



OFFICIAL NOTICE AND AGENDA

Kronenwetter Administrative Policy Committee (APC)
Kronenwetter Municipal Center
1582 Kronenwetter Drive, Kronenwetter WI 54455
Village Board Room (Lower Level)

Wednesday November 3rd 2021 – 5:30 P.M.

REVISED

ONLINE CONNECTION

Persons wishing to attend the meeting by connecting online, may connect at the following web site address using the URL:
<https://us02web.zoom.us/j/5813630861?pwd=ZkhYbWREdUgwWkJKWbjBnejMxczJ2QT09>

Meeting ID: 581 363 0861

Password: 1582

PHONE CONNECTION

Persons wishing to attend the meeting by phone, may call into the telephone conference using the following number:

1-(312)-626-6799;

Meeting ID: 581 363 0861

Password: 1582

1. **Call meeting to order**
 - a. Roll Call
 - b. Announcement of a closed session
2. **Public Input (15 minutes):** *Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this Village that there be a three minute time period, per person, with time extension per the Chief Presiding Officer's discretion; be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.*
3. **New Business:**
 - a. Contract for Service-Temporary Help
4. **Consideration of Motion to convene into closed session pursuant pursuant to Wis. Stat. §19.85(1)(c) for consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – to wit Finance Director**
5. **Consideration of motion to reconvene into open session**
6. **Discussion and Recommendation – Consideration of staff employment, promotion and compensation for Finance Director**
7. **Adjournment**

Posted by Village of Kronenwetter

Posted: 11/01/2021 Kronenwetter Municipal Center, www.kronenwetter.org

Faxed to - Wausau Daily Herald, WAOW, WSAW, WSAU, Everest Herald, Mosinee Times,

MEETING DATE: 11/03/2021	REPORT TO APC			AGENDA ITEM #															
PRESENTING COMMITTEE:	COMMITTEE CONTACT:	STAFF CONTACT: Richard Downey, Village Administrator	PREPARED BY: Richard Downey, Village Administrator																
ISSUE: Contract for Service-Temporary Help																			
OBJECTIVES: 1. Obtain temporary help to cover the duties of the Community Development Director.																			
<p>ISSUE BACKGROUND/PREVIOUS ACTIONS: The APC requested that I acquire quotes for temporary help to cover the duties of the Community Development Director.</p> <p>I have contacted three professional firms that could provide this service. GovHR has indicated that they will not be able to provide anyone to the Village for this service. McMahon has provided a quote. They will charge the Village \$8,000 to \$10,000 a month for their work, and will perform project work 16 – 24 hours per week, with an anticipation of 16 – 20 hours being on-site. Their proposal includes travel and time. McMahon has a list of employees they can provide in their proposal which is attached. Their cost will be \$113 to \$123 an hour. PAA has also provide a quote for this service, which is attached to this report. They will charge \$68 an hour and will provide services approximately 16-24 hours per week dependent upon work assigned by the Village Administrator. PAA has proposed providing Duane Gau, a former Public Works Director of the Village for this service.</p>																			
PROPOSAL: Recommend the Village Board approve a contract for temporary services.																			
ADVANTAGES: 1. A contract will allow the Village to supplement current staffing levels. 2. The Village will be able to bring in someone from the outside that may have a different perspective on issues.																			
DISADVANTAGES: The Village will have to have current staff train whoever is brought in to assist the Village, and the amount of work may not be sufficient to keep a consultant busy.																			
ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.) The contract with McMahon is \$113 to \$123 an hour. The cost with PAA will be \$68 an hour, but the Village will also have to pay for travel expenses.																			
RECOMMENDED ACTION: Make a motion to recommend the Village Board approve a contract with PAA for a temporary employee to assist with the Community Development Office duties.																			
OTHER OPTIONS CONSIDERED: The Village could move forward with the replacement of both the Community Development Director and the Planning Tech and utilize the outgoing Community Development Director to assist on nights and weekends until the replacement is made.																			
TIMING REQUIREMENTS/CONSTRAINTS: The committee should move forward on this contract as soon as possible, as temporary employees could take other employment if the Village waits.																			
<p>FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$ Remaining CFY</p> <p>The Village will have to move money in the Community Development Department to cover the expenses of the consultant. Below is a list of what is available in non-payroll accounts for the Community Development Office.</p> <table border="0" data-bbox="131 1612 1529 1686"> <tr> <td>Account Number: 100-00-51420-340-000</td> <td>Description: Training-Comm. Dev Dir</td> <td>Remaining: \$1505</td> </tr> <tr> <td>Account Number: 100-00-51420-360-000</td> <td>Description: Marketing</td> <td>Remaining: \$1238.84</td> </tr> </table> <p>There are no other funds available in the Community Development Department, as wages still have to be paid for the outgoing Community Development Director. The Engineering</p> <table border="0" data-bbox="131 1812 1529 1900"> <tr> <td>Account Number: 100-0051425-110-000</td> <td>Description: Plan Tech-Wages</td> <td>Remaining: \$9402</td> </tr> <tr> <td>Account Number: 100-00-51425-110-111</td> <td>Description: FICA-Plan Tech</td> <td>Remaining: \$708.08</td> </tr> <tr> <td>Account Number: 100-00-51425-130-000</td> <td>Description: Health Ins-Plan Tech</td> <td>Remaining: \$278.47</td> </tr> </table>					Account Number: 100-00-51420-340-000	Description: Training-Comm. Dev Dir	Remaining: \$1505	Account Number: 100-00-51420-360-000	Description: Marketing	Remaining: \$1238.84	Account Number: 100-0051425-110-000	Description: Plan Tech-Wages	Remaining: \$9402	Account Number: 100-00-51425-110-111	Description: FICA-Plan Tech	Remaining: \$708.08	Account Number: 100-00-51425-130-000	Description: Health Ins-Plan Tech	Remaining: \$278.47
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Account Number: 100-00-51425-340-000 Description: Training-Plan Tech Remaining: \$891

