

**NOTICE
VILLAGE OF OSCEOLA
BOARD MEETING**

Date: May 26, 2022
Time: 6:00 pm CST
Place: Board Room (310 Chieftain Street) &
Virtual GoToMeeting

In an effort to support community health management initiatives surrounding the COVID-19 pandemic, this meeting is also available virtually through a web-based/telephone meeting platform called “GoTo Meeting”. Please follow the instructions on the posted agenda to listen and/or participate during the meeting.

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BOARD MEETING AGENDA

1. Call to order
2. Approval of the agenda
3. Discussion with Public Administration Associates on the process for hiring a new Village Administrator
4. Discussion and possible action on issues pertaining to the hiring of a new Village Administrator
5. Possible closed session proceeding under WI §19.85 (c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This pertains to the possible appointment of an interim Village Administrator
6. The Board will come out of closed session proceedings and may take related action.
7. Any other business as permitted by law
8. Adjourn

The Power of 10 are the 10 most significant assets in the community identified by the Board. They are listed below:

- | | | |
|--------------------|--|---|
| 1. Schools | 5. Falls | 9. Medical Services |
| 2. Airport | 6. Downtown Businesses | 10. Recreational opportunities and the Braves |
| 3. Industrial Park | 7. Personalization/Historic of Downtown Feel | (tied ranking for number 10) |
| 4. River | 8. Access to major population center | |

NOTE: It is possible that members of other governmental bodies of the municipality may be present at the above scheduled meeting to gather information about a subject over which they have decision-making responsibility. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Meetings may be recorded for public viewing and record retention.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Village Hall at (715) 294-3498.



Memo

To: Village Board
From: Benjamin Krumenauer
CC: Files
Date: 5/24/2022
Re: Discussion Items Pertaining to Special Board Meeting

During this special board meeting, the Board will need to focus on three tasks:

**1. Discussion with PAA to review next hiring of Administrator
(Recommend Open Session Discussion)**

Darrell Hofland representing Public Administration Associates will be presenting updates on the hiring process. To support this effort a timeline has been drafted and is attached to this memo. Darrell will also be reviewing the completed questionnaires and character evaluations.

Goals: Provide guidance to PAA on character traits and required experience for applicants. Fine tune expected tasks and “next five” projects.

**2. Review of wages, benefits and staffing expectations for Administrator
(Recommended Closed Session Discussion)**

As a follow up to the general discussion with PAA, a more detailed review is necessary to establish wage and benefits for the hiring. Materials included within the packet include a comparable community wage analysis put together in 2021 and a more detailed Administrator pay and benefits analysis (developed from comparable communities within the state).

Goals: Finalize expected pay range and typical benefits for marketing materials.

**3. Review of overall Village Staffing needs for Administration Department
(Recommended Closed Session Discussion)**

a. Interim Administrator

During the May Board meeting, the Board directed staff to investigate options for an interim Administrator. This item is to review potential solutions to temporarily fill the vacancy and establish expected hours, rates and primary tasks. Materials will be made available prior to the meeting.

Goals: Review interested candidates and if appropriate direct Village President/Administrator to offer position with guidance. A parallel goal is to ensure expectations for the interim are set.

b. Additional staffing needs

A second component to the temporary hiring of an Interim is the additional duties that current staff will have. While some tasks will require minimal change, others may require additional time to complete. Additional compensation or benefits should be reviewed.

Goals: Review options and if appropriate take action on additional staffing alternatives.



Public Administration Associates, LLC

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public-administration.com

Village of Osceola Village Administrator Assessment

Please indicate your assessment of the **five most important** areas of experience and personal qualities that the next Osceola Village Administrator should possess.

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

- _____ Budget Development and Management
- _____ Capital Improvement Planning and Execution
- _____ Commercial Development/Redevelopment
- _____ Community Engagement
- _____ Community Planning (including Land Use and Zoning)
- _____ Community Marketing
- _____ Contract/Project Management
- _____ Diversity, Equity, and Inclusion
- _____ Elections
- _____ Economic Development
- _____ Environmental Stewardship/Sustainability
- _____ Governmental Accounting
- _____ Grant Writing (County, State and Federal)
- _____ Human Resources (Pay, Performance and General Personnel Management)
- _____ Information Technology/Social Media
- _____ Intergovernmental Relations
- _____ Library Services
- _____ Organizational Change and Development
- _____ Parks/Open Space/Trail Development
- _____ Project Management
- _____ Public Safety
- _____ Public Works and Engineering Management
- _____ Strategic Planning
- _____ Tourism Development/Promotion
- _____ Other

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

- _____ Collaborative Style in Conducting Governing Body Policies
- _____ Dynamic Leadership Skills
- _____ Emotional Intelligence
- _____ History of Stable Tenures in Previous Positions
- _____ Innovative (Thinks Outside the Box)
- _____ Integrity (Personal and Professional)
- _____ International City/County Manager Certification (ICMA-CM)
- _____ Listening Skills (Seeking to Understand rather than Respond)
- _____ Open and Positive Communication Skills (Public Marketing and Relations)
- _____ Strong Work Ethic (Commitment to Public Service)
- _____ Team Builder and Leader in Addressing Community Issues/Problems
- _____ Verifiable Record of Organizational Accomplishments in Past Employment
- _____ Vision
- _____ Works Harmoniously with Elected Officials (including other governmental entities)
- _____ Other

Please list the top five priorities for the new Osceola Village Administrator:

Other Comments:

Thank you for your input! This assessment tool will be utilized in developing the position announcement for the next Osceola Village Administrator and the position profile that will be used in the recruitment phase. Please return to Darrell Hofland, Public Administration Associates, LLC at darrell.hofland@gmail.com by Monday, May 23, 2022.



