
- Fully-responsive publishing screens integrate seamlessly with your existing website
- Associates boards with eScribe to fully manage meeting agendas, minutes and attendees

Upgrade to Board Manager Plus

In addition to all the features of Board Manager Lite, upgrading to Board Manager Plus takes it a step further and allows administrators to manage the vacancy process. Create, post, receive and manage applications for vacancies all through your existing website.

Key Features

- Post vacancies online with just a few mouse clicks, and present them through pages on your existing website
- Review, search and action submitted applications for vacancies
- Customize applicant statuses to match your organization's process
- Easily export selected applicant information to include in meetings as part of the decision-making process

Appendix B – Mobile Applications



Meetings for Tablets

*Secure Access to
Meetings On-the-
Go (for meeting
participants)*

With digital content exploding, tablets and smartphones have evolved the way we live and work. eScribe Meetings is a real-time application for elected officials and meeting participants who actively participate in meetings. Users can securely access and sync with any authorized eScribe meeting portals to:

- Browse upcoming meeting agendas, download content for viewing offline
- Access related reports and supporting information easily
- Annotate comprehensively, with private and group comments support
- Use integrated e-voting and request-to-speak management for members (**If Vote Manager & Request to Speak module is enabled*)
- Search online resources library for non-meeting specific information; and more
- eScribe Meetings is available globally for Apple iPad's running iOS 11 or higher, through the Apple App Store, as well as for Windows 10 through the Microsoft Store
- Available in Standard or Pro



eScribe
Approval
Manager
for Smartphones

Never miss a deadline again, with Approval Manager for iOS and Android Smartphones. Now managers and report authors can easily access their Report Manager approval requests anywhere, anytime. With a few simple taps, users can review and prioritize awaiting approvals, open reports and supporting documents, and approve or reject with comments.

eScribe Meetings is available globally for Apple iPad's running iOS 9.0 or higher, through the Apple App Store, as well as for Android 4.4 or later through Google Play Store.

App Features

- Approval Management — Secure access to your workflow approval tasks from Report Manager
- Secure Access — No separate usernames and passwords are required
- Document Viewer — Built-in online viewer supports all major file formats, including Microsoft Office and PDF

Appendix C – IT Environment Checklist

In effort to facilitate an eScribe roll out to staff and meeting participants that thoughtful and proactive to ensure that all eScribe users will be working with equipment that is suitable to support their use of the system.

In a world of remote working and meeting participation, there has been a significant increase in the number of variables that need to be considered when running a remote or hybrid meeting.

The following is intended to be used as a check list for considerations to review prior to launching eScribe or as a troubleshooting guide in the event where issues have arisen in it's use.

NOTE: for the purposes of this document, the following terms are defined below:

- *A hybrid meeting* – where some participants join the meeting remotely, while others are in the meeting room
- *A remote meeting* – where all participants join the meeting remotely
- *eScribe Meetings Pro* – Pro applications are provided on a per licenses basis for both iPad and Windows 10 devices

Network Connectivity

1. Webcasting services requires the following required dedicated bandwidth
 - a. minimum level of available bandwidth- 3 Mbps upload speed
 - b. ideal recommendation of available bandwidth - 5 Mbps upload speed
2. Investigate what bandwidth requirements are required from the chosen video conference tools being used.
3. Conduct evaluation of the internet connection available at each participant's location to ensure ample bandwidth is available to support a real time connection with the meeting.
4. Roll out standard procedures for reducing consumption of internet bandwidth at the time of the meeting, especially for those working from home. This would include procedures like reduce other people in the home on video conference meeting or using streaming services.

5. In effort to ensure optimal quality for the webcasting feed, implementing Quality of Service (QOS) rules within your network you can ensure that the feed from the encoder and the eScribe website is prioritized within your available network bandwidth is STRONGLY recommended.
6. For an outline of internet bandwidth is required for eScribe users, please see chart in appendix A.

Hardware Devices

1. It is strongly recommended that participants who are attending a hybrid (or remote meeting remotely have dual monitors (one to participate in the meeting via video conference, and the other to use eScribe).
 - a. If the participant is using an iPad, or other device that doesn't support a dual monitor, it is recommended that a secondary device be provided.
2. The meeting administrator functions will likely need to be divided into multiple administrators in effort to not overburden a single computer or administrator given the increased responsibilities to support a video conference.
 - a. One administrator can conduct the meeting (take minutes, request to speak, open & close votes), while the other administrator can login to the video conference and manage the public display screens.
3. Meeting participants are required to have a quality peripheral headset and microphone.
4. See below for an outline of recommended device specifications.

Application	OS Supported	Minimum Dedicated Bandwidth	Minimum		Recommended	
			CPU	RAM	CPU	RAM
eSCRIBE	Win 10 Pro version 14393.0 or higher Architecture: x86 x64 ARM required	10 Mbits/s	i3 gen7, or comparable	4 GB	i5 - Latest 2 generations	8 GB
eSCRIBE + Video Conferencing (ex: Zoom, Teams, Webex)	Win 10 Pro version 14393.0 or higher Architecture: x86 x64 ARM required	15 Mbits/s	i5 gen7, or comparable	8GB	i7 - Latest 2 generations	16-GB
eSCRIBE Meetings Pro for Windows 10	Win 10 Pro version 14393.0 or higher Architecture: x86 x64 ARM required	10 Mbits/s	Dual Core	4 GB	Dual Core	4 GB
eSCRIBE Meetings Pro for Windows 10 + Video Conferencing (ex: Zoom, Teams, Webex)	Win 10 Pro version 14393.0 or higher Architecture: x86 x64 ARM required	15 Mbits/s	i5 gen7, or comparable	8 GB	i5 - Latest 2 generations	16 GB
eSCRIBE Meetings Pro for the iPad	iOS 12 to iOS 14	10 Mbits/s	n/a	n/a	n/a	n/a
Approval Manager app - IOS	iOS 12 to iOS 14	n/a	n/a	n/a	n/a	n/a
Approval Manager app - Android	Android 4.4 - Android 10	n/a	n/a	n/a	n/a	n/a

Browsers

1. Ensure that users are running the latest 2 version to any one of the following browsers:
 - a. Google Chrome

- b. Microsoft Edge
 - c. Apple Safari
 - d. FireFox
2. Browser Configurations:
- a. JavaScript must be enabled
 - b. Cookies must be enabled
 - c. Local storage must be enabled
 - d. TLS v1.2 or above
 - e. eScribe must be setup as a trusted site
 - f. eScribe site URL must be white listed in any pop-up blockers & ad blockers
 - g. Enable the setting to "Automatic logon with current user name and password"
 - h. For more details on the recommended browser settings please see [this article](#) in eScribe's Customer Community Portal
3. [Microsoft Upload Center](#) – enable setting in Upload Center cache to "Delete files from the Office Document Cache when they are closed"

Other Applications

- 1. What other applications will be running on the device at the time of the meeting? It is recommended where possible that applications that are not in use are shut down to avoid resource conflicts.
 - a. Example of this would be a VPN connection.
- 2. Ensure that there are no computer or network scans being done at one time (ex: virus scans, monitoring tools).
- 3. Windows 10 or greater is required.
- 4. Microsoft Office of 2010 or greater is required.



Public Administration Associates

1155 W. South Street

Whitewater, WI 53190

414.788.7028

www.public-administration.com

mcswartz57@gmail.com

November 29, 2023

Alderperson Joe Tillman
Finance Committee Chairperson
City of Mayville
15 S. School St.
Mayville, WI 53050

RE: Recruitment Services

Dear Alder Tillman:

Thank you for considering Public Administration Associates, LLC ("PAA") to assist in your recruitment of the City Administrator and City Clerk. The packet that follows consists of two attachments:

1. Proposal for Recruitment of the City Administrator
2. Proposal for Recruitment of the City Clerk

City Administrator Recruitment

The document is fairly self-explanatory. PAA will perform the recruitment for \$15,500.

City Clerk Recruitment

The proposal closely mirrors the City Administrator proposal. PAA will perform the recruitment with two options. Option 1 for \$8,000 and Option 2 for \$10,500.

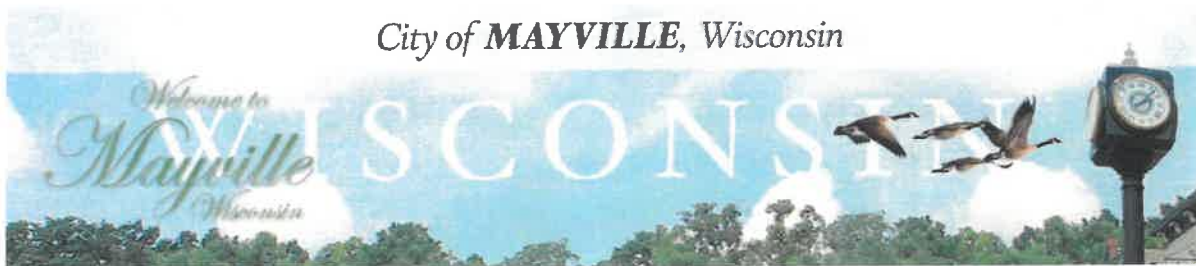
I have also attached two contracts, one for the Administrator and one for the Clerk, should you choose Public Administration Associates, LLC for your recruitment needs. Copies should be returned after they are executed.