Total Remaining: \$ 14,023.39

Please note the Village Board has directed me to move forward with the replacement of the Planning Tech, and hence we may not be able to utilize those funds. Additionally, the Village will have to pay the accumulated Vacation of the outgoing Community Development Director, which will be 11/12th of this yearly vacation plus any other unused vacation he has at the end of November his ended end date.

Account Number: 100-00-53000-300-000 Description: Public Works Engineering costs Remaining: \$52,047.90

The Village does have some unallocated funds for the Phase 2 engineering study for the stormwater. These funds have been used to pay PAA for their work with the Kowalski Interchange. Additionally, the Village has been paying the costs of the Becher Hoppe for the RPR work on the Ponds out of this line item. The Village is being 100% reimbursed for those costs, but the Village still has to show the expenses, which is why this account has less than \$80,000 remaining.

ATTACHMENTS (describe briefly): McMahon proposal, PAA proposal.

Proposal For Professional Consulting Services

Management Counsel

Prepared for The

VILLAGE OF KRONENWETTER

MARATHON COUNTY; WISCONSIN



"Come Grow With Us"

October 18, 2021

M0032-04-21-00001

Prepared By

JEFFREY R. ROEMER

McMAHON
ENGINEERS ARCHITECTS

1445 McMAHON DRIVE | NEENAH, WI 54956
Mailing P.O. BOX 1025 | NEENAH, WI 54957-1025
PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

[Public Safety & Municipal Management](#)

Proposal For Professional Consulting Services

Management Counsel

Prepared for The

VILLAGE OF KRONENWETTER

MARATHON COUNTY; WISCONSIN

Prepared By

McMahon Associates, Inc. | NEENAH, WISCONSIN

October 18, 2021

McM. No. M0032-04-21-00001

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W:\WP\Proposal\M0032\04-21-00001

October 18, 2021

Richard Downey, Village Administrator
Village of Kronenwetter
1582 Kronenwetter Dr.
Kronenwetter, WI 54455

Dear Richard,

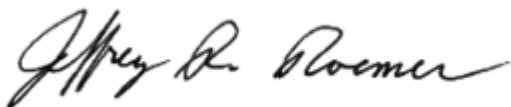
We are pleased to submit a proposal for Management Counsel for the Village of Kronenwetter. Our teams' passion for Public Management and working with local governments provides the basis for our interest in submitting this proposal. The McMahon Associates, Inc. (McMAHON) team of consultants have an extensive Management Counsel experience, and I am confident they will meet your expectations.

McMAHON's Public Safety and Municipal Management Group is a national and international consulting group whose focus is on Public Sector consulting services. Most of our clients are Public Sector entities: municipalities, counties, tribes, or special districts. Our team of consultants are all senior level staff and are either current or former municipal management practitioners. An important component of our approach is frequent communication with the Village Administration.

Our extensive operational and strategic experience in the public management area uniquely qualifies us for a project of this nature. The team has management, operational, technical, and consulting experience with all types of municipal and public safety operations experience.

Thank you again for the opportunity to submit this proposal. If you have any questions or desire to schedule a meeting where we can present our proposal in more detail and answer any questions, please feel free to contact me at 920-751-4200 ext. 401 or by email at jroemer@mcmgrp.com. We look forward to working with you on this important project!

Respectfully,
McMahon Associates, Inc.



Jeffrey R. Roemer
Public Safety Manager
JRR:amc

Qualifications

McMAHON provides public management consulting that provides professional, high quality public management consulting, project management and other related services to organizations throughout the United States and abroad. Our consultants have served the needs of numerous municipalities throughout the United States and remain very active with several public safety and government related organizations including:

- Wisconsin City/County Management Association
- International City/County Management Association
- American Society for Public Administration
- Wisconsin State Fire Chiefs Association
- International Association of Fire Chiefs
- International Association of Police Chiefs
- Association of Public Safety Communications Officials
- American Academy of Certified Public Managers
- Paramedic Systems of Wisconsin
- National Emergency Number Association
- National Police Protection Association
- Wisconsin Society of Certified Public Managers
- Wisconsin State Police Chiefs Association
- Wisconsin Association of Public Safety Communications Officials

Our consultants possess in-depth knowledge of relevant aspects of public service, which includes administration, communications, organization, labor relations, human resources, economics, and standards. This knowledge allows us to provide clients with an intellectual and objective analysis of the information received. This information is then presented in an easily understood format, allowing policy boards to make knowledgeable and informed decisions.