Draft Schedule for Village of Osceola Village Administrator Recruitment Process

5/26/2022 - PAA Meeting with **Village Board**; Discussion and consideration of position announcement based on assessment surveys, position profile, salary range, process and schedule

5/31/2022 - Announcements placed on-line with specified on-line job sites specified in proposal and social media

6/3/2022 - Video announcement footage completed with Village President and sent to Thunder Multi-Media for final production

6/9/2022 - Video Position Announcement posted on social media platforms

7/1/2022 - Application materials due to PAA

7/6/2022 - Confidential applicant Mini-Resumes sent to Village Board

7/12/2022 - **Village Board** Meeting to review Mini-Resumes and selection of 6-10 Semi-Finalists (Closed Session-Typically 1-1.5 Hours in Length)

7/13/2022 - 7/22/2022 - Semi-Finalists prepare video interviews and PAA conducts Semi-Finalist reference interviews/reports on each candidate

7/26/2022 - **Village Board** Meeting to review candidate video interviews & reference reports and select Finalists (Closed Session-Typically 2-2.5 Hours in Length)

7/27/2022 - (Day after Village Board selects Finalists) Finalists Notified

Week of 8/1/2022 - Finalists come to Osceola for Interviews/Assessment Center with **Village Board**, Community and Staff

8/16/2022 - **Special Village Board Meeting** to formally approve Employment Agreement with new Village Administrator

9/19/2022 - Approximate Start Date for new Village Administrator (Assumes 30 Day Notice to Current Employer)

**Village of Osceola
Administrator Job Description**

Class/Title: Village Administrator
Grade: Contract
Department: Administration **Updated:** November 2021
Reports To: Village President and Trustees

GENERAL PURPOSE: The Village Administrator is the chief administrative officer of the Village. This position is responsible for the administration of the ordinances, services and policies set forth by the Village Board and for the administration of all day-to-day business affairs of the Village.

FLSA Status: Exempt

SUPERVISION:

Received: Osceola operates under a Village President/Board form of government. Corporate authority to operate the Village is vested in the Board and the President. The Administrator is responsible for and works under the direction, control, and command of the Board and takes direction from the President.

Exercised: Cooperate with and assist all adjacent partner Boards and Commission including but not limited to, Airport Commission, Library Board, and Redevelopment Authority, Room Tax Commission, and all other Boards, Committees and Commissions in areas where they are vested with authority by Wisconsin Statutes or the Village's Code of Ordinances. Work closely with and through these bodies in the administration of their departments. The Administrator will cooperate with and assist other Village officers vested with authority by Statutes and the Village's Code of Ordinances to administer and manage within their departments. The Administrator has the powers that are granted pursuant to Village Ordinances, resolutions, and directives of the Board.

ESSENTIAL PURPOSE, POWERS, DUTIES AND RESPONSIBILITIES: *(The duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

1. **Perform These General Duties:**

- a. Be responsible for the administration of all day-to-day operations of the Village including the monitoring of all Village ordinances, and State Statutes.
- b. Work cooperatively with Village Boards, Commissions, and Committees and attend their meetings if requested by the Chairperson, President, or a Board member and all Department Heads.
- c. Keep informed about federal, state, and county legislation and administrative rules affecting the Village. Submit reports and recommendations to Board.
- d. Keep Board and President informed of county, state, and federal law changes impacting the Village and that concern federal, state, and county funds available for local programs. Assist Department Heads and Board in obtaining grant funds for the annual budgeted projects. Write Grant applications approved by the Village Board.
- e. Represent the Village in matters involving legislative and intergovernmental affairs if directed by the Board.
- f. Act as the Village's public information officer with the responsibility of assuring that media are kept informed about the operations of the Village and that all open meeting rules and regulations are followed.

- g. Establish and maintain procedures to facilitate communications between citizens and Village government to resolve complaints, grievances, and other matters.
- h. Provide leadership in the development of short/long range plans; responsible for the planning and program analysis of studies, reports, and recommendations.
- i. Develop procedures, methods, and techniques that meet the Village's present and future needs and improve efficiency, effectiveness, and quality of Village services and programs.
- j. Implement the administration of day-to-day business affairs of the Village under the direction of the President and act as liaison between the Board and Department Heads.
- k. Develop, propose, and refine annual Village Budget and Capital Improvement Program in addition to regular upkeep of required borrow measures and the Village Financial Management Plan.
- l. During times of emergency the Administrator shall function as the lead Health Officer for the Village.