Please let me know if you have any questions.

Sincerely,

Chris Swartz

Chris Swartz, Partner



**Proposal for Executive Search Services -
City Administrator**
to the City of Mayville, Wisconsin
November 29, 2023



Public Administration Associates



Public Administration Associates

Public Administration Associates

1155 W. South Street

Whitewater, WI 53190

414-788-7028

www.public-administration.com

mcswartz57@gmail.com

November 29, 2023

Alderman Joe Tillman
Finance Committee Chairperson
City of Mayville
15 S. School St.
Mayville, WI 53050

Dear Alderman Tillman,

Thank you for allowing Public Administration Associates, LLC (PAA) to submit a proposal to assist the City of Mayville in the recruitment/selection of a new City Administrator. Public Administration Associates (PAA) has worked with over 200 different Wisconsin municipalities on the executive recruitment/selection of their chief administrative officers and department directors. In the last few years, we have assisted many communities in the Milwaukee Metro area including Port Washington, Jackson, Brown Deer, Cudahy, Franklin, Glendale, on the searches for their administrators and directors, so we are very familiar with and attuned to this part of Wisconsin and its municipal market dynamics. PAA also has specialized in serving similar sized communities throughout the State of Wisconsin, including more recently Columbus, Poynette, Shorewood Hills, New Holstein, Omro, Milton, New Glarus, Marathon City, Rothschild, to name a few.

Since 1998, Public Administration Associates (PAA) has conducted almost 400 executive searches for Wisconsin communities. What follows is information about our company and the assistance that we would bring to the City.

Please feel free to visit our website at [Public Administration Associates, LLC](http://PublicAdministrationAssociates,LLC).

We believe that we can add significant value to your search for a new City Administrator by including PAA Partner Chris Swartz and Dave Bretl as the primary leads for your recruitment.

Thank you for your consideration.

Sincerely,

Chris Swartz

Chris Swartz, Partner



Public Administration Associates

Document Table of Contents

About Public Administration Associates	4
A New Generation of PAA Leadership.....	4
Comprehensive Government Consulting Services	7
PAA Executive Recruitment Clients.....	8
PAA Consultants on the Mayville Executive Recruitment/Selection.....	10
Our Recommended Search Process for Mayville.....	11
Activities to be Performed by PAA Consultants	11
Project Costs.....	14
Our Commitment.....	14
Recruitment/Selection Schedule.....	14
PAA References (Recent Executive Searches)	16

1. About Public Administration Associates

Taking Local Government to
New Heights...

Public Administration Associates, LLC (PAA) is recognized among the most trusted, skilled and effective local government consultants in Wisconsin and the Midwest. Our consultants are highly skilled practitioners who get the job done through unparalleled commitment to public service, the highest standards of service to its clients and the efficient use of client time and resources. PAA has built a sterling reputation earned from 20 plus years of municipal consulting and a combined 300+ years of public management experience.

A New Generation of PAA Leadership

PAA was organized in April 1998 by partners William Frueh, Denise Frueh, and Dr. Stephen Hintz. Kevin Brunner is now President of PAA and the Fruehs and Hintz are PAA Associates along with approximately twelve other local government professionals who are affiliated with PAA and work on a project-to-project basis. In 2020, Kevin Brunner was joined by David Bretl and Christopher Swartz as partners of the firm. Brunner currently serves as the firm's president while Bretl serves as vice-president and Swartz as its secretary/treasurer.





Kevin Brunner
President/Partner

Kevin Brunner has over thirty-five years of experience in serving Wisconsin local governments. He served as the manager/administrator in Saukville, Monona, De Pere, and Whitewater and worked as an assistant administrator for the City of Appleton and Kenosha County. He retired from public service as the Director of Central Services/Public Works for Walworth County. Brunner was the recipient of the 2007 Wisconsin City/County Manager of the Year and 2012 Service Innovation awards, both from the Wisconsin City/County Management Association (WCMA). Brunner is a past president of the WCMA and served on the League of Wisconsin Municipalities and Alliance of Cities Boards of Directors. He received his BA in Political Science and Criminal Justice from Carthage College (Magna Cum Laude and Rhodes Scholar Nominee); MPA from Michigan State University and is a graduate of the University of Virginia Senior Executive Institute. He achieved credentialed manager (ICMA-CM) status from the International City/County Management Association during his city management career. He has served on numerous public and non-profit boards and is currently chair of the Geneva Lake Conservancy. Brunner has been actively consulting since 2014.



David Bretl
Vice President/Partner

David Bretl has as served local governments in Wisconsin for the past twenty-nine years. He retired in early 2020 from his position as County Administrator and Corporation Counsel for Walworth County, a combined position that he held since 2003. He has joined PAA as a partner in January 2020 but has been working as a consultant with the firm since 2018. During his eighteen years at Walworth County, Dave was involved in the two board downsizings, the replacement of most of the County's facilities and the consolidation of six departments. Dave has moderated the county's Intergovernmental Cooperation Council (a collaborative effort among municipal, county and town governments) since 2008 and serves as an advisor to Leadership Walworth, a program designed to develop public, non-profit, and private sector leaders. In 2005 he helped organize a county-wide private-public economic development initiative, WCEDA (Walworth County Economic Development Alliance, Inc.). In 2015 that organization honored him by establishing the Dave Bretl Community Betterment Award.



Chris Swartz

Secretary-Treasurer/Partner

Chris Swartz has served as a municipal manager in Wisconsin for over 30 years, most recently as Village Manager for the Village of Shorewood (2004-2017), Administrator for the Village of Sussex (1990-2004) and Clerk-Treasurer Administrative Coordinator Village of East Troy (1986-1990). He started his career as a researcher for the Citizens Governmental Research Bureau/Public Policy Forum (1983-1985). He retired from Shorewood in 2017 as a credentialed manager as designated by the International City Management Association ICMA). Swartz has a Master of Science degree in Urban Affairs from the University of Wisconsin-Milwaukee (1983) and an undergraduate degree from University of Wisconsin-Stevens Point. Swartz has been recognized for his innovative approach to economic development, strategic and financial planning, organizational development, and intergovernmental cooperation. He is known as a mentor to emerging public administration leaders through his tenure as an adjunct professor within the Masters of Public Administration (MPA) graduate program at the University of Wisconsin-Milwaukee. Swartz has served on many area Boards including Riverworks Community Development Corporation and Wisconsin Policy Forum Finance Committee. Swartz has been formally recognized for his lifetime achievements, including Wisconsin City/County Management Association "Meritorious Service Award" (2015), James R. Ryan Lifetime Achievement Award from the Public Policy Forum (2017) and Wisconsin Economic Development Association Fredrick C. Pearce Lifetime Achievement award (2017).



Darrell Hofland – Associate

Darrell Hofland has 35 years of municipal management experience in Wisconsin, most recently as City Administrator for Sheboygan (2016-2020), Village Administrator for Grafton (1990-2016), Village Administrator for Little Chute (1986-1990), and Administrative Assistant to the Mayor for Appleton (1985-1986). Mr. Hofland was the first recipient of the Meritorious Service Award in 2000 by the Wisconsin City/County Management Association and Wisconsin's first Credentialed Manager by the International City/County Management Association. He is experienced in all local government management duties including budgeting, financial management, human resources, community and economic development, strategic planning, and performance management. His academic credentials include attainment of a Master's Degree in Public Administration from American University with a concentration in Financial Management and a Bachelor of Arts Degree in Political Science and Psychology from University of Iowa. He is also a graduate of the Senior Executive Institute of the University of Virginia's Weldon Cooper Center for Public Service. Mr. Hofland works on executive recruitment, interim management assignments and municipal strategic planning projects for PAA.

Comprehensive Government Consulting Services



Executive Recruitment

Assisting municipalities in the recruitment and selection of management personnel including managers, administrators and department/division heads.



Interim Management Services

Providing skilled and experienced administrators on a full-time or part-time basis for a limited period of time.



Organization & Management Studies

Analyzing municipal organizations, operations, and management structure and procedures using best practice standards. Specializing in organizational assessments, public works, and public safety.



Classification & Compensation Studies

Analyzing and developing of classification and compensation plans using internal and external equity standards.



