Proposal for Wage Compensation Study/Plan for the Village of Harrison



Submitted by Public Administration Associates

April 22, 2025



Public Administration Associates



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Re: Proposal for Wage Compensation Study (Village of Harrison Positions)

Mr. Chad Pelishek, Manager Village of Harrison W5298 State Road 114 Menasha, WI 54952

Dear Mr. Pelishek:

On behalf of Public Administration Associates, LLC (PAA), I am pleased to submit the following proposal for the Village of Harrison's consideration that addresses your desire for an updated wage compensation study/plan to include 22 separate municipal position classifications (a total of 34 full-time employees and 7 part-time/seasonal employees).

As you may be aware, PAA has specialized in working with smaller municipalities in Wisconsin on organizational audits/management reviews, executive recruitment, and human resource-related studies since its founding in 1998. We are currently working on classification/compensation studies for the cities of Berlin and Sturgeon Bay, as well as the Village of Somers, however, we are completing several of these studies in the next few weeks and can take on additional work. We have a track record of success, and we encourage you to contact any of the 200-plus Wisconsin cities, counties, villages, and towns that we have served.

PAA would be extremely privileged and honored to work with the Village of Harrison. We know that our PAA partners and associates who will work with the Village on this project can provide significant value to your organization based on their extensive municipal experience and expertise.

Sincerely,

Kevin M. Brunner

Kevin M. Brunner President

cc-David Tebo, PAA Associate Karl Frantz, PAA Associate

About Public Administration Associates

SINCE 1998

Taking Local Government to New Heights...

Public Administration Associates, LLC (PAA) is recognized among the most trusted, skilled, and effective local government consultants in Wisconsin and the Midwest. Our consultants are highly skilled practitioners who get the job done through unparalleled commitment to public service, the highest standards of service to their clients, and the efficient use of client time and resources. PAA has built a sterling reputation earned from 28-plus years of municipal consulting and a combined 300+ years of public management experience.

A New Generation of PAA Leadership

PAA was organized in April 1998 by partners William Frueh, Denise Frueh, and Dr. Stephen Hintz. Kevin Brunner is now President of PAA, and the Fruehs and Hintz are PAA Associates along with approximately twelve other local government professionals who are affiliated with PAA and work on a project-to-project basis. In 2019, Kevin Brunner was joined by David Bretl and Christopher Swartz as partners of the firm. In early 2025, Swartz became a Senior Associate of the firm, and Susan McDade and Shawn Murphy became new partners with Brunner and Bretl. Brunner currently serves as the firm's president, while Bretl serves as CEO/General Counsel, with McDade serving as vice-president and Murphy serving as Secretary/Treasurer.



Kevin Brunner-President/Partner

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



David Bretl- Interim CEO/Legal Counsel

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



Sue McDade - Vice President

Sue McDade has over 30 years of experience as a local government recreation and facilities administrator. She is currently the Community Services Director in Waunakee, Wisconsin, a fastgrowing north Madison suburb. Responsibilities include recreational programming, supervision of the community center (including a fitness center, gymnasium, community room, and senior center), and development of the park system, currently consisting of over 200 acres of parkland. McDade obtained a master's degree in Recreation and Park Administration from Penn State University. She is a past president of the Wisconsin Park and Recreation Association (WPRA), serving from 2014-2016. She is the recipient of numerous Wisconsin and regional honors and awards, including the prestigious WPRA Professional Award of Merit in 2010. McDade teaches courses in the Recreation Management Program at Madison Area Technical College.

Ms. McDade works on executive recruitment and park and recreation-related management studies for PAA.



