



---

# **Village of Kronenwetter**

**Request for Proposal**

**Executive & Professional  
Recruitment Services  
for**

***Village Administrator***

---

## REQUEST FOR PROPOSAL (RFP)

**Procurement Contact:** Bobbi Jo Birk-LaBarge  
**Email Address:** [bbirklabarge@kronenwetter.org](mailto:bbirklabarge@kronenwetter.org)  
**Telephone Number:** 715-693-4200 ext. 111

Proposals must be received no later than **May 12, 2023**.

Proposals received after this date will not be considered for award.

The Village will only accept proposals electronically submitted. Email your RFP response to [bbirklabarge@kronenwetter.org](mailto:bbirklabarge@kronenwetter.org).

## **I. Introduction**

The Village of Kronenwetter is soliciting proposals from qualified and experienced headhunting firms to provide recruitment services for the hiring of a Village Administrator. The intent of this request for proposal (RFP) is to partner with a recruiting firm to provide highly qualified candidates for the Village to consider at a competitive cost per recruitment.

## **II. Village of Kronenwetter Description**

The Village of Kronenwetter (pop. 8,353 per 2020 census) is located in Marathon County in Central Wisconsin, approximately 8 miles south of the City of Wausau.

The urbanized, residential neighborhoods of Kronenwetter's northwest slowly transform into the rural beauty of the Village's forests and agricultural land.

The population of Kronenwetter has grown from 5,369 in 2000 to 7,616 in 2017. This 41% increase makes Kronenwetter one of the fastest growing communities in Central Wisconsin.

The Village operates under a board-administrator form of government with seven elected officials on the Village Board including the Village President. Under this form of government, the Village Board sets the policies for the operation of government while the board appointed Village Administrator has administrative responsibilities for city operations.

The Village has a total 2023 budget of \$4.7 million and a staff of approximately 30 full-time positions, 3 part-time positions and 3 seasonal positions.

Village services include general government; emergency medical services; fire and police services; public works; planning and zoning; and parks and recreation. The Village has contracts with Riverside for emergency medical services.

## **III. Services Required**

The Village is seeking a qualified and experienced professional search firm to provide recruitment services for the position of Village Administrator.

Desired recruitment services include but are not limited to:

- Meet with the Village Board to obtain information regarding expectations, challenges, requirements and responsibilities of the position.
- Develop a position profile and advertising plan based on previous successes with similar clients and positions.
- Execute a direct networking campaign to attract top talent, executing the advertising plan. This may include regional, in-state and local elements as determined during initial meetings with the Village Board.
- Contact known potential candidates to motivate application.
- Outreach to others in similar classifications for either application or referral of potential applicants.
- Accept all applications.
- Review and rate applicants.

- Screen applicants, including face to face or video conference with viable candidates; screening to include background, criminal and credit checks; references; and media checks to ensure finalists have backgrounds of the highest integrity.
- Deliver a list of the top candidates to be interviewed.
- Coordinate and schedule candidate interviews with the Village Board.

The Village may propose additional tasks as deemed necessary. Any additional services shall be compensated as agreed upon in the resulting contract with the Village.

#### **IV. Village Administrator Position Description and Responsibilities**

*(see Appendix A for full details)*

The Village Administrator serves as the chief administrative officer to directly supervise and coordinate the departments of Administration, Finance, Public Works, and Community Development under the general direction of the Village Board. The role includes creating and enforcing administrative policies and procedures to ensure standardized and efficient operations.

The Village Board will appoint the Village Administrator. The board is made up of an elected Village President and six elected Village Trustees, who each serve a two-year term.

Upcoming initiatives and projects include building a water treatment plant; developing a yard waste site; replacing the sewer lift stations; park revitalization; studying the concept of an interchange at Kowalski Road and I-39; developing and managing the Village's TID 2 District; and economic development.

#### **V. Proposal Content**

At minimum, the proposal must include the following information to be considered for the engagement.

1. Cover Letter
  - Must be signed by an individual authorized to bind the proposer contractually
  - Must indicate the signer's title or position
  - Include a statement that the proposal meets all the requirements of the RFP and that the offer tendered by the proposal will remain in full force and effect until and may be accepted by the Village at any time prior to 90 days beyond the deadline for submittal.
2. Statement of Minimum Qualifications
3. References
  - Please provide a at least three references from prior engagements of similar size and scope of the services being requested by the Village.
  - Reference checks will be conducted for each finalist.
  - Please list the most significant engagements performed in the last three years that are similar to the engagement listed in this RFP.