Economic Development Services

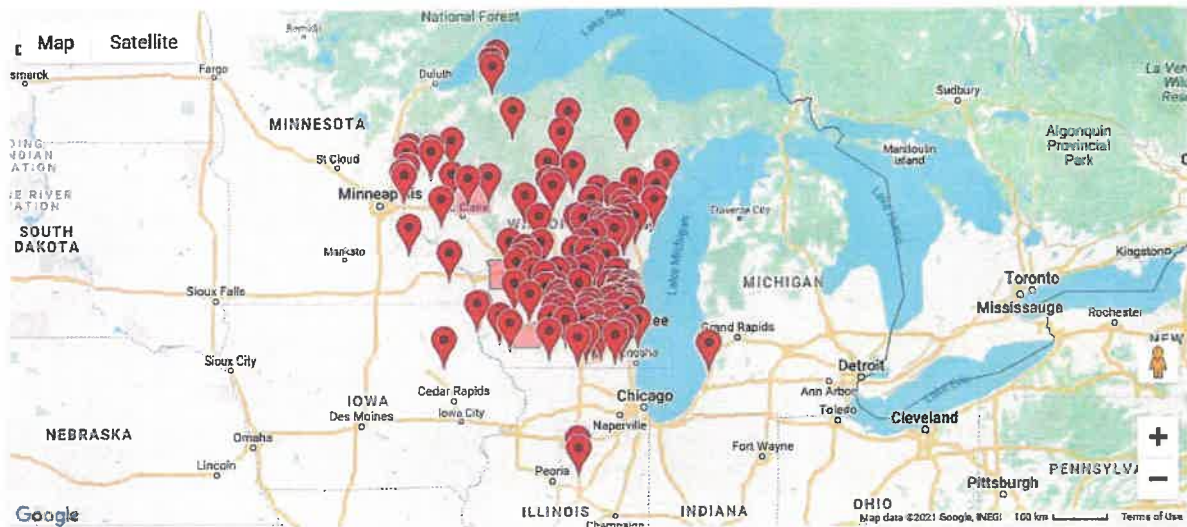
Assisting communities establish and implement economic development projects and programs, including downtown revitalization initiatives, redevelopment and tax incremental financing, business improvement district plans, brownfields initiatives, and business and industrial park planning and development.



Strategic Planning & Implementation

Performing community needs assessments, preparation of plans, strategies for implementation of community plans, site planning/development review assistance, and assisting communities in development of boundary agreements and cooperative plans.

PAA Executive Recruitment Clients



Over 400 Municipal Administrator Searches Since 1998

The number beside the municipality name is the number of times PAA has assisted the municipality. State of Wisconsin unless otherwise noted. View the [interactive map](#) on our website for the work that we have performed for these communities.

Cities

Abbotsford (2)
Adams (2)
Algoma
Antigo (4)
Ashland (2)
Baraboo (2)
Berlin (2)
Brillion
Chilton (2)
Chippewa Falls (2)
Clintonville (2)
Columbus (4)
Crystal River, Florida
Cudahy
Cumberland
Delavan (2)
DePere (3)
Durand (3)
East Dubuque, Illinois

Eagle River
El Paso, Illinois
Elkhorn
Elroy (3)
Evansville (3)
Fond du Lac
Fort Atkinson (2)
Fox Lake (3)
Franklin
Geneseo, Illinois
Glendale
Hartford
Hillsboro (3)
Horicon (2)
Hudson
Independence, Iowa
Jefferson (5)
Kewaunee
Lake Geneva (2)
Lake Mills

Lancaster (4)
Marinette (2)
Marquette, Iowa
Marshfield (2)
Mauston (3)
Menominee, Michigan
Menomonie (2)
Mequon
Menasha
Merrill
Middleton (2)
Milton (2)
Mineral Point
Minonk, Illinois (3)
Monona (3)
Monroe (3)
New Holstein
New Lisbon
New London (3)
Niagara

Oak Park Heights, MN
Oconto (2)
Omro
Park Falls
Pine Island, MN
Platteville (5)
Prairie du Chien (2)
Princeton (2)
Portage
Port Washington
Racine
Reedsburg (2)
Rhineland
Rice Lake
Richland Center
Ripon (2)
Shawano (4)
South Haven, MI
St. Croix Falls
St. Francis

Sturgeon Bay (5)
Thorp
Tomah (2)
Verona (3)
Washburn (2)
Waukesha
Waupaca
Waupun (2)
Wautoma
Wauwatosa (2)
Weyauwega (3)
Whitewater (3)

Villages

Ashwaubenon
Bayside (3)
Bellevue (2)
Belleville(3)
Black Earth
Bonduel
Brown Deer
Clinton (2)
Colfax
Cross Plains (2)
Darien
Deerfield
DeForest (2)
Denmark (2)
East Troy
Edgar
Egg Harbor (2)
Elkhart Lake
Elm Grove

Ephraim
Fox Point (2)
Germantown(3)
Grafton (2)
Greendale (2)
Greenville
Hales Corners
Hammond
Hartland (3)
Howard (3)
Johnson Creek (3)
Kewaskum
Little Chute (5)
Lodi (3)
Marathon City
Marshall (3)
Maple Bluff
McFarland (2)
Menomonee Falls
Merton
New Glarus (4)
North Fond du Lac (3)
Oregon (2)
Osceola (4)
Paddock Lake (2)
Palmyra
Pardeeville
Port Edwards
Poynette
Prairie du Sac
Pulaski
Rothschild (2)
Sherwood
Shorewood Hills (2)
Slinger (2)

Somerset
Spring Green
Suamico (3)
Stanley
Sussex
Thiensville (2)
Turtle Lake
Twin Lakes (2)
Union Grove (2)
Vernon
Waterford
Waunakee
W. Milwaukee (3)
Weston
Williams Bay (2)
Wind Point (3)
Winneconne (4)
Whitefish Bay (2)
Wrightstown (3)

Towns

Algoma (3)
Beloit
Buchanan (5)
Cedarburg (2)
Clayton
Empire
Fox Crossing (Menasha)
(4)
Gibraltar (2)
Grand Chute (4)
Greenville (2)
La Pointe (2)
Lawrence (2)

Ledgeview
Linn
Lisbon
Oconto
Osceola
Rib Mountain
Richfield (2)
Sevastopol
Shorewood Hills
Washington
Weston

Counties

Ashland
Chippewa (3)
Dodge (2)
Door
Green Lake (2)
Iowa
Monroe
Oconto (2)
Polk (3)
Price
Richland
Sauk
Sawyer
Shawano
Trempealeau
Wabasha, MN (2)
Washburn (2)
Waushara

2.

PAA Consultants on the Mayville Executive Recruitment/Selection

PAA Partners Chris Swartz and PAA VP, Dave Bretl, will be the consultants on the City of Mayville City Administrator Recruitment/Selection process. Swartz will lead the process. The team has worked collaboratively on a number of municipal chief executive searches throughout Wisconsin and collectively have worked on over 50 successful municipal administrator search projects.

3.

PAA's Approach to Executive Recruitment

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.

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

We believe that the process consists both of recruiting—the City officials involved will be actively selling themselves to potential candidates—and selecting—the Mayor and City Council carefully reviewing applicants for the best possible choice. Too often municipalities only consider the selection part.

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

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

4.

Our Recommended Search Process for Mayville

The following is our process that describes the scope of activities to be performed by Public Administration Associates, LLC during a typical municipal executive recruitment and selection process. While we recommend this process to the City, we can readily adapt this process that we utilize to meet the particular needs and desires of the City.

Activities to be Performed by PAA Consultants

1. **Meet with the Mayor and City Council and Staff and review recent recruitment documents** as appropriate to discuss the characteristics desired in the next City Administrator and the process of recruitment; determine recruitment procedures and the interview and selection process and determine the time schedule.

These meetings are important to establish the qualities that the City wants in the next City Administrator and to determine the recruitment procedures and schedule.

2. **Place advertisements in appropriate publications and on-line sources**, including the International City/County Management Association (ICMA) to include the ICMA Women's Network, Illinois City/County Management Association (ILCMA), League of Wisconsin Municipalities, Wisconsin City/County Management Association (WCMA), League of Minnesota Cities, Michigan Municipal League, Strategic Government Resources, universities with nationally recognized public administration programs (city management) including the University of Kansas, Northern Illinois University, University of Minnesota, Mankato State University, Syracuse University and Brigham Young University; also contact and encourage personally known qualified individuals to apply.

ICMA, ILCMA, WCMA, and the League of Wisconsin Municipalities are the premier channels for reaching qualified applicants for the Mayville Administrator position in our opinion.

3. **PAA will produce a Position Profile.** The Profile will be used in the direct marketing of the position to targeted candidates identified by PAA and the City.
4. **Receive applications and acknowledge receipt.** We will download all application materials onto a Google Drive file and will share that with the City Clerk so that a full and complete record of all submitted information is fully maintained for municipal recordkeeping and open records purposes.
5. **Review applications and provide a Candidate Summary Report to the Mayor and City Council** that will include a rating of the candidates as “qualified”, “unqualified” and “wild card” (these candidates may not strictly meet the qualifications but may have particular skills or work experience that may warrant continued consideration as candidates for the City Administrator position).
6. **Review applications with the Mayor and City Council for the selection of semi- finalists** (typically there will be between six and eight candidates who would continue as semi- finalists).
7. **Contact semi-finalists designated by the Mayor and City Council;** conduct background and reference checks; prepare semi-finalist candidate profile statements; provide material to the Mayor and City Council.

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

8. **Review semi-finalists with the Mayor and City Council for selection of candidates to be interviewed on site in Mayville.**

The Mayor and City Council review the resumes, the reports developed from the reference/background information and the electronic presentations. It then selects candidates as finalists to be interviewed. At this stage, all the candidates should be technically qualified to be the next Administrator. The primary value of the interviews is to determine the "fit" with the Mayor, City Council, City staff and Mayville community.

9. Work with the Mayor and Council to arrange interviews and the on-site candidate assessment center in Mayville.

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

While there are a variety of approaches to the interview process, PAA normally recommends a two-day "assessment center" type process. On the first day, all the finalists on individual schedules tour the City and meet with the City leadership team and appropriate department staff. Although the department staff members do not participate in the selection of the next City Administrator, each of them is asked to comment on the candidates as further evidence for the Mayor and Council to consider. These meetings are important for both the candidates and the staff and City officials. Other activities for the Mayor and City Council to consider are a community reception for candidates, an in-basket exercise, a leaderless group discussion, an emotional intelligence assessment and a psychological review.