Project progress is measured against an established work plan, timetables, budget, and list of deliverables. Project methodology includes frequently scheduled progress meetings to discuss progress as well as new or unanticipated issues. The work plans are focused, coordinated, and logical. Project team members are also available throughout the duration of the project.

Methodology

Our approach to this project requires a clear understanding of the current Village organization, staffing, operations, administration, planning, and related concerns. The key elements of our methodology include:

- A clear understanding of the project background, complex issues involved and the goals and objectives.
- A work plan that is comprehensive, well designed, practical and provides for ample opportunity for client input.
- Sufficient resources and a commitment to successfully completing the project within the desired time frame and at a reasonable cost.

Client Input

To complete Management Counsel and make specific recommendations, it is critical that we receive quality information from officials, staff, and members of the Village. Accordingly, our approach includes regular meetings with Administration, along with associated agencies that would have valuable information to communicate to the Service.

Practical Recommendations

Our goal is to provide you with recommendations that can be used now, and in the future, to improve the efficiency and effectiveness of the Village during this transition. These recommendations will be based on industry standards and legal considerations.

Project Management

A successful assessment and the provision of effective recommendations requires a special effort to ensure that all levels of the project receive adequate attention and those findings and recommendations are thoroughly coordinated. This is accomplished by the development and adherence to a project work plan, clear management team assignments and frequent communications with Village Administration.

Scope of Work

Management Counsel services and support for the Community Development, Planning, Building Permits departments and Finance as needed. These services will include the following;

- Department Meetings – Regular meetings will be held with the Village Administrator, to review the duties and responsibilities of McMAHON and project plan during the term of this project.
- Management Team – The management team will consist of the McMAHON project manager, project team members and the administrative staff. This team will meet initially to organize and plan the communications structure, the daily, weekly, and monthly work plan, which will be utilized to improve the effectiveness of Village operations and administration.
- Reporting – A management summary report will be provided to the Village Administrator monthly. This report will outline the transition management activities and actions that have taken place during this project.
- Availability – The McMAHON project team will perform project work 16 – 24 hours per week, with an anticipation of 16 – 20 hours being on-site. They will also provide the ability for direct communications with the Village Administrator on a daily basis.
- Administration – The management team will manage the department transition plan, mission statement, goals, policies, procedures, processes, and discipline procedures.
- Department Analysis – The McMAHON project manager will review all the administrative options available to the Village and make recommendations to the Administrator and Board regarding the best options available for the Village Departments to provide the most effective and efficient services to the community.
- Personnel Management – The McMAHON management team will assist the Village with the selection, promotion, evaluation, scheduling, and discipline of the department employees.
- Legal Compliance – The McMAHON management team will assist the Village in maintaining compliance with all current administrative rules and applicable standards, along with current departmental practices to ensure compliance with relevant legal guidelines and standards.
- Village Administration Coordination – The McMAHON management team will assist with the coordination and communications with outside communities.

- The McMAHON management team will assist with budget review and understanding, in preparation of the upcoming 2022 budget plan, including revision of the capital improvement plan if needed.
- The McMAHON management team will also provide guidance and assistance with department shared services implementation and relations with internal and external agencies.
- The McMAHON management team would also be available to assist with human resource management as needed by the Village.

Project Fee / Schedule

Project Fee

McMahon Associates, Inc. proposes to provide the Scope of Services described in this Proposal for the Management Counsel Services as follows:

Time & Expense estimated at: \$8,000 - \$10,000/ month

Upon acceptance of this Proposal, McMAHON will prepare an Agreement incorporating the Scope of Services and terms outlined here. All services will be provided in accordance with our General Terms & Conditions, dated March 19, 2020, which are incorporated into this Proposal for reference.

Invoices will be sent every month based on the previous months' time and expenses.

Project Schedule

McMAHON has the staff available to begin this project immediately upon award. We would continue the project until the Village no longer has the need, plus any additional transition time needed for individuals to move to the area and begin employment.

Project Team / Resumes

Personnel assigned to this project are selected from McMahon Associates, Inc. (McMAHON). The Project Manager supervises the Project Team and clerical personnel support the team. The combined resources assure that the client receives the best possible combination of professional attention.

Lori M. Gosz – Public Management Specialist

Lori will act as the Project Manager and is a self-motivated, results driven professional with 25 years of municipal government experience in Northeast Wisconsin. A people, process and solution-oriented leader who excels in completing multiple tasks in a timely manner. She has focused experience on data research and presentation, financial reporting and analysis, compliance to federal, state, and local regulations.