Shawn Murphy – Secretary/Treasurer

Shawn Murphy has held positions in state and local government for over 30 years, with 26 years' experience as a Municipal Administrator. After obtaining his Bachelor's Degree in Business Administration from the University of Wisconsin-Eau Claire in 1986 and his Master's Degree in Public Administration from the University of Wisconsin-Milwaukee in 1990, Murphy began his career as a Budget & Program Coordinator for the Wisconsin Department of Transportation. Murphy served as Assistant Village Manager in Whitefish Bay from 1992-1997; Village Administrator in Prairie du Sac from 1997 to 2007; City Administrator in Verona from 2007 to 2010, and City Administrator in Portage from 2012 to 2023. Murphy has a strong track record of collaboration and was involved in the formation of the North Shore Fire Department, the reformation of a joint Police Department between Prairie du Sac and Sauk City; worked closely with the Sauk Prairie School District to create the Sauk Prairie Recreation Commission that includes 6 municipalities and was involved in the creation of a joint municipal court commission that includes 4 municipalities. In 2023, Murphy received a lifetime achievement award from the WCMA.

Mr. Murphy works on interim management assignments and executive recruitment projects for PAA.

Comprehensive Government Consulting Services



Executive Recruitment

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



Organization & Management Studies

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



Interim Management Services

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



Classification & Compensation Studies

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



Economic Development Services

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



Strategic Planning & Implementation

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

I. <u>Proposed Methodology and Scope of Work</u>

PAA is aware that the Village of Harrison has solicited proposals for the preparation of an updated Wage Compensation Plan that will evaluate current salaries and fringe benefits for 22 Village positions. In addition, current job descriptions are to be updated, and recommendations are to be made regarding Fair Labor Standards Act (FLSA) exempt/non-exempt status to be made as part of the Study.

The purpose of the study is to ensure the Village maintains a competitive standing with other similar government employers with a compensation system that is attractive, equitable, and effective. In addition, potential pay compression issues will be identified, with alternative solutions to be provided.

The general scope of work for the proposed study would consist generally of the steps listed below and can be fine-tuned and refined after meeting with Village representatives at the initiation of the project:

A. Review and analyze relevant organizational values and concerns. Determine current organizational needs concerning the updating of the current Harrison wage and compensation system.

PAA takes very seriously the importance of understanding current organizational values, needs, and concerns. PAA has found in its studies that each organization has a different set of values and concerns affecting the design of the classification and compensation system. Organizational information will be obtained through discussions with the Village Manager, staff, and/or Village Board members if needed. Other important historical background materials will be reviewed that may have a bearing on an updated wage comp study, such as upcoming referendums, budgets, personnel policies, past plans, etc. After discussion with the Village Manager and other key staff to determine what issues might have arisen in the past, PAA will provide recommendations and options for ways the Village could move forward.

B. Engage employees in the process through a written explanation of steps for the Wage Compensation Study and an Employee Job Questionnaire. Allow for individual input and communication with project consultants.

We are sensitive to the fact that classification and compensation plans require buy-in from employees. Important information for PAA's evaluation of internal equity between positions is gained through the Employee Job Questionnaire and conversations with employees.

C. Review and recommend revisions to position descriptions.

PAA will review each position description and verify with each employee that the position description accurately and completely describes the current work being done and the requirements for the position. We utilize a survey form conforming to established human resource information standards to be completed by each employee. All discrepancies listed by employees are noted, and any proposed changes will be documented for the Village. It is expected that approximately 85% of the current Village position descriptions are accurate but that a number might need updating and that cost is reflected in our proposal.

D. Rank all positions using a point factor approach to determine internal position evaluation.

The internal position evaluation consists of eight factors that are weighted: knowledge/education (20%), experience (20%), job complexity (20%), supervision exercised (10%), supervision received (10%), consequences of decisions (10%), interaction with other sets of people (5%), and work environment (5%). The internal evaluation is based upon a thorough review of position descriptions and responses to the Employee Job Questionnaire.

E. Establish an external peer group of 12-16 communities from which to obtain salary and benefit information for all designated positions.