2. **Perform These General Responsibilities For The Village Board:**

- a. Attend Board meetings and assist President and Board in the performance of their duties.
- b. In coordination with the President and the Board, ensure that appropriate agendas are prepared for all meetings of the Board, all Board committees, and all other appropriate committees and commissions of the Village, together with such supporting material as may be required; with nothing herein being construed as to give the Administrator authority to limit or in any way prevent matters from being considered by the Board, or any of its committees or commissions.
- c. Recommend or assist staff of legal counsel in preparing ordinances as needed.
- d. Keep President and Board informed of Administrator's activities by issuing oral or written reports.
- e. Assist or Recommend appointment, promotion, discipline, and suspension of Department Heads.
- f. Provide regular financial reports and updates as requested by President and the Board.

3. **Carry Out These General Personnel Related Duties:**

- a. Serve as Village's personnel officer and delegate personnel tasks as appropriate.
- b. Be responsible for the administrative direction and coordination of all employees of the Village according to the established organization procedures of the Village and the Wisconsin State Statutes.
- c. Recommend to Personnel committee the appointment, promotion, and when necessary for the good of the Village, the suspension or termination of department heads, and other employees of the Village except those officials selected by boards and commissions defined in the Wisconsin State Statutes.
- d. Ensure complete and current personnel records, including specific job descriptions for all Village employees.
- e. Coordinate and administer Village's compensation plan, develop classification and salary schedules, job evaluations, and performance evaluation procedures. Make recommendations to the Finance and Personnel Committee and Board.
- f. Develop and coordinate implementation of high standards of performance for employees.

- g. Work with contracted Safety Director to ensure that Village employees have proper working conditions and remain up-to-date on best practices for employee safety.
- h. Ensure compliance with local, state, and federal laws applicable to employment practices.
- i. Conduct labor negotiations and collective bargaining discussions and bring agreements to the Board for ratification; monitor and ensure compliance with the Village's collective bargaining agreements.
- j. Carry out directives of the President and Board, except where authority is vested by statute or code in a Board, Commission, or other Village office.
- k. Organize and conduct status meetings with the President and Department Heads to coordinate programs to keep everyone current on Village programs and practices.
- l. Evaluate, at least annually, the job performance of Department Heads, and assist or recommend to Board, Boards, and Commissions in appointment, promotion, and suspension/termination of a Department Head.
- m. Ensure Village policies (Employee Handbook, Employee Safety Manual, Emergency Management Plan, etc.) are up-to-date and are communicated to Village employees. Seek advice and recommendation on personnel policy related matters before implementing material changes.
- n. Assist President and Board, Airport Commission, Library Board and Department Heads with regard to specific personnel matters and problem resolution:
 - i. Provide administrative direction, supervision, and coordination for Department Heads and employees.
 - ii. With Department Head cooperation, appoint, promote, and suspend/terminate employees below Department Head level.
 - iii. Work to resolve personnel problems or grievances.
 - iv. Work to ensure that employees receive opportunities for job-related knowledge and skill improvements through training and approve budgeted Department Head and employee requests to attend conferences, meetings, training schools, etc when funding is available.
 - v. Assist Department Heads to recruit, train, and evaluate subordinate employees with at least annual performance evaluations.
 - vi. Assist Department Heads in planning annual project in relation to comprehensive plan.

4. Carry Out These Budgeting And Purchasing Responsibilities:

- a. In conjunction with and under the direction of the President, Board, and Admin & Finance Committee coordinate, assist, and be responsible for the preparation, review, and approval of the annual Village Budget.
- b. In coordination with the Administration Department:
 - i. Assist Department Heads in preparation of the annual budget and present to Admin & Finance Committee and Board.
 - ii. Administer and monitor the Board adopted budget.
 - iii. Perform the duties and responsibilities of Treasurer in partnership with the Clerk as set forth in Wisconsin Statutes.

- iv. Report current financial condition and Village's future needs to President and Board; research availability of alternate funding for local projects; advise the President and Board of how to procure funds; analyze and prepare reports on the fiscal impact of proposals.
 - v. Monitor revenues and expenditures and maintain debt schedules.
 - vi. Coordinate financial advisors, bond counsel, and rating agencies on debt issues.
 - vii. Serve as Village's purchasing agent. Supervise purchasing and contracting for supplies and services, provided it's a budgeted expense and provided Board's procedures and limitations provided by Statutes are followed. Monitor department purchases and approve purchasing for Department Heads over and above their allotted spending limit as identified in the Village's Purchasing Policy.
 - viii. Coordinate, assist, and approve requests for proposals; assist Department Heads in the preparation of specifications and scheduling of authorized purchases to coincide with budgetary authorization and cash flow considerations; analyze bids with Department Heads and assist in the compilation of bid recommendations for Board approval.
- c. Carry out Board actions and directives in conjunction with budgeting and purchasing which require administrative implementation or where directed by the President or Board.
 - d. Responsible for budget and purchasing matters assigned or delegated by the President or Board.
 - e. Execute contracts on the Village's behalf when authorized by Board directive, policy or resolution.