Henry B. Veleker – Public Management Specialist

Henry will assist the Project Team and is a forward thinking, pragmatic public manager bringing 30 years of public management experience to the challenges facing local governments and their respective communities. A collaborative leader who values the commitment and work of local government elected officials and staff. He is a professional who appreciates that successful local governments must always strive to be strategic, transparent, fiscally prudent and action oriented.

Steven P. Norem – Public Safety Specialist

Steve will serve as on-site coordinator and will be the key contact throughout the project. Steve will also be responsible for the project team coordination on the project and ensure that the project is completed according to the timeline established. Steve has over 30 years of management experience. Working as Clinic Director he has been responsible for Public Safety Protocols in medical facilities. He has also been responsible for retail Public Safety locations, and as CEO was responsible for Public Safety/Security at YMCAs. Steve has also conducted Assault Prevention Programs, teaching public safety and security practices.

Kevin I. Bierce – Public Safety Specialist

Kevin will assist the Project Team and has been the Fire Chief for the City of Pewaukee Fire Department since 2008 where he oversees all emergency operations. Prior to becoming Chief, he worked in various positions to include Assistant Chief, Division Chief of Prevention, Captain and Lieutenant. As Division Chief of Inspections, Kevin worked to combine the building inspection department of two communities under the authority of the Fire Department to create the Building Services Division overseeing building, zoning, and plan review of all structures in the Village and City of Pewaukee. He is a licensed building official and serves by appointment of the Governor of Wisconsin on the Wisconsin Commercial Building Code Council, responsible for the oversight and review of the Wisconsin Building Codes.

Jeffrey R. Roemer – Public Safety Manager

Jeff will assist the Project Team with review of project specific information and processes as well advise on findings and recommendations. He has over 35 years of experience in public safety and is currently Public Safety Manager of the Public Safety & Municipal Management Group for McMAHON. Jeff is a certified public manager and has been providing full time public safety management consulting for the last 21 years. He worked as a Fire Chief, Police Chief, EMS Director, and Emergency Management Director before moving into public management consulting. He has worked with over 300 public safety clients nationwide and internationally.

References

City of Chilton, Wisconsin

Executive Recruitment and Interim Services
Tom Reinl, Mayor
(920) 849-2451

City of New Holstein, Wisconsin

Management Counsel and Executive Selection of Police Chief
Casey Langenfeld, City Administrator
(920) 898-5766

City of Rhinelander, Wisconsin

Executive Selection
Chris Frederickson, Mayor
(715) 365-8600

City of Superior, Wisconsin

Operational and Organizational Review
Jane Michel, Contract Analyst
(715) 395-7557

City of Janesville, Wisconsin

Procurement Policy/Process and Best Practices Review
Max Gagin, Finance Director
(608) 755-3037

City of Pewaukee, Wisconsin

Police Dept. Organizational and Operational Study
Scott Klein, City Administrator
(262) 691-0770



McMAHON ASSOCIATES, INC. GENERAL TERMS & CONDITIONS

1. McMAHON ASSOCIATES, INC. (hereinafter referred to as 'McMAHON') will bill the Owner monthly with net payment due in 30-days. Past due balances shall be subject to a service charge at a rate of 1.0% per month. In addition, McMAHON may, after giving 48-hours notice, suspend service under any Agreement until the Owner has paid in full all amounts due for services rendered and expenses incurred. These expenses include service charges on past due invoices, collection agency fees and attorney fees incurred by McMAHON to collect all monies due McMAHON. McMAHON and Owner hereby acknowledge that McMAHON has and may exercise lien rights on subject property.
2. The stated fees and Scope of Services constitute our best estimate of the fees and tasks required to perform the services as defined. This Agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development services, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction, which may alter the Scope. McMAHON will promptly inform the Owner in writing of such situations so changes in this Agreement can be negotiated, as required.
3. The stipulated fee is firm for acceptance by the Owner for 60-days from date of Agreement publication.
4. Costs and schedule commitments shall be subject to re-negotiation for delays caused by the Owner's failure to provide specified facilities or information, or for delays caused by unpredictable occurrences, including without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, infectious diseases, acts of God or the public enemy, or acts or regulations of any governmental agency. Temporary delay of services caused by any of the above, which results in additional costs beyond those outlined, may require re-negotiation of this Agreement.
5. Reimbursable expenses incurred by McMAHON in the interest of the project including, but not limited to, equipment rental will be billed to the Owner at cost plus 10% and sub-consultants at cost plus 12%. When McMAHON, subsequent to execution of an Agreement, finds that specialized equipment must be purchased to provide special services, the cost of such equipment will be added to the agreed fee for professional services only after the Owner has been notified and agrees to these costs.
6. McMAHON will maintain insurance coverage in the following amounts:

Worker's Compensation	Statutory
General Liability	
Bodily Injury - Per Incident / Annual Aggregate.....	\$1,000,000 / \$2,000,000
Automobile Liability	
Bodily Injury	\$1,000,000
Property Damage	\$1,000,000
Professional Liability Coverage	\$2,000,000

If the Owner requires coverage or limits in addition to the above stated amounts, premiums for additional insurance shall be paid by the Owner. McMAHON's liability to Owner for any indemnity commitments, reimbursement of legal fees, or for any damages arising in any way out of performance of our contract is limited to ten (10) times McMAHON's fee not to exceed to \$500,000.
7. The Owner agrees to provide such legal, accounting and insurance counseling services as may be required for the project for the Owner's purpose. All unresolved claims, disputes and other matters in question between the Owner and McMAHON shall be submitted to mediation, if an agreement cannot be reached by Owner and McMAHON.
8. Termination of this Agreement by the Owner or McMAHON shall be effective upon 7-days written notice to the other party. The written notice shall include the reasons and details for termination; payment is due as stated in paragraph 1. If the Owner defaults in any of the Agreements entered into between McMAHON and the Owner, or if the Owner fails to carry out any of the duties contained in these terms and conditions, McMAHON may, upon 7-days written notice, suspend its services without further obligation or liability to the Owner unless, within such 7-day period, the Owner remedies such violation to the reasonable satisfaction of McMAHON.
9. Re-use of any documents or AutoCAD representations pertaining to this project by the Owner for extensions of this project or on any other project shall be at the Owner's risk and the Owner agrees to defend, indemnify and hold harmless McMAHON from all claims, damages and expenses, including attorneys' fees arising out of such re-use of the documents or AutoCAD representations by the Owner or by others acting through the Owner.
10. Purchase Orders - In the event the Owner issues a purchase order or other instrument related to the Engineer's services, it is understood and agreed that such document is for Owner's internal accounting purposes only and shall in no way modify, add to or delete any of the terms and conditions of this Agreement. If the Owner does issue a purchase order, or other similar instrument, it is understood and agreed that the Engineer shall indicate the purchase order number on the invoice(s) sent to the Owner.
11. McMAHON will provide all services in accordance with generally accepted professional practices. McMAHON will not provide or offer to provide services inconsistent with or contrary to such practices nor make any other warranty or guarantee, expressed or implied, nor to have any Agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, McMAHON will not accept those terms and conditions offered by the Owner in its purchase order, requisition or notice of authorization to proceed, except as set forth herein or expressly accepted in writing. Written acknowledgment of receipt, or the actual performance of services subsequent to receipt, of any such purchase order, requisition or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.
12. McMAHON intends to serve as the Owner's professional representative for those services, as defined in this Agreement, and to provide advice and consultation to the Owner as a professional. Any opinions of probable project costs, approvals and other decisions made by McMAHON for the Owner are rendered on the basis of experience and qualifications and represent our professional judgment. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action, in favor of a third party against either the Architect or McMAHON.
13. This Agreement shall not be construed as giving McMAHON the responsibility or authority to direct or supervise construction means, methods, techniques, sequence or procedures of construction selected by Contractors or Subcontractors, or the safety precautions and programs incident to the work of the Contractors or Subcontractors.
14. The Owner shall be responsible for maintenance of the structure, or portions of the structure, which have been completed and have been accepted for its intended use by the Owner. All structures are subject to wear and tear, and environmental and man-made exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance is the sole responsibility of the Owner. McMAHON shall have no responsibility for such issues or resulting damages.



FEE SCHEDULE | 2021

McMahon Associates, Inc.

Effective: 01/01/2021

LABOR CLASSIFICATION	HOURLY RATE
Principal	\$177.00 - \$228.00
Senior Project Manager	\$177.00
Project Manager	\$124.00 - \$164.00
Senior Engineer	\$156.00 - \$164.00
Engineer	\$84.00 - \$148.00
Senior Engineering Technician	\$113.00 - \$125.00
Engineering Technician	\$79.00 - \$103.00
Senior Architect	\$150.00 - \$168.00
Architect	\$117.00 - \$140.00
Senior Land Surveyor	\$113.00 - \$147.00
Professional Administrator Services	\$116.00
Public Management Specialist	\$113.00 - \$123.00
Public Safety Specialist	\$113.00 - \$123.00
Building Inspector Specialist	\$113.00
Land Surveyor	\$104.00
K-12 Administrative Specialist	\$106.00
Land Surveyor Technician	\$72.00 - \$93.00
Surveyor Apprentice	\$59.00
Senior Account Executive	\$59.00
Erosion Control Technician	\$79.00
Senior Hydrogeologist	\$177.00
Senior Ecologist	\$169.00
Environmental Scientist	\$84.00 - \$96.00
Senior G.I.S. Analyst	\$142.00
G.I.S. Analyst	\$86.00 - \$96.00
Wetland Delineator	\$96.00
Senior Designer	\$122.00
Designer	\$78.00 - \$104.00
Senior On-Site Project Representative	\$105.00
On-Site Project Representative	\$70.00 - \$88.00
Plan Review	\$124.00
Certified Grant Specialist	\$126.00
Graphic Designer	\$93.00
Senior Administrative Assistant	\$90.00
Administrative Assistant	\$71.00
Intern	\$38.00 - \$58.00
Professional Witness Services	\$323.00
Administrator Services	\$80.00

This Fee Schedule is subject to revisions due to labor rate adjustments and interim staff or corporate changes.