On the second day, the Mayor and Council interview each candidate for approximately one hour. In addition, each candidate participates in a writing exercise to determine writing skills. The actual interview day(s) are scheduled at the convenience of the Mayor and City Council members.

11. There are other approaches to the interview process. PAA will work with the Mayor and City Council and Staff to determine the process that is most suitable for Mayville.

12. Draft the recommended City Administrator employment agreement and provide assistance in the negotiation of an employment agreement with the selected candidate.

Normally, the PAA receives instructions from the Mayor and City Council and negotiates an employment agreement for review and approval by the City Council at the next meeting of the City Council. However, we are prepared to work with the Mayor and Council in any capacity in negotiating an employment agreement with the selected candidate. It is imperative that the Mayville City Attorney approves as to form the employment agreement that will be negotiated with the chosen candidate. While PAA has drafted many city administrator agreement, the final document to be negotiated must have the full review/approval of the City Attorney.

13. Notify all applicants thanking them and notifying them of the final result.

5. Project Costs for Mayville/Insurance

We strive to make our costs affordable to the municipal clients that we serve. We know that in Wisconsin with local government levy limits and expenditure restraints that municipalities must be cost-conscious.

Total Cost (Including all Direct Marketing Costs Estimated at Between \$1,500 and \$2,000 for the Mayville Posting and Direct Consultant Expenses)-**\$15,500.**

Not included in our lump sum amount are any emotional intelligence (EQ) candidate assessments, aptitude/psychological tests, post-offer background checks and/or interview visits to the candidate's community of residence if desired or requested. If requested by the City, PAA will facilitate this work and just pass-through these costs to the City (PAA does not apply any mark-up to them).

PAA will bill the City for one-third of the quoted lump sum amount at the time of execution of the executive services contract with PAA; one-third at the mid-point in the search process (selection of semi-finalists) and will bill the remainder of any other costs incurred on behalf of the City after the City Administrator's employment agreement has been approved by the Mayville City Council.

PAA carries professional liability insurance with limits of \$1,000,000 per occurrence/\$1,000,000 aggregate. We can provide a certificate of insurance to the City of Mayville upon request.

6. Mayville Recruitment/Selection Schedule

Typically, a municipal management search of this type will take approximately 14 to 16 weeks from start to when the new city administrator begins his or her new duties, however, PAA will work closely with City officials to maintain a schedule that will get a new administrator on board as soon as what the City desires.

7. Our Commitment to Mayville

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

Public Administration Associates, LLC provides the following guarantees:

- If the initial search is not successful, PAA will conduct an additional search until the Mayville City Administrator position is filled. If additional marketing costs are incurred by PAA for any additional searches for this position, only these direct marketing costs and not any additional PAA consulting costs will be charged to Mayville.
- If the candidate selected either resigns or is terminated for cause within the first twelve months of employment, PAA will conduct a new search and waive its consultation fee. We have had to only honor this guarantee four times for the 400+ municipal executive searches that we have conducted over the past 25 years. As such, we are very confident in our recruitment/selection processes that we employ.

PAA References (Recent Executive Searches)

Glenn Carlson, Town of LaPointe (Madeline Island), Phone 715-747-6654 (O)

Jeanne Carpenter, Former Village President, Village of Oregon, Phone 608-358-7837 (C)*

Mitchel Craig, Mayor, City of Portage, 608-697-7065*

Barbara Daus, City Council President, City of Platteville, Phone 608-348-3365*

Donna Douglas, Mayor, City of Monroe, Phone 608-214-8566(C)*

Dr. Bill Duncan, Village President, Village of Williams Bay, Phone 262-245-2700 (C)

Greg Frutinger, Village President, Village of Deerfield, Phone 608-764-5505 (H)

Russ Geise, Chair, Town of Clayton, Phone 920-427-4126 (C)

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

Theodore Grant, Mayor, City of Ripon, Phone 920-896-6900 (O)

Joseph Hammer, Mayor, City of Columbus, Phone 920-623-5900 (C)

Tom Hartz, Former Mayor, City of Lake Geneva, Phone 262-374-9127 (C)*

Brian Heckendorf, President, Village of Jackson, 414-416-2234 (C)*

John Jarvis, County Board Chair, Waushara County, 920-572-0029 (C)

Diana Kaschinske, President, Village of Poynette, 608-635-8960 (C)

Dr. Bryan Kennedy, Mayor, City of Glendale, 414-228-1700 (O)*

Randy Knaack, Mayor, City of Menomonie, Phone 715-232-2369 (ext.100)

Ben Krumenauer, Administrator, Village of Bellevue, Phone 920-410-5563 (O)

Bruce Lechner, Mayor, City of Elkhorn, Phone 262-379-0890 (C)*

Tim McCumber, County Board Chair, Sauk County, 608-963-6581 (C)

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

Wanda Montgomery, President, Village of Brown Deer, Phone 262-502-1460 (O)

Laura Nelson, Former President, Village of Suamico, Phone 920-246-8212 (C)*

Rich O'Connor, Mayor, City of Hudson, Phone 715-386-4765 (Ext. 120) (O)*

Joe Osterman, Chair, Town of Lisbon, Wisconsin, Phone 262-246-6100 (Ext. 1200) (O)*

Thomas Pavlic, Mayor, City of Cudahy, Phone 414-769-2222 (O)

George Peterson, President, Village of Rothschild, Phone 715-359-3660 (O)*

Deb Rose, President, Village of Osceola, 715-294-2598 (H)

Susan Sanabria, Former President, Village of Wind Point, Phone 262-994-0733 (C)

Kathy Schlieve, Administrator, City of Waupun, Phone 920-324-5563 (O)*

Ryan Schroeder, Mayor, City of Delavan, Phone 262-728-5585 ext. 113 (O)*

Tweed Shuman, County Board Chair, Sawyer County, Phone 701-330-6897 (C)

Richard Snelson, Mayor, City of New Holstein, 920-898-5766 (O)

Steven Soukop, President, Village of Bellevue, Phone 920-593-5508 (O)*

Dr. Lanny Tibaldo, Chair, Town of Lawrence, Phone: 920-336-9131 (O)*

Roger Truttman, President, Village of New Glarus, Phone 608-212-6785 (C)

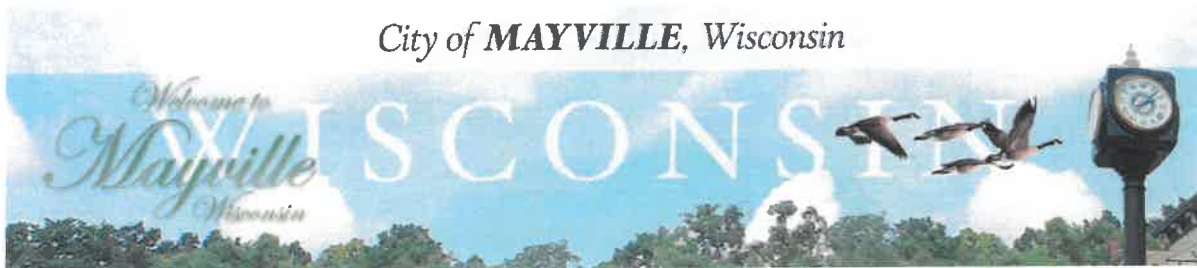
Greg Waters, City Council President, City of Lake Mills, Phone 920-648-2344 (O)*

Anissa Welch, Mayor, City of Milton, Phone 608-751-7198 (C)*

Jane Cahill-Wolfgram, President, Village of DeForest, Phone 608-438-5358 (C)*

Jim Weiss, Chair, Town of Linn, Phone 262-245-2700 (C)

***Denotes communities similar in size and complexity to the City of Mayville.**



City Clerk
Recruitment/Selection Proposal for the
City of Mayville, Wisconsin
November 29, 2023



Public Administration Associates



Public Administration Associates

Public Administration Associates

1155 W. South Street

Whitewater, WI 53190

414.788.7028

www.public-administration.com

mcswartz57@gmail.com

November 29, 2023

Alderperson Joe Tillman
Finance Committee Chairperson
City of Mayville
15 S. School St.
Mayville, WI 53050

Dear Alder Tillman,

Thank you for allowing Public Administration Associates, LLC (PAA) to submit a proposal to assist the City of Mayville in the recruitment/selection of a new Clerk. Public Administration Associates (PAA) has worked with over 200 different Wisconsin municipalities on the executive recruitment/selection of their chief administrative officers and department directors. In the last few years, we have assisted many communities in the Milwaukee Metro area including Port Washington, Jackson, Brown Deer, Cudahy, Franklin, Glendale, on the searches for their administrators and directors, so we are very familiar with and attuned to this part of Wisconsin and its municipal market dynamics. PAA also has specialized in serving similar sized communities throughout the State of Wisconsin, including more recently Columbus, Poynette, Shorewood Hills, New Holstein, Omro, Milton, New Glarus, Marathon City, Rothschild, to name a few.

Since 1998, Public Administration Associates (PAA) has conducted almost 400 executive searches for Wisconsin communities. What follows is information about our company and the assistance that we would bring to the City.