5. Peripheral Duties:

- a. Perform other duties assigned by the Board, President, or Village Committees, Commissions, or Boards.
- b. Implement ordinances, resolutions, and directives of the President, Board, and its Committees. Report difficulties encountered and progress/completion to the President and Board.
- c. Represent the Village on ad hoc bodies or at meetings or projects directly affecting the Village.
- d. Ensure any and all delegated tasks are performed to the highest caliber.

DESIRED EDUCATION, EXPERIENCE AND QUALIFICATIONS:

1. A degree from an accredited four-year college or university, in the field of public administration, political science or urban planning is preferred, however, a minimum of 6 years of municipal management experience is preferred. A Master's Degree in the field of public administration, political science or urban planning is a plus.
2. Experience in municipal planning and design.
3. Knowledge of personal computers and standard office equipment.
4. Accounting and budgeting experience.
5. Experience working with citizens, contractors, engineers, design firms, government officials, etc., including with a diverse (economically, socially and culturally) population and have a proven ability to foster positive and productive working relationships with others.
6. Comfortable delegating work, accepting responsibility and working independently.

7. Extensive public speaking and presentation experience.
8. Experience with Emergency Management and related health officer tasks is preferred.
9. Live within a decent proximity to the Village is preferred so critical response times can be achieved.
10. Ability to multitask and modify priorities.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

1. **Working Knowledge Of:** Fund accounting; computers and electronic data processing, including Microsoft Office Suite; Legal descriptions and documents.
2. **Knowledge Of:** State Statutes, particularly Chapter 62 of the Wisconsin State Statutes relating to city/village rule; State Open Meetings and Records Act; Generally accepted accounting principles; Budget administration, and State and Federal Rules relating to airport management.
3. **Must Have:** Excellent command of the English language, and reading, spelling, arithmetic, vocabulary, and modern business practices and procedures skills; ability to effectively meet and assist with the public; able to communicate effectively verbally and in writing, follow oral and written instructions, and meet deadlines; attendance at night meetings when assigned; comfort working under pressure and with frequent interruptions, and able to handle stressful situations.

TOOLS AND EQUIPMENT USED: Telephone, personal computer (using Microsoft Office Suite), copy machine, fax machine, laser printer, and 10-key calculator. Proficiency with other Microsoft Office Suite applications such as Word, Excel (spreadsheet), PowerPoint and Outlook. Familiarity with technologically innovative equipment and programs can be beneficial because this position needs to be available to address Village emergencies including when out of town or after hours.

PHYSICAL DEMANDS: *(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)* While performing the duties of this job, the employee is required to sit, talk, and hear. The employee is further required to walk; use hands to finger; handle or operate objects, tools, or controls; reach with hands and arms; and bend and stoop. Therefore, required essential physical abilities would include:

1. Clarity of speech and hearing which permits the employee to communicate well with others and to make effective presentations to small and large gatherings.
2. Sufficient personal mobility as to permit the employee to visit other Village, county, state, and private-sector offices and work locations.
3. Able to manage a demanding schedule of early morning and late night meetings.
4. Able to pass employment physicals including drug testing as required within the Village's approved Employee Handbook.

WORK ENVIRONMENT: *(The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)* Many meetings are off-site and require travel by automobile to locations outside the Village in all manner of weather conditions.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

THE VILLAGE OF OSCEOLA IS AN EQUAL OPPORTUNITY EMPLOYER WHERE ALL APPROPRIATE ACCOMMODATIONS WILL BE MADE AS REASONABLY POSSIBLE.