PAA develops the market peer group of communities and comparability factors in consultation with the Village. Factors typically compared include <u>regional proximity</u>, <u>municipality size</u>, <u>organizational complexity</u>, <u>number of FTE's</u>, <u>equalized value</u>, <u>and per</u> <u>capita spending</u>. Where appropriate private market data are available, they will also be used. PAA will create a survey instrument for Village approval that will capture the wage and benefit data they feel is most important to compare positions equitably across peer municipalities.

F. Develop a wage range midpoint for each benchmark position surveyed and optional wage ranges for consideration by the Village at .8-1.20, .85-1.15, and .9-1.10 of the midpoint.

One of the challenges confronting consultants in external compensation surveys is dealing with peer municipalities that have salary ranges and those that have single-point salaries without ranges. PAA uses a special methodology to capture both kinds of data, enabling the calculation of what is termed the **external midpoint.** We then establish a **working range**, consisting, for example, of 80% to 120% of the external midpoint. This is a commonly used range for municipalities. The actual range that is used depends on decisions by the community. PAA will calculate <u>several working ranges</u> using different minimum to maximum spreads.

G. Identify various pay plan options. Discuss with community leadership the issue of pay progression with appropriate consideration for both length of service and performance. Make recommendations based on the identified pay philosophy, feasibility, and affordability.

We believe that the <u>performance evaluation</u> of every employee should be conducted by a municipality. However, we recognize that there are different perspectives on the relationship of performance evaluation and salary/wage adjustments. Systems range from what we describe as <u>loosely linked evaluation to salary approaches</u> to <u>tight pay for performance approaches</u>. As requested, we will offer options for the Village might structure a compensation plan moving forward, especially to retain and attract top talent.

- H. Recommend final pay ranges for the requested 22 positions that are consistent with the Village's pay policy, internal equity scores, and reflect appropriate and competitive pay and benefit compensation practices for employees at these levels.
- I. Prepare a written report for the Village outlining the findings of the compensation survey and an implementation plan for proposed changes.
- J. Conduct compensation appeals following the adoption of a new updated Plan by the Village. Appeals must be submitted within 30 days of plan adoption.

II. Schedule for Comprehensive Wage/Compensation Analysis

Public Administration Associates can begin this project in late May 2025. Based on the time-sensitive nature of compiling the wage and compensation data and to coordinate with the current PAA project workload, we recommend a two-phase approach.

Phase 1: (Estimated Completion Date- August 1, 2025)

Late May-July 15: Meet with Village Manager (and other appropriate Village officials) to prepare information about potential peer communities, establish criteria for comparisons, prepare wage and benefit surveys for approval, send out to peer communities, and follow up to ensure adequate participation and accurate comparisons. Collect and input data. Compute wage medians and prepare potential updated wage ranges for Village review. Identify potential pay compression issues and provide alternative solutions.

Phase 2: (Estimated Completion Date- September 30)

July 15-September 30: Meet with employees to discuss the purpose of a wage/comp study and review job questionnaires. Receive job questionnaires from employees. Conduct employee interviews where necessary. Create job descriptions if requested and included in the scope of our work. Review data with Village Manager and get agreement on approach for final study presentation. Finalize data, write report, and prepare for study presentation to Village Manager, Village Board, and affected Village Staff. Present findings in the final report to the Harrison Village Board and/or appropriate Village Committee.

III. Employee Involvement

PAA may request information from Harrison as we research background materials and historical documents related to the Wage Compensation Study. We will need employees to prepare a job description questionnaire and to participate in requested information sessions. Department heads may be involved in reviewing position description information. All external data and all analysis of internal and external data will be the responsibility of the PAA consultants.

