

**CITY OF TWO RIVERS CITY COUNCIL  
CITY MANAGER RECRUITMENT AND SELECTION COMMITTEE  
Thursday, March 20, 2025  
8:00 A.M.  
Behringer Room, J.E. Hamilton Community House**

**1. Call to Order**

The meeting was called to order by Committee Chairman Scott Stechmesser at 8:13 a.m.

**2. Roll Call**

Committee Members Present: Bonnie Shimulunas, Scott Stechmesser and Adam Wachowski.

Participating by phone: Mark Bittner. Committee Members Absent: None.

Also Present: Gregory Buckley, City Manager; Kevin Brunner of Public Administration Associates (PAA) was in attendance via video conference.

**3. Discussions and Direction to Recruitment and Selection Consultant**

Mr. Brunner led a discussion regarding the recruitment and selection process, addressing the following matters:

**A. Results of Position Assessment Surveys.**

There were 141 responses to the community survey. Mr. Brunner summarized the survey results, listing top responses in priority order:

Top responses from community survey for skills desired in a new city manager: budget development and management, economic development, capital projects planning and execution, community engagement, downtown and waterfront development.

Top responses from Council and City Staff for skills desired: budget development and management, economic development, capital projects planning and execution, strategic community planning, intergovernmental relations, organizational change and development, commercial development/redevelopment.

Top personal qualities desired, community survey respondents: personal and professional integrity, vision, strong work ethic, innovative/think outside box, conflict resolution.

Top personal qualities desired, City Council and City Staff: personal and professional integrity, innovative/think outside box, vision, strong work ethic, open and positive communication skills.

**B. Draft Position Announcement and Support Materials.**

Mr. Buckley noted that a draft position announcement had been emailed to committee members earlier in the week. He distributed a slightly revised position announcement, supplied by Mr. Brunner the day before this meeting, with a correction on the number of City employees and the insertion of a starting salary range. He also distributed copies of a salary survey supplied by PAA.

There was discussion by the committee members regarding the proposed starting salary range, with consensus support for advertising a starting salary range of \$130,000 to \$150,000, as

recommended by PAA. There was also discussion of the committee's desire to have the City Manager reside in or nearby the city limits, especially for emergency response purposes. There was discussion regarding possible incentives for city residency.

C. Project Timeline; Next Steps

Mr. Brunner reviewed a schedule for the recruitment/selection process with the committee. There was discussion about filming interviews with the current City Manager and the City Council President, for the recruitment video; it was agreed to try to schedule the videographer's visit for Saturday, March 22. Significant dates in the schedule include:

Week of March 24: Post position announcement to professional associations, municipal leagues and other entities cited in PAA's proposal.

March 24, March 31 and April 14: Video position announcement posted to social media platforms.

April 28: Due date for applications.

April 29: Confidential applicant mini-resumes and candidate report sent to committee.

May 1: Committee meeting to review applicants, select 6 to 10 semi-finalists.

May 2 -May 12: Finalists prepare video interviews; PAA does semifinalist background checks.

May 15: Committee meeting to review candidate video interviews and PAA reference reports; committee identifies 3-5 finalists to invite for final interviews/assessment center with City Council.

Week of May 26 (preferably Thursday-Friday or Friday-Saturday): Finalists to Two Rivers for tours, community reception, interviews and assessment center.

May 31 – June 2: PAA negotiates employment agreement with top candidate on behalf of City; performs final background check.

June 2 or June 16: City Council acts on Employment Agreement with new City Manager.

July 14: Approximate start date for new City Manager.

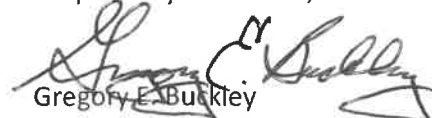
D. Other. There were no other matters discussed.

4. Discuss Date and Time for Next Meeting

Per the schedule noted above, the next meeting is tentatively scheduled for May 1. Time to be determined.

5. Adam Wachowski moved, supported by Mark Bittner, to adjourn the meeting at 9:35 AM.

Respectfully submitted,

  
Gregory E. Buckley  
City Manager



## *Public Administration Associates, LLC*

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### Position Announcement

#### **City Manager**

**Two Rivers, WI (Population 11,128)**

Two Rivers is seeking a dynamic and proven municipal leader who will replace the current city manager who is retiring after 30 years in the position. The City is ideally situated on the shores of Lake Michigan between Milwaukee and Green Bay in northeastern Wisconsin and combines small town charm with nearby big city amenities. Two Rivers' 17 miles of trails, six miles of beautiful beaches, a nature center and the Rowley Point Lighthouse (the tallest in the Midwest) make it not only a great place to live and work but also to visit and play. Two Rivers has a vibrant downtown (marketed by Main Street Two Rivers) along the Lake Michigan waterfront, abundant parks and open spaces, excellent schools and is a regional market center.

The City is a full-service community that takes great pride in its high quality municipal services under the Council-Manager Form of Government. Nine Council members elected at large on a non-partisan basis for alternating 3 year terms. \$15M General Fund Annual Operating/Debt Service Budget with separate Annual Enterprise Fund Budgets (Electric, Sewer, Water, Storm Water and Solid Waste) totaling another \$17M. 120 FT and 70+PT and seasonal employees. Future emphasis will be on waterfront redevelopment; market rate housing (rental and condominium) development; balanced economic growth; continuance of high-level community engagement; strategic planning and community visioning; maintaining current municipal services under fiscal constraints and long-term relocation of DPW and Utility facilities from current lakefront locations.