Title	Municipality	Population	Years in current position	Years in municipal management	Highest Degree	Annual Salary	Municipal Vehicle	Personal Vehicle Use Allowance	Reimbursement per mile (amount in cents)
Village of Osceola (over/under by population)									
City Administrator	Eagle River, City of	1,500	0.25	2 years	Bachelors	\$75,000	No	No	56
Director of Village Services	Cleveland, Village of	1,512	7	25	BS	\$83,185	No	No	0.56
Manager/Clerk/Treasurer	River Hills, Village of	1,558	3	21	MPA	\$105,997	No	No	57.5
Administrator	Marathon City, Village of	1,572	7	7	BS	\$96,406	No	No	56
Administrator/Clerk-Treasurer	Wind Point, Village of	1,695	2	10	MPA	\$82,400	No	No	
Village Administrator/Clerk	Butler, Village of	1,882	8	12	Masters	\$100,212	No	No	57.5
Administrator/Planner	Verona, Town of	1,900	1.5	1.5	BS	\$82,000	No	Yes	57.5
City Administrator	Weyauwega, City of	1,900	3	3	Masters	\$90,350		Yes	
Administrator/Clerk	Washburn, City of	2,102	14	23	MPA	\$79,768	No	No	57.5
Village Administrator	Shorewood Hills, Village of	2,236	17	35	MPA	\$123,719	No	Yes	
Village Administrator	Osceola, Village of	2,556	2	5	Master of Public Administration	\$92,250	No	Yes	56
Administrator	Hortonville, Village of	2,845	0.5	0.5	Bachelors	\$65,000	No	Yes	57.5
City Administrator	Kewaunee, City of	3,000	4	30	MPA	\$89,000	No	No	
City Administrator	Arcadia, City of	3,031	2	10	B.S. Business/Accounting	\$67,600	No	Yes	57.5
City Administrator	Algoma, City of	3,100	1.5	8	MPA	\$71,260	No	No	
Administrator	Brillion, City of	3,100	0.58	0.58	Bachelors	\$75,000	No	Yes	57.5
Village Administrator	Thiensville, Village of	3,164	2	7	Bachelors of Business Administration - Accounting	\$99,000	No	No	56
Administrator	Wrightstown, Village of	3,300	5	12	BA	\$101,000	No	No	57.5
Administrator/Clerk-Treasurer	New Holstein, City of	3,326	11	14	Bachelors	\$82,753	No	No	57.5
City Administrator/Treasurer	Omro, City of	3,566	18	21	MPA	\$94,710	No	No	56
City Administrator	Bloomer, City of	3,615	4.5	12.5	Bachelors	\$94,000	No	Yes	57.5
AVERAGE		2,498	5.42	12.90		\$88,124.29			53.47
MEDIAN		2,556	3.00	11.00		\$89,000.00			57.50
Misc Local Communities									
Administrator/Clerk-Treasurer/Zoning Administrator	Baldwin, Village of	3,998	11	11	Bachelor of Arts	\$93,000	No	Yes	57.5
City Administrator/Utilities Manager	New Richmond, City of	9,741	1	6	Master's Degree	\$115,000	No	Yes	57.5
City Administrator	Hudson, City of	14,755	2	25	MA Public Administration	\$142,478	No	No	57.5

WCMA 2021 Salary Survey

Title	Municipality	Annual Vehicle Allowance & Vehicle Comments	Conference Allowance in State	Conference Allowance Out of State	Annual Conference Allowance Amount	Conference Comments	Organizations that Employer Pays Dues For	Do you have an employment contract	Paid severance duration (months)	Health Insurance	Insurance Premium Amount (annual)	Employee Contribution Amount (annual)	Carrier WI State	Carrier Self?	Other Carrier
Village of Osceola (over/under by population)															
City Administrator	Eagle River, City of		Yes	Yes	0	pay all expenses, plus \$75/day per diem	WCMA, ICMA, WPELRA, Chamber of Commerce, League of WI Municipalities	Yes	0	Yes		15%	No	No	Yes
Director of Village Services	Cleveland, Village of	No mileage reimbursement for travel within municipal limits.	No	No	\$0	General training and travel budget in each department that can be used for in-state or out-of-state conferences.	WCMA, ICMA, WMCA, WGFOA, APA, MTAW, APWA, WEDA, AWWA, SHRM	Yes	6	Yes	\$16,802.00	\$4,072.00	No	No	Yes
Manager/Clerk/Treasurer	River Hills, Village of		Yes	Yes	\$2,550		WCMA, ICMA, WMCA, MTAW, MAMEA	No	0	Yes	\$7,058.00	\$847.00	No	No	Yes
Administrator	Marathon City, Village of		Yes	No	\$750		WCMA, WMCA	Yes	18	Yes	\$21,458.00	\$3,218.00	No	No	Yes
Administrator/Clerk-Treasurer	Wind Point, Village of		Yes	No	\$0		ICMA, WMCA, GFOA	Yes	6	Yes	\$24,067	\$21,180	Yes	No	
Village Administrator/Clerk	Butler, Village of		Yes	Yes	\$6,481		WCMA, ICMA, WGFOA, GFOA, MEA-SEW	Yes	6	Yes	\$23,153.00	12%	Yes	No	No
Administrator/Planner	Verona, Town of		Yes	Yes	\$2,500		ICMA, WTA	Yes	3	Yes			Yes		
City Administrator	Weyauwega, City of	\$100/month	Yes	Other	\$0	Registration and room are paid for. Out of State: if available	WCMA, ICMA	Yes	3	Yes					
Administrator/Clerk	Washburn, City of		Yes	Yes	\$2,000		WCMA, ICMA	Yes	3	Yes	\$9,549.00	\$1,146.00	Yes	No	No
Village Administrator	Shorewood Hills, Village of		Yes	Yes	\$1,800		WCMA, ICMA	Yes	6	Yes	\$17,000 aprox	10%	Yes		
Village Administrator	Osceola, Village of		Yes	Other	\$0	special budget item dependent on funding	WCMA, ICMA	Yes	5	Yes	\$19,985.00	\$2,221.00	No	No	Yes
Administrator	Hortonville, Village of		Yes	No	\$1,500		WCMA, WMCA, Chamber of Commerce	Yes	3	Yes	88%	12%	No	No	Yes
City Administrator	Kewaunee, City of		Yes	No	\$200		WCMA, Local Service Club	Yes	3	Yes	\$800.00	\$200.00	Yes	No	No
City Administrator	Arcadia, City of		Yes	Yes	\$1,000		WCMA	Yes	0	Yes	\$24,583.20	\$4,916.64	No	No	No
City Administrator	Algoma, City of		Yes	Other	\$0	Monies budgeted in Professional Development approved on case-by-case basis	WCMA, ICMA	No	0	Yes	\$21,000.00	\$18,480.00	Yes	No	No
Administrator	Brillion, City of		No	No	\$0		WCMA, ICMA, WMCA, Chamber of Commerce, MTAW	No	0	Yes			Yes	No	
Village Administrator	Thiensville, Village of		Yes	Yes	\$2,000		WCMA, ICMA, WGFOA, Chamber of Commerce, Local Service Club, MTAW, MAMEA	Yes	6	Yes	24665	2635	Yes	No	No
Administrator	Wrightstown, Village of		Yes	Yes	\$0		WCMA, ICMA, Chamber of Commerce, APWA	Yes	0	Yes			Yes		
Administrator/Clerk-Treasurer	New Holstein, City of		Yes	No	\$2,000		WCMA, WMCA, MTAW	Yes	3	Yes	\$16,401.64	\$2,236.59	No	No	Yes
City Administrator/Treasurer	Omro, City of		Yes	Other	\$0	Once every 5 years	WCMA, ICMA	Yes	6	Yes	\$27,396.00	\$3,038.00	Yes	No	No
City Administrator	Bloomer, City of		Yes		\$0		WCMA, ICMA, WMCA, Chamber of Commerce, MTAW	Yes	0	Yes			No		
AVERAGE					1,084.81				3.67		16,923	4,012			
MEDIAN					200.00				3.00		20,492.50	2,228.80			
Misc Local Communities															
Administrator/Clerk-Treasurer/Zoning Administrator	Baldwin, Village of		Yes	No		Can attend conferences deemed beneficial.	WCMA, ICMA, WMCA, Chamber of Commerce, MTAW	No		Yes	90%	10%	No	No	Yes
City Administrator/Utilities Manager	New Richmond, City of		Yes	Yes		\$2,500 per year for continuing education	WCMA, ICMA, Local Service Club	Yes	6	Yes					
City Administrator	Hudson, City of		Yes	Yes	\$6,000		WCMA, ICMA	Yes	6	Yes	\$13,000.00	\$3,200.00	No	No	Yes