Please feel free to visit our website at [Public Administration Associates, LLC](http://PublicAdministrationAssociates,LLC).

We believe that we can add significant value to your search for a new Clerk by including PAA Partner Chris Swartz as the primary lead for your recruitment.

Thank you for your consideration.

Sincerely,

Chris Swartz

Chris Swartz, Partner



Public Administration Associates

Document Table of Contents

About Public Administration Associates	4
A New Generation of PAA Leadership	4
Comprehensive Government Consulting Services	7
PAA Executive Recruitment Clients	8
PAA's Approach to Executive Recruitment	10
Our Proposed Process for Mayville	10
Activities to be Performed by PAA Consultants for Mayville	11
Project Costs	13
Mayville Recruitment/Selection Schedule	14
Our Commitment to Mayville	14
PAA References (Recent Wisconsin CAO and Department Director Searches)	15

1. About Public Administration Associates

Taking Local Government
to New Heights...

Public Administration Associates, LLC (PAA) is recognized among the most trusted, skilled, and effective local government consultants in Wisconsin and the Midwest. Our consultants are highly skilled practitioners who get the job done through unparalleled commitment to public service, the highest standards of service to its clients and the efficient use of client time and resources. PAA has built a sterling reputation earned from 20 plus years of municipal consulting and a combined 300+ years of public management experience.

A New Generation of PAA Leadership

PAA was organized in April 1998 by partners William Frueh, Denise Frueh, and Dr. Stephen Hintz. Kevin Brunner is now President of PAA and the Fruehs and Hintz are PAA Associates along with approximately twelve other local government professionals who are affiliated with PAA and work on a project-to-project basis. In 2020, Kevin Brunner was joined by David Bretl and Christopher Swartz as partners of the firm. Brunner currently serves as the firm's president while Bretl serves as vice-president and Swartz as its secretary/treasurer.





Kevin Brunner President/Partner

Kevin Brunner has over thirty-five years of experience in serving Wisconsin local governments. He served as the manager/administrator in Saukville, Monona, De Pere, and Whitewater and worked as an assistant administrator for the City of Appleton and Kenosha County. He retired from public service as the Director of Central Services/Public Works for Walworth County. Brunner was the recipient of the 2007 Wisconsin City/County Manager of the Year and 2012 Service Innovation awards, both from the Wisconsin City/County Management Association (WCMA). Brunner is a past president of the WCMA and served on the League of Wisconsin Municipalities and Alliance of Cities Boards of Directors. He received his BA in Political Science and Criminal Justice from Carthage College (Magna Cum Laude and Rhodes Scholar Nominee); MPA from Michigan State University and is a graduate of the University of Virginia Senior Executive Institute. He achieved credentialed manager (ICMA-CM) status from the International City/County Management Association during his city management career. He has served on numerous public and non-profit boards and is currently chair of the Geneva Lake Conservancy. Brunner has been actively consulting since 2014.



David Bretl Vice President/Partner

David Bretl has as served local governments in Wisconsin for the past twenty-nine years. He retired in early 2020 from his position as County Administrator and Corporation Counsel for Walworth County, a combined position that he held since 2003. He has joined PAA as a partner in January 2020 but has been working as a consultant with the firm since 2018. During his eighteen years at Walworth County, Dave was involved in the two board downsizings, the replacement of most of the County's facilities and the consolidation of six departments. Dave has moderated the county's Intergovernmental Cooperation Council (a collaborative effort among municipal, county and town governments) since 2008 and serves as an advisor to Leadership Walworth, a program designed to develop public, non-profit, and private sector leaders. In 2005 he helped organize a county-wide private-public economic development initiative, WCEDA (Walworth County Economic Development Alliance, Inc.). In 2015 that organization honored him by establishing the Dave Bretl Community Betterment Award.



Chris Swartz Secretary-Treasurer/Partner

Chris Swartz has served as a municipal manager in Wisconsin for over 30 years, most recently as Village Manager for the Village of Shorewood (2004-2017), Administrator for the Village of Sussex (1990-2004) and Clerk-Treasurer Administrative Coordinator Village of East Troy (1986-1990). He started his career as a researcher for the Citizens Governmental Research Bureau/Public Policy Forum (1983-1985). He retired from Shorewood in 2017 as a credentialed manager as designated by the International City Management Association (ICMA). Swartz has a Master of Science degree in Urban Affairs from the University of Wisconsin-Milwaukee (1983) and an undergraduate degree from University of Wisconsin-Stevens Point. Swartz has been recognized for his innovative approach to economic development, strategic and financial planning, organizational development, and intergovernmental cooperation. He is known as a mentor to emerging public administration leaders through his tenure as an adjunct professor within the Masters of Public Administration (MPA) graduate program at the University of Wisconsin-Milwaukee. Swartz has been formally recognized for his lifetime achievements, including Wisconsin City/County Management Association "Meritorious Service Award" (2015), James R. Ryan Lifetime Achievement Award from the Public Policy Forum (2017) and Wisconsin Economic Development Association Fredrick C. Pearce Lifetime Achievement award (2017).



Darrell Hofland - Associate

Darrell Hofland has 35 years of municipal management experience in Wisconsin, most recently as City Administrator for Sheboygan (2016-2020), Village Administrator for Grafton (1990-2016), Village Administrator for Little Chute (1986-1990), and Administrative Assistant to the Mayor for Appleton (1985-1986). Mr. Hofland was the first recipient of the Meritorious Service Award in 2000 by the Wisconsin City/County Management Association and Wisconsin's first Credentialed Manager by the International City/County Management Association. He is experienced in all local government management duties including budgeting, financial management, human resources, community and economic development, strategic planning, and performance management. His academic credentials include attainment of a Master's Degree in Public Administration from American University with a concentration in Financial Management and a Bachelor of Arts Degree in Political Science and Psychology from University of Iowa. He is also a graduate of the Senior Executive Institute of the University of Virginia's Weldon Cooper Center for Public Service. Hofland works on executive recruitment, interim management assignments and municipal strategic planning projects for PAA.

Comprehensive Government Consulting Services



Executive Recruitment

Assisting municipalities in the recruitment and selection of management personnel including managers, administrators and department/division heads.



Interim Management Services

Providing skilled and experienced administrators on a full-time or part-time basis for a limited period of time.



Organization & Management Studies

Analyzing municipal organizations, operations, and management structure and procedures using best practice standards. Specializing in organizational assessments, public works, and public safety.



Classification & Compensation Studies

Analyzing and developing of classification and compensation plans using internal and external equity standards.



Economic Development Services

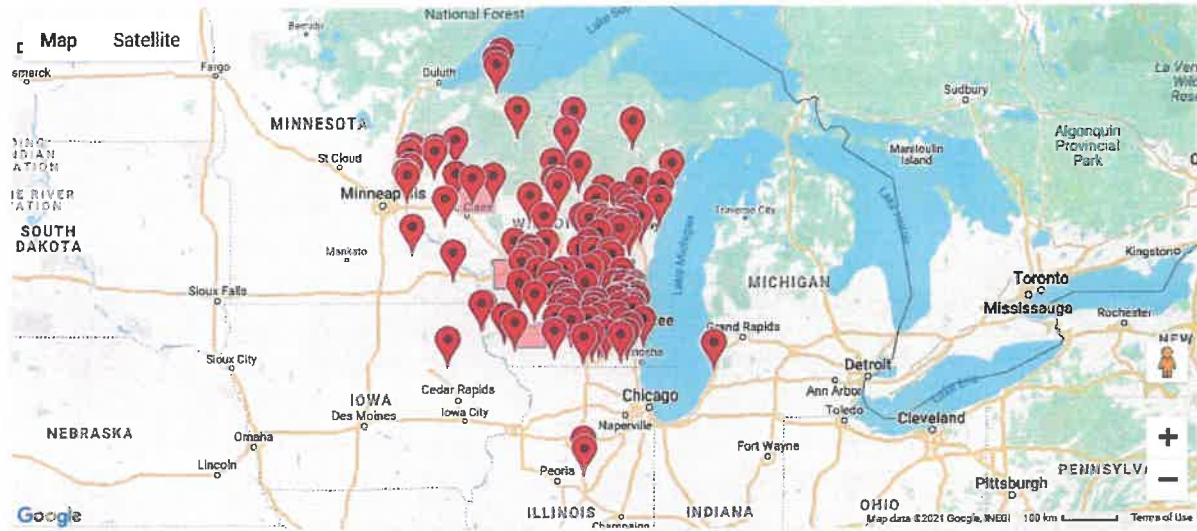
Assisting communities establish and implement economic development projects and programs, including downtown revitalization initiatives, redevelopment and tax incremental financing, business improvement district plans, brownfields initiatives, and business and industrial park planning and development.



Strategic Planning & Implementation

Performing community needs assessments, preparation of plans, strategies for implementation of community plans, site planning/development review assistance, and assisting communities in development of boundary agreements and cooperative plans.

PAA Executive Recruitment Clients



Almost 400 Municipal Administrator Searches Since 1998

The number beside the municipality name is the number of times PAA has assisted the municipality. State of Wisconsin unless otherwise noted. View the [interactive map](#) on our website for the work that we have performed for these communities.

