



CITY OF MERRILL
COMMITTEE OF THE WHOLE
AGENDA • TUESDAY JULY 19, 2022

Special Meeting

City Hall Council Chambers

6:00 PM

- I. Call to Order
- II. Public Comment
- III. Open Session Items:
 - 1. Consider options and process of succession for City Administrator position due to pending retirement.
- IV. Closed Session:
 - 1. The Committee may convene in closed session pursuant to Wisconsin State Statutes Section 19.85 (1) (c) and (f) to consider employment, promotion, compensation or performance evaluation data of an employee over which the governmental body has jurisdiction and to consider financial, medical, social or personal histories of disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon any person referred to in such histories or data, or involved in such problems or investigations, to continue review of recently reported incident related to City employee(s) and to review the personnel file and status of a City employee.
- V. Reconvene in Open Session:
 - 1. The Committee may reconvene in open session for possible action related to the above statement.
- VI. Adjournment

Recruiting Firms

The Prothman Company - public sector and non-profits – cover western states.

Fursman – left recruitment field and transitioned to facilitation, professional development, and training , now called HueLife.

Baker-Tilly

Public Administration Associates – used 2006 for Tony

GovHR USA – public sector and non-profits – Northbrook, IL

Scope of Services:

Executive Recruitments

- Develop detailed marketing brochure and position announcement
- Post position announcement to approved advertising sources, GovHR's social media sources and extensive email outreach
- Candidate evaluation/top candidates selected
- Conduct Video interview, reference checks, social media and Google search of select group
- Presentation of candidates with client (candidate pool narrowed for interview)
- Schedule and facilitate candidate interview process, which is tailored to meet the Client's specific needs
- Full background screening, additional reference checks and news media search conducted
- Present draft interview questions
- Consultant facilitates interviews of top candidates
- Assist with negotiations and offer to selected candidate
- Notify all applicants of appointed candidate

Executive Recruitments – Limited Scope

- Develop a flyer and position announcement
- Post position announcement to approved advertising sources, GovHR's social media sources and extensive email outreach
- Candidate evaluation/top candidates selected
- Conduct Video interview, reference checks, social media and Google search of select group
- Presentation of candidates with client (candidate pool narrowed for interview)
- Notify all applicants of appointed candidate

Post on League of Wisconsin Municipalities job board

Post of Strategic Government Resources job board

What we offer

Salary

Vacation (3 weeks to start)

Sick time (1 day/month)

Personal time (2days/year)

Holidays (9/year)

Retirement (WRS)

Deferred compensation package

Health Insurance

Cell phone

Ipad

Travel reimbursement for interview

Reimbursement for moving expenses up to \$10K (relocation package)

30 days housing rental reimbursement

CITY	TITLE	SALARY	POPULATION
Rothschild, WI	Village Administrator	\$95K - \$105K starting	5,267
Pleasant Prairie, WI	Village Administrator	\$128,533 - \$160,667	21,250
Waupun, WI	Asst. City Administrator	\$85,000 - \$100,000	11,270
Deerfield, WI	Village Administrator	\$75K-\$85K starting	2,515
Osceola, WI	Village Administrator	\$90K - \$100K starting	2,765
Clayton, WI	Town Administrator	Not specified DOQ	4,220
Altoona, WI	Asst. City Administrator	\$76,793 - \$98,737	8,651
Ellsworth, WI	Village Administrator	\$90,000 - \$100,000	3,348
Union Grove, WI	Village Administrator	Not specified DOQ	5,400
Whitefish Bay, WI	Asst. Village Manager	\$70,000 - \$84,000	13,889
Beaver Dam, WI	City Administrator	\$128K - \$142K starting	16,708
Richmond, MN	City Administrator	\$70K - \$90K starting	1,422
Shorewood, MN	City Administrator	\$120,000 - \$145,000	7,827
Windom, MN	Asst. City Administrator	\$77,126 - \$96,408	4,646
Benson, MN	City Manager	\$105,000-\$130,000	3,480
Nowthen, MN	City Administrator	\$95,000 - \$120,000	4,443
Mayer, MN	City Administrator	\$75,000 - \$105,000	2,548
Newport, MN	City Administrator	\$96,117 to \$122,901	3,797
Luverne, MN	City Administrator	\$120,000 - \$145,000	4,946
Middleville, MI	Village Manager	\$78K - \$88K starting	4,295
Albion, MI	Asst. City Manager	\$70K- \$75K starting	8,618
Town of Royal Oak, MI	Town Administrator	\$70K starting	2,602
Ironwood, MI	City Manager	\$85,000 - \$105,000	4,925
Rochester, MI	City Manager	\$110,000 - \$143,000	13,035