WCMA 2021 Salary Survey

Title	Municipality	Name of Other Carrier?	Payment in lieu of health insurance	Payment in lieu of health insurance annual amount?	Dental Insurance?	Paid sick leave (days)	Paid leave vacation (days)	Paid leave holidays (days)	Paid leave other (days)	Wisconsin Retirement System	WRS % Employer Contribution	Retirement ICMA	Retirement ICMA Employer Contribution
Village of Osceola (over/under by population)													
City Administrator	Eagle River, City of	Security	No		No	12	15	10	1	Yes		No	
Director of Village Services	Cleveland, Village of	WEA Trust	No		No	5	25	9	1	Yes	6.75	No	
Manager/Clerk/Treasurer	River Hills, Village of	UHC	Yes	\$3,529.00	Yes	12	15	8	3	Yes	6.75	No	
Administrator	Marathon City, Village of	Central States	No		Yes	0	0	8	40	Yes	6.75	No	
Administrator/Clerk-Treasurer	Wind Point, Village of		No		Yes	6	12	10		Yes	6.75	No	
Village Administrator/Clerk	Butler, Village of	WEA Trust	No		Yes				25	Yes	6.75	No	
Administrator/Planner	Verona, Town of		No		Yes	8	20	10	1	Yes	6.75	No	
City Administrator	Weyauwega, City of		Yes	\$2,000	No	12	20	8		Yes			
Administrator/Clerk	Washburn, City of		Yes		Yes	12	15	11	2	Yes	50	No	
Village Administrator	Shorewood Hills, Village of		Yes		Yes	12	25	13		Yes		No	
Village Administrator	Osceola, Village of	Health Partners through Noah Insurance	Yes	4800	Yes	10	16	10.5	1	Yes	6.75	No	
Administrator	Hortonville, Village of	Network Health	Yes	6000	Yes	12	15	11	2	Yes		No	
City Administrator	Kewaunee, City of		No		Yes	12	20	11	0	Yes	6.30	Yes	3%
City Administrator	Arcadia, City of	Health Traditions	No		Yes	7	12	10	0	Yes	6.75	No	
City Administrator	Algoma, City of		No		Yes	12	15	10	0	Yes	6.75	No	
Administrator	Brillion, City of		Yes	7,500	Yes	10	10	9	4	Yes	6		
Village Administrator	Thiensville, Village of		No		Yes	12	19	9	2	Yes	6.75	Yes	1%
Administrator	Wrightstown, Village of	Network	Yes	\$4,900	Yes	6	20	7	5	Yes	4	No	
Administrator/Clerk-Treasurer	New Holstein, City of	United Healthcare	Yes	19% employer cost	Yes	12	20	10		Yes	6.5	No	
City Administrator/Treasurer	Omro, City of		No		Yes	12	30	10	1	Yes	6.75	No	
City Administrator	Bloomer, City of		Yes		Yes	12	15	9		Yes			
AVERAGE				4,788		9.80	16.95	9.68	5.50		9.19		0.02
MEDIAN				4,850.00		12.00	15.50	10.00	1.50		6.75		0.02
Misc Local Communities													
Administrator/Clerk-Treasurer/Zoning Administrator	Baldwin, Village of	Health Partners	No		Yes			8.5	32	Yes		No	
City Administrator/Utilities Manager	New Richmond, City of		No		Yes					Yes			
City Administrator	Hudson, City of	Preferred One	No		No	12	20	11	1	Yes	95	No	