Cities			
Abbotsford (2)	Elroy (3)	Menominee, Michigan	Port Washington
Adams (2)	Evansville (3)	Mequon	Racine
Algoma	Fond du Lac	Menasha	Reedsburg (2)
Antigo (3)	Fort Atkinson (2)	Merrill	Rhineland
Ashland (2)	Fox Lake (3)	Middleton	Rice Lake
Baraboo (2)	Geneseo, Illinois	Milton	Richland Center
Berlin (2)	Glendale	Mineral Point	Ripon
Brillion	Hartford	Minonk, Illinois (3)	Shawano (4)
Chilton (2)	Hillsboro (3)	Monona (3)	South Haven, MI
Chippewa Falls (2)	Horicon (2)	Monroe (2)	St. Croix Falls
Clintonville (2)	Hudson (3)	New Lisbon	St. Francis
Columbus (3)	Independence, Iowa	New London (3)	Sturgeon Bay (5)
Crystal River, Florida	Jefferson (5)	Niagara	Thorp
Cudahy	Kewaunee (2)	Oak Park Heights, MN	Tomah (2)
Delavan (2)	Lake Geneva (2)	Oconto (2)	Verona (3)
DePere (3)	Lancaster (4)	Omro (2)	Washburn (2)
Durand (3)	Marinette (2)	Park Falls	Waukesha
Eagle River	Marquette, Iowa	Pine Island, MN	Waupaca
El Paso, Illinois	Marshfield (2)	Platteville (5)	Waupun
Elkhorn	Mauston (3)	Prairie du Chien (2)	Wautoma
	Menomonie (2)	Princeton (2)	Wauwatosa (2)

Weyauwega (3)
Whitewater (3)

Villages

Ashwaubenon
Bayside (3)
Bellevue (3)
Belleville (2)
Bonduel
Brown Deer
Clinton (2)
Colfax
Cross Plains (2)
Brown Deer
Darien
Deerfield
DeForest (2)
Denmark (2)
East Troy
Edgar
Egg Harbor (2)
Elkhart Lake
Elm Grove
Ephraim
Fox Point (2)
Germantown
Grafton (2)
Greendale (2)
Greenville

Hales Corners
Hammond
Hartland (3)
Howard (3)
Jackson
Johnson Creek (3)
Kewaskum
Little Chute (5)
Lodi (3)
Marshall (3)
Maple Bluff
McFarland (2)
Merton
New Glarus (4)
North Fond du Lac (3)
Oregon (2)
Osceola (3)
Paddock Lake (2)
Palmyra
Pardeeville
Port Edwards
Poynette
Prairie du Sac
Pulaski
Rothschild (2)
Sherwood
Slinger (2)
Shorewood
Shorewood Hills
Somerset

Spring Green
Suamico (3)
Stanley
Sussex
Thiensville (2)
Turtle Lake
Twin Lakes (2)
Union Grove (2)
Waterford
Waunakee
W. Milwaukee (3)
Williams Bay (2)
Wind Point (3)
Winneconne (4)
Whitefish Bay (2)
Wrightstown (3)

Towns

Algoma (3)
Beloit
Buchanan (5)
Cedarburg (2)
Clayton (2)
Empire
Fox Crossing (Menasha)
(4)
Gibraltar (2)
Grand Chute (3)
Greenville (2)
La Pointe (2)

Lawrence (2)
Ledgewiew
Linn
Lisbon
Oconto
Osceola (2)
Rib Mountain
Richfield (2)
Sevastopol
Vernon
Weston
Washington

Counties

Ashland
Chippewa (3)
Dodge (2)
Door
Green Lake (2)
Iowa
Monroe
Oconto
Polk (3)
Price
Sawyer
Sauk
Shawano
Wabasha, MN (2)
Washburn (2)
Waushara

2. PAA's Approach to Recruitment

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.

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

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

We believe that key City staff has a large stake in the process. We recommend that selective staff have an opportunity to meet and talk with each of the finalists. However, we fully recognize that the final decision rests with the City Council.

Finally, we believe that the process should be conducted in a planned, deliberate, and timely fashion. Specific preferences of the City should be accommodated in the design of the process, not as the process unfolds. Although circumstances may result in amending the process as originally designed.

3. Our Proposed Process for Mayville

The following describes the scope of activities to be performed by Public Administration Associates, LLC during a typical municipal recruitment and selection process. We can readily adapt the process that we utilize to a schedule as may be requested by the City and assure we address the options outlined in the City's Request for Proposal.

Chris Swartz, PAA Partner, will be the project coordinator on the Mayville City Clerk search project and PAA's chief point of contact.

Public Administration Associates, LLC is providing two options for the recruitment of the Mayville City Clerk.

Option 1. This option is a lump sum amount to provide the City with assistance in developing recruitment materials, application process and all posting and advertising with a goal to generate a minimum of 3-5 applicants and provide initial review and screening of applicants with the intent to recommend a pool of at least 2-3 applicants for interview. Thereafter the City would facilitate the interview and selection process with the applicant pool.

Option 2. Includes all services in option 1 plus coordination of all final assessment activities to assist the Mayor and Council in arriving at a final candidate. PAA will provide interview questions and supporting materials, facilitate all interview panels, summarize results of all assessment activities, and moderate Council deliberations.

The following provides the details how these two options will be operationalized

Activities to be Performed by PAA Consultants for Mayville

1. Meet with the Mayor and City Council and other relevant City Staff as appropriate to understand the characteristics desired in the next City Clerk, discuss the process of recruitment; review job description and prepare revisions if needed; prepare the position announcement and marketing materials; determine the salary hiring range; develop the requested comprehensive recruiting plan; determine recruitment procedures and the interview and selection process, and determine the time schedule.

These meetings are important to establish the qualifications and qualities that the City desires in the next City Clerk to determine the recruitment procedures and schedule.

2. Place advertisements in appropriate publications and on-line sources, including the Government Finance Officers Association (GFOA); Wisconsin Municipal Clerks Association (WMCA); Wisconsin Treasurers Association (WTA); Municipal Clerks & Finance Officers Association of Minnesota (MCFOA); Illinois City/County Management Association (ILCMA); League of Wisconsin Municipalities (LWM); Wisconsin City/County Management Association (WCMA); Strategic Government Resources (SGR); Illinois Municipal Treasurers Association (IMTA); Engaging Local Government Leaders (ELGL); as well as contacting and encouraging personally known qualified individuals to apply. In addition to placing advertising, PAA will proactively solicit potential candidates by personal contact.

3. Receive and acknowledge applications. Notify all candidates of their status in recruitment. We will download all application materials onto a Google Drive file and will share that with the Mayor and City Council so that a full and complete record of all submitted information is fully maintained for municipal recordkeeping and open records purposes.

4. Review applications and conduct telephone interviews with all candidates meeting the minimum qualifications. Provide a "Summary-Resume" Candidate Report to the Mayor and City Council that will include a rating of the candidates as "fully qualified", "partially qualified" or "unqualified" and provide concise written reports on each candidate meeting minimum qualifications noting each candidate's strength and weaknesses relative to the position description and critical attributes identified by stakeholders. After discussion with the Mayor and City Council a short list of up to 5 (five) candidates will be recommended for advancement.

This would be the conclusion of PAA Search Services if Cost Option 1 was selected by the City (Steps 1-4 in the Clerk Search Process)

Should the Mayor and the Council decide to contract with PAA for Option 2, Step 4 above will be modified as follows: PAA would contact those candidates meeting minimum qualifications and initiate an initial Zoom interview with the candidate and the Mayor and City Council.

5. Review semi-finalists with the Mayor and City Council for selection of candidates to be interviewed on site in Mayville.

The Mayor and City Council will review PAA candidate reports and submitted application materials. At this stage, all the candidates should be technically qualified to be the next Mayville City Clerk. The primary value of the semi-finalist interview is to determine the "fit" with the Mayor and City Council and the organization before committing the (2) two – (3) three candidates to come for final interviews/assessment activities in Mayville.

6. Work with the Mayor and City Council or their designee to arrange the interviews and the on-site candidate assessment center in the City of Mayville.

While there are a variety of approaches to the interview process, PAA normally recommends a one day "assessment center" type process. All the finalists, on individual schedules, tour the City and meet with the City leadership team and appropriate administrative staff. These meetings are important for both the candidates and the staff and City officials.

Towards the end of the day, the Mayor and City Council and key City Staff interview each final candidate for approximately one hour. In addition, it is suggested that each finalist participate in a writing exercise to determine writing skills.

There are other approaches to the interview/assessment center process. PAA will work with the City to determine the process that is most suitable for the City.

7. Provide assistance in the negotiation of an employment agreement (if required or desired).

Normally, PAA receives instructions from the Mayor and the appropriate staff regarding the negotiation of an employment agreement for review and approval by the City Council at its next meeting. However, we are prepared to work with the Mayor and City Council in any capacity in negotiating an employment agreement with the selected candidate.

8. Prepare letters for the Mayor's signature thanking all applicants and notifying them of the final result.

PAA Cost Option 2 would include assisting the City of Mayville on all eight steps in the Executive Search process as outlined above.

4. Project Costs

We strive to make our costs affordable to the municipal clients that we serve. We know that in Wisconsin, with local government levy limits and expenditure restraints, that municipalities must be ever cost-conscious.