IV. Meetings and Presentations (In-Person or Zoom if Needed)

PAA agrees to work closely with the Village and other Village officials (including the Village Board and/or appropriate Village Committee) and keep them updated on study progress. There will be a minimum of three official visits (in-person or zoom) by our consultants to Harrison: (1) An initial visit which would include-Meeting with the Village Manager, and any other requested participants to formally initiate the Harrison Wage Compensation Study project; (2) A second visit to include a meeting with all employees to discuss the purpose of the study and review job questionnaires; 3) A third visit for a formal presentation to the Village Board and/or appropriate Village Committee, Village Manager and Village staff members once the plan is completed to answer any questions about final study recommendations.

V. <u>Proposed Fee Structure for Services</u>

Phase 1: (Estimated Completion Date- July 15)

Meet with the Village Manager (and appropriate Village Committee if desired) to prepare information about potential peer communities, establish criteria for comparisons, prepare wage and benefit surveys for approval, send out to peer communities, and follow up to ensure adequate participation and accurate comparable municipalities. Collect and input data. Compute wage medians and prepare potential updated wage ranges for Village review.

Estimated Cost for Phase 1 = 82 hours x Consultant Fees of Avg. \$105.00/hr. = \$8,610

Phase 2: (Estimated Completion Date- September 30)

Meet with employees to discuss the purpose of a wage/comp study and review job questionnaires. Receive job questionnaires from employees. Conduct employee interviews where requested or necessary. Update all job descriptions based on job questionnaires and employee interviews conducted. Review data with Village Manager and get agreement on approach for final study presentation. Finalize data, write report, and prepare for study presentation to Village Board, Village Manager, and Village Staff.

Estimated Cost for Phase 2 = 72 hours x Consultant Fees of Avg. \$105.00/hr. = \$7,560

Allowance for Consultant Travel/Project Expenses-\$500

Total Not-to-Exceed Cost for Complete Study and Compensation Step Plan (including travel/mileage) = \$16,670

Quote good until May 1, 2025

Relevant Experience

Public Administration Associates, LLC, specializes in organizational and administrative studies for smaller municipalities in Wisconsin as well as municipal executive recruitment and strategic planning.

Organization and Management Studies Performed by PAA for Wisconsin Municipalities (Last Five-Year Period)

- Classification/Compensation Study, Village/Town of Somers, 2025
- Classification/Compensation Study, City of Sturgeon Bay, 2025
- Classification/Compensation Study, City of Berlin, 2025
- Municipal Consolidation Study, Village and Town of Stockbridge, 2025
- Fire Consolidation Negotiations, City of Waupun and Towns of Chester and Waupun, 2025
- Fire/EMS Consolidation Study, City of Hurley &Northern Iron County Towns, 2025
- Fire/EMS Consolidation Study, Town and Village of Sharon, 2025
- Fire/EMS Consolidation Study, City of Rhinelander & Town of Crescent, 2025
- Classification/Compensation Study, Village of Union Grove, 2024
- Fire/EMS Consolidation Study, Town of Troy/Village of East Troy, 2024-2025