WCMA 2021 Salary Survey

Title	Municipality	Retirement Other	Retirement Other Employer Contribution %	Retirement Other Text	Life Insurance Provided	Life Insurance provided value amount	Life Insurance Annual Premium Amount	Life Insurance Employer Contribution Annual Amount	Other compensation NOT covered in survey
Village of Osceola (over/under by population)									
City Administrator	Eagle River, City of	No			Yes	\$75,000 (current salary)			
Director of Village Services	Cleveland, Village of	Yes			Yes	\$25,000	76.2	76.2	Bereavement leave, short-term disability, education assistance, health reimbursement arrangement, flexible spending accounts
Manager/Clerk/Treasurer	River Hills, Village of	No			Yes	\$103,000	482	482	HSA - \$1,000 contribution annually
Administrator	Marathon City, Village of	No			Yes	\$1,000,000	3060	3060	
Administrator/Clerk-Treasurer	Wind Point, Village of	No			Yes	Annual base salary	\$96	\$96	Long term and short term disability
Village Administrator/Clerk	Butler, Village of	No			Yes	Annual Salary	63	63	
Administrator/Planner	Verona, Town of	No			No				
City Administrator	Weyauwega, City of				Yes				
Administrator/Clerk	Washburn, City of	No			Yes	Salary			
Village Administrator	Shorewood Hills, Village of	No			Yes	salary			Longevity
Village Administrator	Osceola, Village of	No			Yes	\$184,500			
Administrator	Hortonville, Village of								Longevity
City Administrator	Kewaunee, City of	No			Yes	\$10,000	unknown	100%	
City Administrator	Arcadia, City of	No			Yes	\$100,000	494.4	494.4	
City Administrator	Algoma, City of	No			Yes	\$25,000			
Administrator	Brillion, City of				Yes				
Village Administrator	Thiensville, Village of	No			Yes	\$495,000	551.18	551.18	
Administrator	Wrightstown, Village of					\$100,000			
Administrator/Clerk-Treasurer	New Holstein, City of	No			Yes	\$10,000			
City Administrator/Treasurer	Omro, City of	No			Yes	\$94,710	590	590	
City Administrator	Bloomer, City of				Yes	1 x Salary			
AVERAGE						195,200.91	676.60	676.60	
MEDIAN						100,000.00	488.20	488.20	
Misc Local Communities									
Administrator/Clerk-Treasurer/Zoning Administrator	Baldwin, Village of	No			Yes				
City Administrator/Utilities Manager	New Richmond, City of				Yes				
City Administrator	Hudson, City of	No			Yes	\$35,000			