**NEENAH, WISCONSIN
CORPORATE HEADQUARTERS**

Street Address:
1445 McMAHON DRIVE
NEENAH, WI 54956
Mailing Address:
P.O. BOX 1025
NEENAH, WI 54957-1025
Ph 920.751.4200 | Fax 920.751.4284
Email: MCM@MCMGRP.COM
Web: WWW.MCMGRP.COM

1700 HUTCHINS ROAD
MACHESNEY PARK, IL 61115
Ph 815.636.9590 | Fax 815.636.9591
Email: MCMAHON@MCMGRP.NET
Web: WWW.MCMGRP.COM

952 SOUTH STATE ROAD 2
VALPARAISO, IN 46385
Ph 219.462.7743 | Fax 219.464.8248
Email: MCM@MCMGRP-IN.COM
Web: WWW.MCMGRP.COM

REIMBURSABLE EXPENSES SCHEDULE | 2021

McMahon Associates, Inc.

Effective: 01/01/2021

DESCRIPTION	RATE
REIMBURSABLE EXPENSES:	
Commercial Travel	1.1 of Cost
Delivery & Shipping	1.1 of Cost
Meals & Lodging	1.1 of Cost
Review & Submittal Fees	1.1 of Cost
Outside Consultants	1.12 of Cost
Photographs & Models	1.1 of Cost
Misc. Reimbursable Expenses & Project Supplies	1.1 of Cost
Terrestrial Laser Scanner	\$1,500.00
REIMBURSABLE UNITS:	
Photocopy Charges - Black & White	\$0.08/Image
Photocopy Charges - Color / 8½" x 11"	\$0.45/Image
Photocopy Charges - Color / 8½" x 14" and 11" x 17"	\$0.75/Image
Mileage	\$0.65/Mile
Mileage - Truck/Van	\$0.85/Mile
All-Terrain Vehicle	\$60.00/Day
Global Positioning System (GPS)	\$21.00/Hour
Global Positioning System (GPS) Mobilization	\$100.00/Hour
Hand-Held Global Positioning System (GPS)	\$15.00/Hour
Robotic Total Station	\$20.00/Hour
Survey Hubs	\$0.45/Each
Survey Lath	\$0.65/Each
Survey Paint	\$4.50/Can
Survey Ribbon	\$2.50/Roll
Survey Rebars - 1¼"	\$10.00/Each
Survey Rebars - ¾"	\$3.00/Each
Survey Rebars - 5/8"	\$2.50/Each
Survey Iron Pipe - 1"	\$3.00/Each
Survey Plastic or Fiberglass Fence Post - 1"	\$2.75/Each
Survey Steel Fence Post - 1"	\$4.25/Each
Control Spikes	\$1.75/Each

Services subcontracted will be billed to the Owner at invoice cost plus 12%.

Use of special equipment, such as computers, television and sewer cleaning devices, soil density testers, flow meters, samplers, dippers, etc., will be charged to the project per the standard Equipment Rate Schedule, which is available upon request.

**NEENAH, WISCONSIN
CORPORATE HEADQUARTERS**

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NEENAH, WI 54956

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Ph 920.751.4200 | Fax 920.751.4284

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"Come Grow With Us"

Community Development Management Services Assistance Proposal

Public Administration Associates, LLC





Public Administration Associates, LLC

1155 W. South Street
Whitewater, WI 53190
262.903.9509

kevin.brunner1013@gmail.com

October 25, 2021

Mr. Richard Downey
Administrator
Village of Kronenwetter
1582 Kronenwetter Drive
Kronenwetter, WI 54455

Dear Mr. Downey,

I am following up on our phone conversation of last week regarding the provision of potential interim community development management assistance services to the Village of Kronenwetter.

The following is PAA's proposal for interim community development management services. Over the last 12 months, we have provided interim management services to approximately a dozen Wisconsin municipalities and we have a strong track record in providing highly skilled and experienced local government managers to these communities. These interim managers have been fully vetted by our firm and you can be fully assured that they will provide a high level of integrity and service to your community.