- References for information technology and similar professional recruitments are desirable
- 4. Organizational Background
  - Provide a general description and history of the organization, its operations (please include any history of mergers and/or acquisitions), year founded, ownership structure, and biographies of the principals.
- 5. Fee Proposal
  - Define your proposal in a straightforward and economical manner, providing a concise description of your firm's capabilities to satisfy the requirements of the RFP.
  - Please be sure to include all service elements as defined in Section III.
  - Provide your recruitment fee structure and a description of how costs are determined.
  - Please designate a NOT TO EXCEED total fee for recruitment.
  - The proposed fee shall include all costs and expenses for providing the services and equipment as described in this RFP, and any agreed-upon extended warranties that are associated with initial installation.
  - The fee proposal must expressly state that the proposed fees are guaranteed for the term of any resulting contract.
  - Responders must either include all expected travel costs as part of their overall NOT TO EXCEED fee, or they must provide their best estimate for all travel expenses they incur in performing the services required by this RFP.

#### **VI. Submission of Proposals**

- All proposals must be received no later than **May 12, 2023**.
- Proposals must be submitted via email to Village Clerk Bobbi Jo Birk-LaBarge at [bbirklabarge@kronenwetter.org](mailto:bbirklabarge@kronenwetter.org).
- All costs for developing proposals and attending requested interviews are entirely the responsibility of the submitter.
- To clarify any issues in the request for proposal, please contact Village Clerk Bobbi Jo Birk-LaBarge at 715-693-4200 or [bbirklabarge@kronenwetter.org](mailto:bbirklabarge@kronenwetter.org)
- A proposal may be withdrawn any time prior to the deadline by written notification signed by the individual applicant or authorized agent of the firm and received via email at [bbirklabarge@kronenwetter.org](mailto:bbirklabarge@kronenwetter.org).

#### **VII. Evaluation Process**

- All proposals submitted by **May 12, 2023** will be reviewed by the Administrative Policy Committee. The committee will make their recommendation to the Village Board based on the following factors. Fees will be based on of the determining factors in this decision but will not be the primary determinative.
  1. Understanding of the services requested
  2. Proposed methodology and work plan to be used in the process

3. Relevant knowledge, experience and qualification of firm and team members including established record of success in similar work
  4. References
  5. Fees
- The Village Board will evaluate the proposals and recommendations from the Administrative Policy Committee.
  - The Village Board will make the final decision.

**VIII. Anticipated Timeline Information**

<b>Action</b>	<b>Date</b>
RFP issued	April 25, 2023
RFP responses due	May 12, 2023
Administrative Policy Committee evaluations	May 16, 2023
Village Board evaluations	May 22, 2023
Anticipated contract award	May 29, 2023

## **APPENDIX A: Village Administrator Job Description/Requirements**

### **Village Administrator**

The Village of Kronenwetter (Pop. 8,402), is seeking an administrator to lead its next chapter which will encapsulate significant economic growth and expansion within Central Wisconsin. This individual will have the opportunity to partake in the enhancement of this blossoming region of Wisconsin.

Kronenwetter covers 52 square miles and is the largest village in Wisconsin and the United States. Nestled in Central Wisconsin, its position offers an ideal location for close proximity to any of the attractions across the state.

Its history dates back to 1886 when it was formed as a township. In 2002, the township became the Village of Kronenwetter. The Village sits between the large municipalities of Wausau on the north and Stevens Point to the south.

The village is a sought-out destination for residents looking to settle in Central Wisconsin. Its continued low taxes, safe neighborhoods, excellent school districts, and central location prompted its recent population burst and housing boom. This growth shows no signs of slowing.

The Village has its own police department and fire department. It boasts seven community parks and two county forestry units.

A recent floodplain re-mapping repositioned many of the Village properties along the I-39 corridor outside of the floodplain, allowing for significant future economic growth opportunity.

The Village Administrator serves as the chief administrative officer to directly supervise and coordinate the departments of Administration, Finance, Public Works, and Community Development under the general direction of the Village Board. The role includes creating and enforcing administrative policies and procedures to ensure standardized and efficient operations.

The Village Board will appoint the Village Administrator. The board is made up of an elected Village President and six elected Village Trustees, who each serve a two-year term.

Upcoming initiatives and projects include building a water treatment plant; developing a yard waste site; replacing the sewer lift stations; park revitalization; studying the concept of an interchange at Kowalski Road and I-39; developing and managing the Village's TID 2 District; and economic development.

Kronenwetter's total annual 2023 budget is \$4,701,858 for the General Fund; \$459,812 in the Capital Project Fund; \$718,275 in the Debt Service Fund; \$801,860 in Water Utility revenue; and \$718,275 in Sewer Utility revenue.

The Village has 30 full-time positions, 3 part-time positions, and 4 seasonal positions. Village services include general government, emergency medical services, fire & police services, public works, planning and zoning and parks and recreation. The Village has contracts with Riverside for emergency medical services.

The position requires a bachelor's degree in public or business administration, or a related field, OR a minimum of 3 years in the public sector or 3 years of relevant municipal management experience.

A master's degree in public administration and 5 or more years in municipal management is preferred.