VILLAGE OF OSCEOLA
STAFFING ANALYSIS SEPTEMBER 2021

	V-Osceola		C-Amery		C-St. Croix Falls		C-Chetek		V-Marshall		V-Wrightstown		V-West Milwaukee		V-Hammond		V-North Hudson		C-Chisago City	
	2698	Polk	2856	Polk	2113	Polk	2187	Barron	3899	Dane	2827	Brown/Outgami	4120	Milwaukee	1868	St. Croix	3847	St. Croix	4967	Chisago
ADMINISTRATION DEPARTMENT																				
Administrator	92,250		86,000		92,040				85,000		97,386		106,700		61,755		64,605		119,621	
Administrator/Clerk-Treasurer																				
Clerk/Treasurer			66,560				69,055													
Clerk	63,000				55,453				23.19		60,923		78,100							
Treasurer/Finance Director	See Admin				55,453				23.87								54,226		95,701	
Deputy Clerk	22.61				See Treas		54,704		See Treasurer		2 at 49,556		60,000		50,482		22,464		32.64	
Deputy Treasurer/Asst. Finance Dir.					See Clerk														33.74	
Municipal Court Clerk	See Dep Clk		25.65		23.08				See Clerk											
Utility Billing Clerk	See Dep Clk		23.16				38,480		See Clerk											
Administrative Assistant	19.48-PT		18.00		See Crt Clk								47,100						30.00	
Zoning Admin Asst													52,500							
City Planner																			32.84	
POLICE DEPARTMENT																				
Chief of Police	86,195		88,622		80,725		66,335		82,000.00		79,477		112,993		82,909		95,200		102,982	
Assistant Chief/Lt./2nd in Command			2 at 74,000		33.60		58,755		70,000.00				99,100				69,961		97,934	
Sergeant									30.22				94,000						2 at \$41.26	
Corporal													86,840							
Investigator/Detective							55,146						2 at 84,980						35.65	
Full-time Officer(s)	31.97		30.29		31.53		53,995		27.48		67,850		12 btw 58,260		29.42		69,278		Ten between	
Full-time Officer(s)	31.97		30.29		31.53		53,995		25.50		63,648		& 65,120		29.42		61,298		28.10 & 35.65	
Full-time Officer(s)	30.93		25.75		27.05												54,781			
Full-time Officer(s)	28.07		25.75																	
Part-time Officer(s)	3 at 24.00						2 at 20.05						2 at 51,900							
Police Administrative Assistant(s)	23.03																44,741			
Dispatchers													6 at 54,500							
PUBLIC WORKS																				
PW Director/Street Superintendent	30.67		74,000		73,861		68,847		73,000		79,560		89,100		58,282		55,370		87,714	
PW Foreman													58,840							
Park/Recreation Director			45,000						51,000										74,318	
Maintenance Worker	26.75		6 at 29.81		28.02		55,619						6 at 45,000		27.23		42,640		3 between	
Maintenance Worker	24.93		Also S&W		28.02		52,750										42,640		25.50 & 30.00	
Maintenance Worker					28.02															
Maintenance Worker					28.02															
Mechanic					Also S&W				20.81											
Garbage Collector							2 at 49,500													
Building/Zoning/Development							56,000													
PUBLIC UTILITIES																				
Director/Superintendent	31.63		61,000				57,179													
Sewer Operator(s)									27.00						28.02					
Water Operator(s)																				
Combined Operator																				
Combined Operator																				
LIBRARY																				
Library Director	42,016		55,156		43,846		28,742-PT								18.42			Regional		
Librarian	34,902		44,158																	
Library Part Time	15.45		9 between		3 between		4 at 11.00-13.00 Hr.								3 at 13.00 Hr.					
Library Part Time	12.17		14.69 and		12.50 & 15.76															
Library Part Time	11.91		8.00 hourly																	
Library Part Time	11.83																			
Library Part Time	10.51																			
Library Part Time	10.30																			
Library Part Time	7.88																			
BOARD OR COUNCIL																				
President/Mayor	8,000.00		9,000		9,000.00		8,034		6,000.00				4,800		3,000				4,000	
Trustee/Alder	3,000.00		3,400		3,400		4,320		\$75/Meeting				2,400		1,000				3,000	
Airport Manager	26,400.00		6,000																	
Fire Chief	4,197.00		27,000																1,500	
BENEFITS																				
Percentages paid by Employee & Employer	10-Police 12.5		15		10		10		10				12		10 Salaried		20		0 Single/30 Family	
	90-Police 87.5		85		90		90		90				88		90 100% Pd		80		100/Single 70/Family	
Hours of Sick Time per Year	80/720 max		PTO		80 no carryover		96/1440 Max		96				120/180 Max		96/720 max		96/960 Max		96/360 Max	
Has anyone addressed new Juneteenth Holiday?	no																			
Holidays per Year	10.5		11		11		8.5		Salaried get none		8		11		9				11.5	
Floater or Personal Day	1		n/a		n/a										2					
Vacation Schedule	Years	Hours			Years	Hours	Years	Hours	Years	Hours	Years	Hours	Years	Hours	Years	Hours	Years	Hours	Years	Hours
	1	80			0-4	104	1	80	2	80	1	40	3 Months	40	Max 200	1-3	80.08			
	4	88			5-8	144	5	120	5	104	3	80		80	Can	4	96.2			
	5	96			9-14	172.6	10	160	10	120	7	120		120	Carryover	5	104			
	7	104			15+	200.2	15	200	15	160	15	160		160		6	112.06			
	8	112			Accrues per pay period		25	240	20	160	20	200		200		7	120.12			
	9	120							25	160									8-9	128.18
	10	128																	10-11	136.24
	11	136																	12-13	144.04
	12	144																	14	152.1
	13	152																	Accrues per	
	14	160																	Pay Period	
	Max 40 Carryover																			
Longevity			Years Serv	\$ Amount			Years Ser	\$ Amount					Years Serv	\$ Amount						
			1	\$100			5	0.15 Hr.					5	0.08 Hr.						
			5	\$200			10	0.25 Hr.					10	0.16 Hr.						
			10	\$300			15	0.35 Hr.					15	0.24 Hr.						
			15	\$400			20	0.45 Hr.					20	0.30 Hr.						
			20	\$500			25	0.55 Hr.					25	0.36 Hr.						
			Each add. 5 yrs	\$500.00									30	0.40 Hr.						
PTO Policy			Years	Hours																
			5	200																
			10	248																
			15	296																
			20	296																
			25	344																
			Cap is 720 Hours																	