PAA Objectives and Approach to a Municipal Interim Management Services Assignment

1. There is a distinct benefit to the municipality if PAA is engaged to provide interim management services. Having a PAA associate serve in an interim management position provides important "boots on the ground" expertise and insight that is invaluable to assisting the Village during this transition period to new community development administrative leadership. This interim manager will provide assistance to cover building permit review/issuance; commercial development review; economic development projects and subdivision review as well as any other work that may be assigned by the Village Administrator. In the event, you conduct your own recruitment for the next community development director or if another firm does this work, the assigned PAA Associate still can provide a valuable service during this transition period.
2. PAA has a number of associates across the State of Wisconsin who have significant experience as local government administrators. These associates are retired from active local government service and have on average 25 years plus of local government management experience. They have been screened by our firm and are interested in serving on interim assignments when they become available.

3. Duane Gau, who has extensive community development, engineering and public works management as well as local government management experience in Wisconsin, is our recommended candidate to provide interim community development management services. Gau has recently served as interim administrator for Port Edwards, Stanley and Abbotsford through PAA as well as the interim public works director for the City of Columbus. Gau's resume is attached.
4. PAA would place Gau with the Village and would provide any necessary support to that individual as well as bill the Village biweekly for such services.
5. It has been our experience that, unless required otherwise by the municipality, the interim manager will provide services approximately 16-24 hours per week dependent upon work assigned by the Village Administrator. He will attend all required Village Board and committee meetings as well as spend time on other assignments as directed by the Village Administrator. He is essentially keeping the community development planning and operations moving forward administratively and provides continuity on major projects that have already been initiated or that need administrative stewardship.
6. The interim manager would serve until the new director arrives in Kronenwetter and then typically spends a few days with the new director in order to aid in a smooth administrative transition.

Cost

PAA employs the interim director as approved by the Village. The hourly rate for Duane Gau is \$68.00 per hour.

Typically, a per diem is also charged the municipality for interim management assistance to cover the costs of travel, phone and insurance. However, since Gau lives in nearby Weston, he will not charge a per diem for this particular assignment.

It has been our municipal client's experience in hiring PAA to provide interim management services, that the cost of such services is less than what a full-time director would have cost the municipality due to the less than full-time hours that the interim director spends and no fringe benefit costs are incurred. In addition, we have found that our interim managers have been very effective in identifying possible cost efficiencies and/or process improvements in the local government's operations which further can offset the costs of the interim management services.

References from Recent Interim Municipal Management Services (2020-2021)

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

Jeanne Bellile, Village President, Village of Hortonville, Phone 920-779-6707 (C)

Kyle Ellefson, City Administrator, City of Columbus, Phone 608-623-5900 (O)*

Tim McCumber, Board Chairman, Sauk County, Phone 608-963-4648 (O)

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

Joel Rasmussen, Town Chairman, Town of Algoma, Phone 920-410-2311 (C)

John Swisher, President, Village of Johnson Creek, WI, Phone 414-659-6105 (C)

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

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

Joe Zurfluh, President, Village of Port Edwards, Phone 715-697-3958 (O)*

*Denotes PAA references that have worked directly with Duane Gau on interim municipal management assignments.

About Public Administration Associates, LLC

Public Administration Associates, LLC, is a consulting firm specializing in local government recruitment, interim management services and organization studies. PAA was organized in April 1998 by partners William Frueh, Denise Frueh, and Dr. Stephen Hintz. Kevin Brunner is now President of PAA and the Fruehs and Hintz are PAA Associates along with approximately eighteen other local government professionals who are affiliated with PAA and work on a project-to-project basis. As of January 1, 2020, David Bretl and Chris Swartz have become partners with Brunner in leading the firm. Bretl serves as PAA Vice-President and Swartz serves as its Secretary-Treasurer. **Further information about the partnership can be found at www.public-administration.com.**

Sincerely,

Kevin M. Brunner

Kevin M. Brunner

President

Duane A. Gau

4304 Florlana Lane Weston, WI. 54476
Cell 608 345 8795 ~ Email dgau48@hotmail.com

Q U A L I F I C A T I O N S

- Proven success in business relations in client expectations and governmental affairs.
- Excellent knowledge of principles and practices of public administration.
- Extensive budget experience in providing governmental services.
- Successful negotiator in contracts and economic development agreements.
- Excellent planning and zoning administration background.
- Proficient in business development, development and implemented marketing plans.
- Proven success in developing community partnership and business relations.

W O R K H I S T O R Y

Public Administration Associates, LLC-(2017)-Present

Interim Administrator: City of Abbotsford, City of Durand & Village of Port Edwards, & Village of Maine-Brokaw-Tn. Texas Cooperative Agreement. Another Employer: Village of Holman, Village of Mount Horeb and Interim DPW City of Ripon.

Executive recruitment: City of Horicon, City of Abbotsford, Village of Port Edwards & Thorp. Another Employer: Village of Holman, Village of Mount Horeb, Cottage Grove and Cross Plains.

Organizational audits: Village of Holman and Cross Plains.

Compensation and job classification studies: Village of Holman.

Director of Public Works & Utilities – Village of Kronenwetter (2013-2016)

Manage the public works, utilities, parks, and forestry departments. Supervise and coordinate personnel, work schedules, and training programs on safety and equipment maintenance. Conduct field reviews of sewer/water/streets/roads, storm sewer, and paving projects. Investigate and respond to citizen complaints/concerns and direct appropriate action.