Starting salary range \$130,000-\$150,000 plus excellent benefits DOQ. Require Master's Degree in public or business administration or related field with five (5) years of progressive municipal management experience. ICMA-CM credential desired. Residency is strongly encouraged. Require a strong skill set in financial management/budgeting (TIF experience a plus); capital improvement planning and implementation; economic development with an emphasis on downtown/commercial redevelopment and the ability to cultivate positive and productive relationships with the city council, staff and citizens. The successful candidate should have a high level of both professional and personal integrity; have vision and an ability to think outside the box; possess an open and positive approach to communication; have a strong commitment to public service and demonstrate a history of stable tenures in previous positions (the community has had only twelve city managers since 1924 when the current form of government was initiated). The next Two Rivers city manager will inherit a strong and talented team of local government professionals. Visit the community website at [www.two-rivers.org](http://www.two-rivers.org) for more information about the community and the PAA website at [www.public-administration.com](http://www.public-administration.com) for the Position Profile.

Send cover letter, resume, salary history and references to Public Administration Associates, LLC, Attn: Kevin Brunner, President; 1155 W. South Street Whitewater WI 53190; e-mail kevin.brunner1013@gmail.com; phone 262-903-9509 by April 28, 2025.

Confidentiality must be requested by applicant and cannot be guaranteed for finalists.

## Wisconsin City Manager/Administrator Salaries (2024)

Source-Wisconsin City/County Management Association Survey Data\*

Cities and Villages Between 10,000 and 15,000 Population

Municipality	Population	Salary	Title	Years in Position
Reedsburg	10,264	\$ 166,400	CA	6
Portage	10,500	\$ 130,000	CA	2
New Richmond	10,541	\$ 150,000	CA	5
Lisbon	10,900	\$ 127,000	VA	5
Burlington	11,008	\$ 172,718	CA	10
Waupun	11,350	\$ 118,450	CA	10
DeForest	11,674	\$ 147,420	VA	3.5
Platteville	11,764	\$ 120,000	CM	2
Richfield	11,800	\$ 120,000	VA	10
Holmen	12,000	\$ 210,500	VA	14
Sussex	12,412	\$ 145,079	VA	15
Cedarburg	12,456	\$ 130,000	CA	4
Fort Atkinson	12,583	\$ 132,849	CM	4
Brown Deer	12,609	\$ 146,390	VM	3
Baraboo	12,750	\$ 130,000	CA	>1
Port Washington	12,853	\$ 150,000	CA	1
Suamico	13,000	\$ 123,850	VA	5
Plover	13,519	\$ 123,600	VA	2
Allouez	14,156	\$ 138,500	VA	>1
Whitewater	14,351	\$ 140,000	CM	3
Greendale	14,500	\$ 139,884	VM	3
Verona	14,889	\$ 155,688	CA	2

Average	\$ 141,742
Range	\$120,000-\$210,500

Please note that this is 2024 data. Assuming an average salary adjustment of 3% adjustment for 2025, the range would increase to \$123,600 to \$216815 with an average of \$138,505

\*Additional Data Compiled by PAA



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### **Schedule for Two Rivers City Manager Recruitment/Selection Process**

**1/9/2025**-Kickoff Meeting with Search Committee

**2/15/2025-3/7/2025**-City Council, Staff and Community Assessment Process/PAA Information Gathering

**Week of 3/17/2025**-PAA Preparation of Marketing Materials-Text Announcement and Position Profile

**3/20/2025**-Search Committee Meeting- Approval of Text Announcement and Final Candidate Selection Process

**3/24/2025**-Position Announcement Postings Made (ICMA, SGR, WCMA, ILCMA, Wisconsin League, Minnesota League and Others Identified in Proposal) and PAA Begins Recruitment of Candidates

**Week of 3/24/2025**- Filming of Video Announcement in Two Rivers with Council President Stechmesser

**3/24, 3/31 4/7 and 4/14/2024**-Video Position Announcement Posted on Social Media Platforms

**4/28/2025**-Application Materials Due to PAA

**4/29/2025**-Confidential Applicant Mini-Resumes/Candidate Report Sent to Selection Committee

**5/1/2025**- Search Committee Meeting-Review Mini-Resumes and Selection of 6-10 Semi-Finalists (Approximate 1-1.5 Hour Meeting).

**5/2/2025-5/12/2025**-Finalists Prepare Video Interviews (or Individual Zoom Interviews with Committee are Scheduled) and PAA Conducts Semi-Finalist Background Review Reports (Video Interviews Due to City and PAA on 5/12/2025 at Noon)

**5/15/2024**-Search Committee Meeting to Review Candidate Video Interviews/PAA Reference Reports and Select 3-5 Finalists (Approximate 2-2.5 Hour Meeting).

**5/16/2025**(Day after Search Committee Selects Finalists)

**Week of 5/26/2025**-Finalists Come to Two Rivers for Final Interviews/Assessment Center with City Council

**5/31-6/2/2025**-PAA Negotiates Employment Agreement with Selected Candidate on behalf of the City and City Performs Necessary Final Background Check

**6/2/2025 or 6/16/2025**-City Council Approves Employment Agreement with New City Manager

**7/14/2025**-Approximate Start Date for New City Manager (Assumes 30 Day Notice to Current Employer)