Total Cost-Option 1 (Including Search Steps 1-4)-**\$8,000.**

Total Cost-Option 2 (Including All Search Steps 1-8)-**\$10,500.**

Not included in our lump sum amount are any aptitude/psychological tests, emotional intelligence assessments; post-offer background checks and/or interview visits to the candidate's community of residence if desired or requested. If requested by the City, PAA will facilitate this work and just pass-through these costs to the City (PAA does not apply any mark-up to them).

PAA will bill the City for Option 1 for the entire quoted cost at the conclusion of step 4.

PAA will bill the City for Option 2 as follows: One-half of the quoted lump sum amount at the mid-point in the search process (selection of semi-finalists-step 5) and will bill the remainder of any other costs incurred on behalf of the City after the City Clerk has been hired (employment contract or offer of employment approved by the City).

5. Mayville Recruitment/Selection Schedule

Typically, a municipal management search of this type will take approximately 8-12 weeks from start to when the new employee begins his or her new duties, however, PAA will work closely with the City of Mayville to maintain a schedule that will get the new City Clerk on board as soon as possible.

6. Our Commitment to Mayville

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

Public Administration Associates, LLC provides the following guarantees

- If the initial search is not successful, PAA will conduct one additional search process until the Mayville City Clerk position is filled with the understanding that PAA will be reimbursed for any additional out-of-pocket marketing and travel costs that it might incur for the second position posting.
- If the candidate selected either resigns or is terminated for cause within the first twelve months of employment, PAA will conduct a new search and waive its consultation fee. We have had to only honor this guarantee twice for the almost 400 municipal executive searches that we have conducted over the past 24 years (that's a success rate of over 99%). As such, we are very confident in the recruitment/selection processes that we employ. This guarantee is for Option 2 only.

7.

PAA References (Recent Wisconsin CAO and Department Director Searches)

Jack Anderson, Village President, Village of Greenville, Phone 920-757-5181 (C)

Michael Bablick, Mayor, City of Park Falls, Phone 715-762-2436 Ext. 229

Marty Becker, Former Mayor, City of Port Washington, Phone 262-707-1464 (C)

Mason Becker, City Council President, City of Fort Atkinson, Phone 920-723-4924 (C)

David Benforado, Village President, Village of Shorewood Hills, Phone 608-535-2960

Gurdip Brar, Mayor, City of Middleton, Phone 608-821-8359 (C)

Jane Cahill-Wolfgram, President, Village of DeForest, Phone 608-438-5358 (O)

Jeanne Carpenter, Former Village President, Village of Oregon, Phone 608-358-7837 (C)

Cameron Clapper, Administrator, Dodge County, Phone 920-386-3523 (O)

Barbara Daus, City Council President, City of Platteville, Phone 608-348-3365 (C)

Dr. Bill Duncan, Village President, Village of Williams Bay, Phone 262-245-2700

Tim Freitag, Administrator, City of Jefferson, Phone 920-674-7700 (O)

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

Theodore Grant, Mayor, City of Ripon, Phone 920-896-6900 (O)

Tom Hartz, Former Mayor, City of Lake Geneva, Phone 262-374-9127 (C)

Dr. Bryan Kennedy, Mayor, City of Glendale, 414-228-1700 (O)

Ben Krumenauer, Administrator, Village of Bellevue, Phone 920-410-5563 (O)

Tim McCumber, County Board Chair, Sauk County, 608-963-6581 (C)

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

Wanda Montgomery, President, Village of Brown Deer, Phone 262-502-1460

Laura Nelson, Former President, Village of Suamico, Phone 920-246-8212 (C)

Rich O'Connor, Mayor, City of Hudson, Phone 715-386-4765 (Ext. 120) (O)

Joe Osterman, Chair, Town of Lisbon, Phone 262-246-6100 (Ext. 1200) (O)

Thomas Pavlic, Mayor, City of Cudahy, Phone 414-769-2222 (O)

George Peterson, President, Village of Rothschild, Phone 715-359-3660 (O)

Susan Sanabria, President, Village of Wind Point, Phone 262-994-0733 (C)

Ryan Schroeder, Mayor, City of Delavan, Phone 262-728-5585 ext. 113 (O)

Kathy Schlieve, Administrator, City of Waupun, Phone 920-324-5563 (O)

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

Roger Truttman, President, Village of New Glarus,
Phone 608-212-6785 (C)

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

Brian Wohlhaupter, Human Resources Manager,
City of Middleton, Phone 608-821-8350

Jim Weiss, Chair, Town of Linn, Phone 262-245-2700
(C)

Dale Yurs, President, Village of Belleville, Phone 608-
577-9502 (C)

MUNICIPAL EXECUTIVE SEARCH SERVICES AGREEMENT

This Services Agreement is entered into as of this 29th day of November, 2023 by and between PUBLIC ADMINISTRATION ASSOCIATES, LLC, "PAA", and CITY OF MAYVILLE, "City".

Whereas, City needs assistance with professional recruitment and selection of a City employee (City Administrator); and

Whereas, PAA has expertise in professional recruitment and selection of municipal administrators;

Therefore, the parties agree as follows:

1. **Services.** At City's request, PAA will provide those services listed under the process outlined in PAA's Proposal to the City dated November 29, 2023 and included as Exhibit A to this Agreement.

2. **Term.** PAA anticipates that this recruitment/selection process will take approximately ninety (90) days. The City shall have the right to terminate this Agreement in the event a suitable candidate has not been hired by the City within 90 days after execution of this Agreement. In the event of such termination, PAA shall be entitled to compensation for services performed in an amount equal to $\frac{1}{2}$ of the remaining balance then due under this Agreement.

3. **Payment.** For these services, City will pay PAA \$15,500 as follows:

A. One-Third (\$5,167) at the execution of this Agreement.

B. One-Third (\$5,167) at the selection of semi-final candidates by the City Council;

C. One-Third (\$5,166) upon the completion of services or acceptance by the City Council of an employment agreement with the selected City Administrator.

4. **Other Direct Expenses.** In addition to the payment for the services, City will pay PAA for any special services that may be required by the City as enumerated in Exhibit A. PAA will submit invoices for these direct expenses incurred with the final search

completion billing.

5. **Professional Conduct.** PAA will provide the services to City in a professional and business-like manner, and will act in accordance with all Federal, State, and local laws, regulations, rules and ordinances. PAA will at all times endeavor to uphold and preserve the reputation of the City.

6. **Cooperation & Conduct.** Similarly, City and its representatives will act and communicate at all times in a professional manner, will provide its full cooperation to PAA in PAA's search on behalf of City, and will comply with all Federal, State, and local laws, regulations, rules and ordinances, including anti-discrimination laws, regulations, rules and ordinances.

7. **Liability Insurance.** PAA carries, and will continue to carry throughout the term of this Agreement, professional liability insurance with limits of \$1,000,000 per occurrence/\$1,000,000 aggregate.

8. **Hold Harmless & Indemnity.** City agrees to hold harmless, indemnify, and defend PAA from any and all demands, claims, causes of action, and judgments brought by candidates or third parties against PAA and/or City for City's negligent or intentional conduct resulting in damages to a candidate or third party provided, however, that the City shall not be liable for such actions to the extent they are undertaken in reliance on advice, recommendation or information provided by PAA.

Similarly, PAA agrees to hold harmless, indemnify, and defend City from any and all demands, claims, causes of action, and judgments brought by candidates or third parties against PAA and/or City for PAA's negligent or intentional conduct resulting in damages to a candidate or third party.

9. **Authorized Signatory.** The person signing this contract on behalf of City warrants and represents that she/he/they have the authority to do so.

10. **No Assignment.** Neither party may assign this contract without the written consent of the other party.

11. **Entire Agreement.** This contract contains the entire agreement between the parties, and supersedes all prior

discussions and negotiations between them. This contract may only be amended by a written contract signed by both parties.

12. **Disclosure of Attorney.** PAA discloses to City that one of PAA's partners is an attorney; however, PAA will not provide the City with legal advice. City must seek legal advice from its own counsel.

13. **Governing Law.** This agreement is governed by the laws of the State of Wisconsin.

14. **Records Retention.** PAA acknowledges that City is a governmental entity and is subject to the provisions of the Wisconsin Public Records Law (Wis. Stats. §19.31 et seq.). Most "records" as defined by the law generated in connection with this Agreement are subject to disclosure to the public upon request. City's obligation includes records prepared and maintained by contractors. Therefore, it may be necessary for City to obtain records from PAA while this Agreement is in effect, or during the required record retention period thereafter. The following provisions shall govern the retention and provision of documents relating to work under this Agreement:

a. Provision of Records by PAA. Upon request by the City, PAA shall provide to the City any and all documents in PAA's possession or control pertaining to the work performed pursuant to this Agreement which the City's record custodian determines are subject to release under the Public Records Law and have been requested by a requester. Such records shall be provided as soon as practicable and without delay, but in no event later than ten (10) business days after the request.

b. Preservation of Records. PAA shall retain copies of all documents and other records prepared by it in connection with the work under this Agreement for a period of not less than seven (7) years. The retention obligation under this paragraph shall not apply to any record after a copy of that record has been provided to City.

c. Indemnification. PAA agrees to indemnify the City and pay any and all costs, expenses, fees (including reasonable attorney fees), forfeitures, penalties and damages incurred by, or assessed against, the City which arise or result from a failure by PAA to timely provide any records to the City as required by par. (a), above, other than documents no longer

in possession of PAA and exempted from the retention requirement under par. (b). City agrees to indemnify and defend PAA and pay any and all costs, expenses, fees (including reasonable attorney fees), forfeitures, penalties and damages incurred by, or assessed against PAA which arise or result from the City's release of records provided by PAA under paragraph a, including, but not limited to the City's failure to: provide a record subject with notice when required, redact information protected by law, keep confidential the identities of employment applicants (with the exception of final applicants) or any cause of action by the subject of a record based on the release of the same by the City.

d. Survival. The obligations under this paragraph to produce and retain records, including the provisions for indemnity, shall survive the expiration or termination of this Agreement.