Achievement

- Developed a capital improvement program and long-range budget strategy.
- Developed equipment asset inventory and equipment replacement program.
- Developed a five-year operating budget for public work, sewer & water utilities parks and forestry program.
- Assist in TIF amendment for a failing TID.

Business Development Manager – GRAEF (2005-10) MSA (2010-13)

Created new business development in the Engineering services profession by developing leads/proposals within the State agencies, Counties, Cities, Villages, Towns and Private clients in 30 counties in the Southern half of the State of Wisconsin. Managed proposal efforts trained and mentored technical staff in building relationships, and established contact with prospective clients and developed client profiles. Developed marketing strategies/plans; implemented marketing plans and a system for monitoring plans. Other duties included: economic development coordination, provided client maintenance to governmental, commercial and industrial clients and made formal presentations. Monitored legislative matters and regulatory agencies that affected municipal & private clients.

Achievement

- Developed Executive Management service line providing the following

consultant services:

- Executive recruiting-Interim Administrator-Organizational audits
- Compensation and job classification studies- Efficiency studies
- Consolidation feasibility Studies-Staffing analyses
- Employee moral consulting- Job description development
- Performance evaluation development and training
- Best practices assessments-Strategic planning

Dane County Board Supervisor – 2004-2011

District 20

Village Administrator, Village of DeForest, WI 1992-2004

Administered daily operations and oversaw functions of finance, personnel, economic development, and planning of a fast-growing Madison suburb. Managed \$12 million budget; advised council on budget status and investments. Maintained centralized purchasing system; conducted mediation/arbitration negotiations; negotiated economic development agreements. Supervised five managers with 75 employees and negotiated renewal of employee contracts. Provided community public relations and business retention.

Achievements

- Developed a capital improvement program and long-range strategy and business plan to enhance business/industrial development. Secured 10 new industries; assisted business/industrial expansion of 3 existing businesses.
- Formulated a comprehensive master plan preparing for downtown revitalization and Business Park within a TIF district.
- Planned and managed the development and construction of a new public safety building (police and fire), public service building (park, rec., & pub. wks) and new public library.
- Reorganized governmental departments to better utilize staff, improve delivery of services and stay within budget requirements.
- Refined existing debt and secured long-term general obligation bonds, revenue mortgage bonds, and lease revenue bonds reducing the interest rate by 4%.
- Increased productivity by developing employee handbook to meet organizational objectives.
- Partnership with the School District in successful passage of school referendum.
- Partnership with state for planning a merger of an urban township and Village of DeForest.
- Participated in developing Intergovernmental Agreement with neighboring township.
- Made presentations at legislative hearings and maintained Congressional relationships.

Business Development Mgr., Donohue & Assoc., Sheboygan, WI 1989-1992

Working for an Engineering firm I supervised the preparation of statements of qualifications, proposals, and interview teams for clients. Made formal presentations, cultivated business relationships, identified market leads, assured market share, and negotiated contracts. Targeted accounts projected sales goals and marketing budgets for governmental accounts. Assisted municipal clients in grant applications; maintained company public relations to governmental, commercial, and industrial business clients.

Highway Commissioner, Lincoln Co. (1977-81) Marathon County (1981-89)

Administered daily operations and functioned as transportation and public works director. Managed \$16 million budget through 5 internal divisions: administration, engineering, operations, equipment/facility and purchasing. Conducted mediation/arbitration sessions for 3 bargaining units. Made presentations to county board and committees, municipalities, school districts, business communities and public and at state budget hearings regarding transportation and economic growth

and development. Supervised 10 management staff with over 100 employees.

Assistant Director of Public Works, Portage, WI 1975-77

Assisted in managing the public works department and was assistant engineer. Supervised and coordinated personnel, work schedules, and training programs on safety and equipment maintenance. Designed and conducted field reviews of sewer and water/streets/roads/curb & gutter, storm sewer, sidewalks, and paving projects. Directed daily activities of airport management, solid waste, and sewer and water utilities. Investigated and responded to citizen complaints/concerns and directed appropriate action.

E D U C A T I O N

- B.S., Business Management
Cardinal Stritch University, Milwaukee, WI
- A.A., Civil Engineering
Madison Technical College, Madison, WI

I N T E R E S T S & A C T I V I T I E S

- Member, Wisconsin League of Municipalities
- Member, Wisconsin City/County Manager Association

A W A R D S R E C E I V E D

- Recipient of National Ski Patrol National Appointment in recognition of significant contributions and demonstrated ability of leadership.
- Recipient of U.S. Army Commendation Medal for Meritorious Service in the U.S. Military Assistance Command, Viet Nam.

W O R K - R E A T E D R E F E R E N C E S

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Lori Voss, Mayor
City of Abbotsford
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Abbotsford, WI 54405
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