- Municipal Governance Workshop, City of Burlington, 2024
- Fire/EMS Consolidation Study, Town of Linn/City of Lake Geneva, 2024
- Fire/EMS Staffing Study, City of Menomonie, 2024
- Fire/EMS Organizational Study, City of Ripon, 2024
- Classification/Compensation Plan, Town of Freedom, 2024
- Fire/Organizational Study, Village of Fontana, 2024
- Fire/EMS Organizational Study, City of Waupun, 2024
- Organization/Governance Study, Village of Maple Bluff, 2024
- Organizational Audit/Staffing Study, Town of Rome, 2024
- Railroad ROW Study, Village of Germantown, 2024
- Classification/Compensation Study, Village of Campbellsport, 2023
- Classification/Compensation Study, Village of Weston, 2023
- Classification/Compensation Study, Village of Dane, 2023
- Fire/Organizational Study, Village of Williams Bay, 2023
- Wage/Compensation Study, Village of Belleville, 2023
- Fire/EMS Organizational Study, City of Lake Geneva, 2023
- Fire/EMS Organizational Study, Town of Linn, 2023
- Classification/Compensation Study, Village of Shorewood Hills, 2022
- Classification/Compensation Study, Walworth County Metropolitan Sewerage District 2022/ Update 2024
- Fire/EMS Organizational Study, City of Park Falls, 2021
- Fire Department Organizational Study, Village and Town of Cottage Grove, 2021
- EMS Operational Study, Deer Grove EMS District, 2021
- DPW Organizational/Staffing Study, City of Columbus, 2021
- DPW Organizational and Planning Study, Village of Kronenwetter, 2021
- DPW Organizational Analysis; Village of Waunakee, 2020-21
- Organizational Study, Town of Little Suamico, 2021
- Organizational Audit/Staffing Study, Village of Hortonville, 2020
- Classification/Compensation Study Update, City of Mauston, 2020
- Fire Department Organizational Study/Space Needs Analysis, City of Platteville, 2020
- County Administration Study, Sauk County, 2020
- Fire/EMS Organizational Study, Village of Little Chute, 2019-2020
- DPW Organizational Analysis/Staffing Study, Village of Germantown, 2020
- Classification/Compensation Study, City of Park Falls, 2020
- Organizational Audit/Staffing Study and Employee Personnel Policies, City of Park Falls, 2020
- City of Marinette Legal Services Study/Reorganization, 2020
- Organizational Audit/Staffing Study, Village of Port Edwards, 2020
- Organizational Audit/Staffing Study and Employee Personnel Policies, Village of Merton, 2019
- Organizational Audit/Staffing Study, Town of Osceola, 2019
- Organizational Audit/Feasibility Study for Creation of City Administrator Position, City of

Mineral Point, 2019

- Streetlighting Fee Feasibility Study, City of Oak Creek, 2019
- Classification/Compensation Study, City of Sturgeon Bay, 2019
- Organizational Audit/Feasibility Study for Creation of City Administrator Position, City of Park Falls, 2019
- Organizational Audit and Classification Study, Town and Village of Somers, 2019
- Lodi Fire/EMS District Organization and New Station Location Study, 2019
- Employee Personnel Manual Development, Village of Williams Bay, 2019
- Community Collaboration Planning Project- Cities of Marinette and Menominee, MI, 2019

References from Recent Comparable Municipal Consulting Projects

Jessi Balcom, Administrator, City of Berlin, 920-361-5400, Classification/Compensation Study, Current 2025 (June Completion)

Justin Carlson, Administrator, Town of Freedom, 920-788-4548, Wage and Compensation Study, Completed May 2024

Jami Gebert, Administrator, Village of Weston, 715-359-6114 (Ext. 2610), Wage and Compensation Study, Completed October 2023

Teresa Hughey Groves, Clerk-Treasurer, Village of Dane, 608-849-5422, Wage and Compensation Study, Completed September 2023

John Imes, President, Village of Shorewood Hills, 608-800-9920, Wage and Compensation Study, Completed June 2022

Neal Kolb, Administrator, Walworth County Metropolitan Sewerage District, 262-728-4140, Wage and Compensation Study, Completed, July 2022/Update April, 2024

Charlie Kudy, Administrator, Village of Campbellsport, 920-533-8321, Wage and Compensation Study, Completed September, 2023

Connor LaPointe, Administrator, Village of Union Grove, 262-878-1818, Classification/Compensation Study/Plan; Completed November, 2024

Jason Peters, Administrator, Village and Town of Somers, 262-859-2822, Classification/Compensation Plan, Completed January 2020, Current 2025 Update July Completion)

Josh Van Lieshout, Administrator, City of Sturgeon Bay, 920-746-2900 (O) Wage and Compensation Study, Completed December 2019/2021/2025 Update

Qualifications of PAA Consulting Team for Village of Harrison Wage Compensation Study

PAA will assign an interdisciplinary team to work with the City on this consulting assignment. Kevin Brunner will serve as Lead PAA Partner, and Dave Tebo will be the Project Leader. In addition, PAA Associate Karl Frantz will assist Tebo as Principal Consultant on the Harrison project.