Dated this 29th day of November, 2023.

PUBLIC ADMINISTRATION ASSOCIATES City of Mayville, WI

By *Chris Swartz*

M CHRIS SWARTZ, Partner
Public Administration Assoc.
1155 W South Street
Whitewater, WI 53190
mcswartz57@gmail.com

By _____

MUNICIPAL EXECUTIVE SEARCH SERVICES AGREEMENT

This Services Agreement is entered into as of this 29th day of November, 2022 by and between PUBLIC ADMINISTRATION ASSOCIATES, LLC, "PAA", and CITY OF MAYVILLE, "City".

Whereas, City needs assistance with professional recruitment and selection of a City employee (Clerk); and

Whereas, PAA has expertise in professional recruitment and selection of municipal administrators;

Therefore, the parties agree as follows:

1. **Services.** At City's request, PAA will provide those services listed under the process outlined in PAA's Proposal to the City dated November 29, 2023, and included as Exhibit A to this Agreement.

2. **Term.** PAA anticipates that this recruitment/selection process will take approximately ninety (90) days. The City shall have the right to terminate this Agreement in the event a suitable candidate has not been hired by the City within 90 days after execution of this Agreement. In the event of such termination, PAA shall be entitled to compensation for services performed in an amount equal to $\frac{1}{2}$ of the remaining balance then due under this Agreement.

3. **Payment.** For these services, City will pay PAA \$10,500 as follows:

A. One-Half (\$5,250) at the mid-point in the search process (selection of semi-finalists for the Clerk position);

B. One-Half (\$5,250) upon the completion of services or acceptance by the City of an employment agreement with the selected Clerk.

4. **Other Direct Expenses.** In addition to the payment for the services, City will pay PAA for any special services that may be required by the City as enumerated in Exhibit A. PAA will submit invoices for these direct expenses incurred with the final search completion billing.

5. **Professional Conduct.** PAA will provide the services to City in a professional and business-like manner, and will act in accordance with all Federal, State, and local laws, regulations, rules and ordinances. PAA will at all times endeavor to uphold and preserve the reputation of the City.

6. **Cooperation & Conduct.** Similarly, City and its representatives will act and communicate at all times in a professional manner, will provide its full cooperation to PAA in PAA's search on behalf of City, and will comply with all Federal, State, and local laws, regulations, rules and ordinances, including anti-discrimination laws, regulations, rules and ordinances.

7. **Liability Insurance.** PAA carries and will continue to carry throughout the term of this Agreement, professional liability insurance with limits of \$1,000,000 per occurrence/\$1,000,000 aggregate.

8. **Hold Harmless & Indemnity.** City agrees to hold harmless, indemnify, and defend PAA from any and all demands, claims, causes of action, and judgments brought by candidates or third parties against PAA and/or City for City's negligent or intentional conduct resulting in damages to a candidate, or third party provided, however, that the City shall not be liable for such actions to the extent they are undertaken in reliance on advice, recommendation or information provided by PAA.

Similarly, PAA agrees to hold harmless, indemnify, and defend City from any and all demands, claims, causes of action, and judgments brought by candidates or third parties against PAA and/or City for PAA's negligent or intentional conduct resulting in damages to a candidate or third party.

9. **Authorized Signatory.** The person signing this contract on behalf of City warrants and represents that she/he/they have the authority to do so.

10. **No Assignment.** Neither party may assign this contract without the written consent of the other party.

11. **Entire Agreement.** This contract contains the entire agreement between the parties and supersedes all prior discussions and negotiations between them. This contract may only be amended

by a written contract signed by both parties.

12. **Disclosure of Attorney.** PAA discloses to City that one of PAA's members is an attorney; however, PAA will not provide the City with legal advice. City must seek legal advice from its own counsel.

13. **Governing Law.** This agreement is governed by the laws of the State of Wisconsin.

14. **Records Retention.** PAA acknowledges that City is a governmental entity and is subject to the provisions of the Wisconsin Public Records Law (Wis. Stats. §19.31 et seq.). Most "records" as defined by the law generated in connection with this Agreement are subject to disclosure to the public upon request. City's obligation includes records prepared and maintained by contractors. Therefore, it may be necessary for City to obtain records from PAA while this Agreement is in effect, or during the required record retention period thereafter. The following provisions shall govern the retention and provision of documents relating to work under this Agreement:

a. Provision of Records by PAA. Upon request by the City, PAA shall provide to the City any and all documents in PAA's possession or control pertaining to the work performed pursuant to this Agreement which the City's record custodian determines are subject to release under the Public Records Law and have been requested by a requester. Such records shall be provided as soon as practicable and without delay, but in no event later than ten (10) business days after the request.

b. Preservation of Records. PAA shall retain copies of all documents and other records prepared by it in connection with the work under this Agreement for a period of not less than seven (7) years. The retention obligation under this paragraph shall not apply to any record after a copy of that record has been provided to City.

c. Indemnification. PAA agrees to indemnify the City and pay any and all costs, expenses, fees (including reasonable attorney fees), forfeitures, penalties and damages incurred by, or assessed against, the City which arise or result from a failure by PAA to timely provide any records to the City as required by par. (a), above, other than documents no longer in possession of PAA and exempted from the retention

requirement under par. (b). City agrees to indemnify and defend PAA and pay any and all costs, expenses, fees (including reasonable attorney fees), forfeitures, penalties and damages incurred by, or assessed against PAA which arise or result from the City's release of records provided by PAA under paragraph a, including, but not limited to the City's failure to: provide a record subject with notice when required, redact information protected by law, keep confidential the identities of employment applicants (with the exception of final applicants) or any cause of action by the subject of a record based on the release of the same by the City.

d. Survival. The obligations under this paragraph to produce and retain records, including the provisions for indemnity, shall survive the expiration or termination of this Agreement.

Dated this 29th day of November, 2023.

PUBLIC ADMINISTRATION ASSOCIATES CITY OF MAYVILLE

By *Chris Swartz*

M Chris Swartz, Partner
Public Administration Assoc.
1155 W South Street
Whitewater, WI 53190
mcswartz57@gmail.com

By _____

Payroll HR

From: Mike <mike@dpi-osh.com>
Sent: Monday, November 27, 2023 2:25 PM
To: Payroll HR
Subject: RE: Pricing For Insert Sheets and tax statements

Hi Christine,

Here is the pricing for folding and stuffing the inserts and tax statement into the envelopes.

Fold 4 inserts and tax statement and stuff into envelope – Do not seal –

2500 - \$600.00

Thanks,
Mike

Mike Mann

Michael Mann - Account Manager

Total \$1900.00



DIGITAL PRINTING INNOVATIONS
304 High Avenue, Oshkosh, WI 54901

920.235.1800 P
920.235.6449 F
www.dpi-osh.com



Environmentally Friendly Presstek DI[®] Printing

- Chemistry-free Imaging
- Reduced Waste
- High Quality Waterless Offset Printing

From: Payroll HR <payroll.hr@mayvillecity.com>
Sent: Friday, November 24, 2023 3:34 PM
To: Mike <mike@dpi-osh.com>
Subject: Pricing For Insert Sheets and tax statements

Mike,

Payroll HR

From: Mike <mike@dpi-osh.com>
Sent: Friday, November 3, 2023 3:02 PM
To: Deputy Clerk
Subject: Pricing For Insert Sheets

Hi Chris,

Here is the pricing for the 4 different insert sheets we talked about this morning. Let me know if you have any questions or need any other information. The price includes printing 2 sides, folding and delivering to you.

City of Mayville Newsletter – Taxes Sheet – 8.5 x 11, 20# Blue, Black Ink, Printed 2 Sides and Fold –

2500 - \$275.00

Brush Pick Up, Bulk Material Drop Off Sheet – 8.5 x 11, 20# Canary, Black Ink, Printed 2 Sides and Fold –

2500 - \$275.00

Sign Up For Auto - Pay For Water/Wastewater Bill Sheet – 8.5 x 11, 20# Orchid, Black Ink, Printed 2 Sides and Fold –

2500 - \$275.00

GFL Environmental Trash & Recycling Schedule with Tag Center Information Sheet – 8.5 x 11, 60# White Offset, 4 Color 1 Side, Black ink 2nd Side and Fold –

2500 - \$475.00

Thanks,
Mike



Michael Mann - Account Manager



DIGITAL PRINTING INNOVATIONS
304 High Avenue, Oshkosh, WI 54901

920.235.1800 P
920.235.6449 F
www.dpi-osh.com