Must be bondable. A Public Manager Certification is preferred.

A successful candidate must demonstrate a verifiable record of past accomplishments in budget development and management; human resources; capital improvement planning and execution; intergovernmental relations; and residential/commercial development and redevelopment.

The ideal candidate has a solid character, leadership skills, high integrity, and a strong work ethic.

Salary range: \$90,000 - \$115,000 plus excellent benefits including participation in the Wisconsin Retirement System.

\*The following description is intended to describe the general nature and level of work being performed by employees assigned to this job title. It is not to be construed as a complete listing of all responsibilities, duties and skills required. Other duties may be required and assigned.

### **MANAGERIAL RESPONSIBILITY**

The Administrator shall provide administrative direction and coordination of all overall operations of the Village under the general direction of the Village Board, creating, and enforcing administrative policies and procedures to ensure standardized and efficient operations, including public safety departments, except in the statutory authority of the Police and Fire Commission.

### **QUALIFICATIONS/REQUIREMENTS**

Ability to perform all functions of the position; maintain knowledge of current municipal government functions and applicable laws, statutes, rules and regulations.

Ability to provide strong financial, economic development, and strategic guidance as well as professional expertise and counsel to Village Board, to direct and challenge staff, and to develop and model an environment of integrity, exceptional work ethic, and extraordinary customer service.



## **ESSENTIAL JOB FUNCTIONS**

The Village Administrator, subject to the limitations defined in resolutions and ordinances of the Village, State Statutes and administrative rules, shall be the chief administrative and operations officer of the Village, responsible only to the Village Board for the proper and efficient administration of the business and affairs of the Village with powers and duties as follows:

- a) Manages overall operations of the Village under the general direction of the Village Board.
- b) Provides administrative oversight, direction, and support to all departments including Public Safety departments, except in the statutory authority of the Police and Fire Commission.
- c) Provides administrative direction and coordination of all employees of the Village according to established administrative procedures.
- d) Periodically reviews and recommends to the Village Board changes to the Village organization and administrative structure addressing both statutory and non-statutory positions.
- e) Executes all directives of the Village Board and uses appropriate judgment to report to the Board, fully, promptly and at least monthly on the status of issues that arise in carrying out those directives.
- f) Works with the Village Board and its President, Commission and Committee Chairpersons, Attorney, and Clerk to ensure that all Open Meetings Laws are adhered to strictly and consistently for all Board, Commission, and Committee meetings.
- g) Attends all Village Board meetings and reports to the Board at all regular meetings regarding the activities of the Administrator's office.
- h) Responsible for the accurate and proper preparation of ordinances and resolutions as requested by the Village Board or as needed.
- i) Recommends to the Village Board the appointment, promotion, discipline, suspension, and termination of Department Heads.
- j) Appoints, promotes, disciplines, suspends, and terminates non-Department Head employees on the recommendation of and/or in consultation with the supervising Department Head.
- k) Functions as lead negotiator in the collective bargaining process following

the wage and working conditions guidelines and strategy established by the Village Board.

- l) Conducts regular and diligent searches for potential grant opportunities and assists appropriate Department Heads throughout the application process.
- m) Administers and monitors the budget and ensures that all basic financial plans approved by the Village Board are carried out on an ongoing basis; reports to the Board regarding all significant and/or unforeseen budgetary variances.
- n) In conjunction with the Board, its Commissions and Committees, Department Heads, and Village Financial Planner, analyzes and reports to the Board, on a monthly basis, the current and projected fiscal status.
- o) Working with Department Heads, Commissions, and Committees, develops all plans, policies, procedures, and recommendations for Board approval for the purchase, maintenance, and replacement of all capital equipment.
- p) Provides complete, accurate, and well-balanced information, guidance, and support for the Board's development of the Village's strategic plan.
- q) Functions as the Public Information Officer for all external communications in the community and represents the best interests of the Village at all times.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Ability to direct and manage personnel at all levels of the organization.
2. Ability to counsel, mediate, and/or provide supervision of staff.
3. Willingness to accept accountability for outcomes of all operational decisions within realm of authority.
4. Ability to effectively communicate with individuals and groups of varying abilities, experience, and educational backgrounds including residents, elected officials, and the media.
5. Ability to analyze and interpret financial information, government publications, governmental regulations and statutes, engineering, audit and legal reports, and administrative rules affecting the Village and when necessary to convert such information into an easily understood layman's report.
6. Ability to work rapidly, to prioritize multiple assignments, and to meet specific deadlines and to work effectively in stressful situations.

### **PHYSICAL DEMANDS**

1. Ability to exert light physical effort in sedentary to light work, typically involving lifting, carrying, pushing and pulling.

2. Ability to sustain prolonged visual concentration.

### **WORK ENVIRONMENT**

Typical multi-functional office environment.

*The Village of Kronenwetter is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*