Lead PAA Partner



Kevin Brunner-President/Partner

Kevin Brunner has over forty years of experience in serving Wisconsin local governments. He served as the manager/administrator in Saukville, Monona, De Pere, and Whitewater, and worked as an assistant administrator for the City of Appleton and Kenosha County. He retired from public service as the Director of Central Services/Public Works for Walworth County. Brunner was the recipient of the 2007 Wisconsin City/County Manager of the Year and 2012 Service Innovation awards, both from the Wisconsin City/County Management Association (WCMA). Brunner is a past president of the WCMA and served on the League of Wisconsin Municipalities and Alliance of Cities Boards of Directors. He received his BA in Political Science and Criminal Justice from Carthage College (Magna Cum Laude and Rhodes Scholar Nominee); MPA from Michigan State University and is a graduate of the University of Virginia Senior Executive Institute. He achieved credentialed manager (ICMA-CM) status from the International City/County Management Association during his city management career. Brunner has worked on over 25 local government classification/compensation projects for PAA.

Project Leader



Dave Tebo – Associate

Dave Tebo served as a Municipal Administrator in Wisconsin for over 30 years, most recently in the Village of Poynette (1994-2000) and Town of Greenville (2000-2017). Tebo has a master's degree in Public Affairs & Administration from UW-Madison and a bachelor's in Urban & Regional Studies from UW-Oshkosh. Dave is a Credentialed Manager (CM) by the International City Management Association (ICMA) and Certified Public Manager (CPM) by the State of Wisconsin. He is experienced in all local government management duties, including budgeting, financial analysis, human resources, community development, planning, and economic development. Project areas Dave had in-depth experience and success with in Greenville include: Land Use Planning, Sustainability, Land Stewardship (Creation of Two DATCP recognized Agricultural Enterprise Areas), Grant writing for Trail Construction and Administration (\$3 million in trail projects over the last 15 years), and Economic Development (TID Development and work with Fox Cities Regional Partnership). Tebo's work in Greenville was featured in the book The New Public Service-Serving, Not Steering by Janet and Robert Denhardt in 2007.

Dave works on interim management assignments, executive recruitment, and classification/compensation studies for PAA. He has completed approximately 20 classification/compensation projects with PAA.

Project Consultant



Karl Frantz-Associate

Karl Frantz has over 35 years of municipal management experience, including 30 years as an administrator in the state of Wisconsin. Frantz obtained his bachelor's degree in Political Science from the University of Minnesota and a master's degree in Public Administration from the University of Washington's Daniel Evans School of Public Affairs. He began his career as a Management Assistant for the City of Mercer Island, WA, before serving as the City Administrator for Renville, WA; Jefferson, WI, and Baraboo, WI. He retired in 2021 after 17 years of service as the Village Administrator of Shorewood Hills, WI.

Frantz has extensive experience in economic development and redevelopment, formation and administration of tax increment districts, zoning administration, long and short-term financial management/budgeting, human resources, and implementation of organizational change. Kark works on interim management assignments, human resources consulting, and classification/compensation projects with PAA. He has worked on five recent municipal classification/compensation studies, including for the nearby Town of Freedom.

Understanding

Public Administration Associates, LLC will commit whatever time and effort is necessary to fully complete all tasks described in this proposal for the specified costs. PAA will invoice 33% of the total at contract acceptance, 33% on July 1, 2025, and 33% at project completion (presentation and acceptance of the Harrison Updated Wage Compensation Study by the Harrison Village Board).

**If PAA believes a specific task requested by the Village is beyond the agreed-upon scope of work, it will negotiate any potential extra charges with the Village.

Approval:

Offered by:	Kevin M. Brunner	4/16/2025
Public Admini	Date	
Accepted by:		
Village of Har	Date	