

Village Board

SPECIAL Meeting Notice and Agenda

Village of Cross Plains
2417 Brewery Road, PO Box 97
Cross Plains, WI 53528
(608) 798-3241

Monday, August 8, 2016

5:30 pm

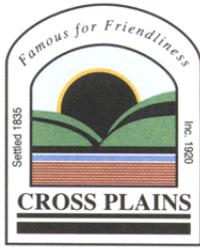
I. Call to Order, Roll Call, and Pledge of Allegiance

II. Closed Session

1. The Village Board will meet in Closed Session pursuant to 19.85(1)(c) of Wisconsin Statutes to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically regarding the recruitment for the Village Administrator/Clerk position.

III. Adjournment

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. 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. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the Village Hall at (608) 798-3241 or matt@cross-plains.wi.us.



Village of Cross Plains
PO Box 97, 2417 Brewery Road
Cross Plains, WI 53528
Phone: (608) 798-3241
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Memorandum

To: Village Board of Trustees
From: Michael K Axon, Interim Village Administrator/Parks and Recreation Director
Date: August 8, 2016
Re: **Village Board Meeting – August 8, 2016**

I. Closed Session

1. The Village Board will meet in Closed Session pursuant to the following:

- a. *The Village Board will meet in closed session pursuant to 19.95 (1)(c) of Wisconsin Statutes to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility specifically regarding the recruitment of the Village Administrator/Clerk position.*
 - Included in your packet are a list of 40 interview questions provided by Public Administration Associates, LLC. Ideally, the Village Board would select 18-20 questions to be used for the hiring process for the Village Administrator/Clerk position. It is asked that each board member circle the questions that he/she would like asked, and then turn them into Kevin Brunner, Public Administration Associates, LLC, on Monday, August 8, 2016. It is at this time that Mr. Brunner will compile the questions circled and distribute the final product prior to the September 8th interview date.

2. Reconvene into Open Session.



Village Board interview questions to be asked of the candidates on Thursday, September 8th. Village Board members will take turns asking these questions and, for the sake of consistency, will ask the same questions of each candidate. It's suggested that the Village President start and end the questioning. The schedule allows for an interview time period of 50 minutes with 5 minutes allotted for candidate questions of the Board with a 5 minute break in between.

Draft Questions-Village Board will need to select 18-20 questions from the following list or can feel free to add questions that they would draft particular to issues/concerns in Cross Plains

A. General Questions

1. As you look at your management experience so far, what has been the biggest challenge you have had to face, how did you deal with it, and what did you learn from it? If you faced the same challenge again, how would you respond?
2. What role, if any, should the Village Administrator play (as a citizen) in community and civic and events? How 'active' should the Village Administrator be in the community?
3. What have you done in encouraging civic engagement in the communities that you have worked for...give examples.
4. What challenges are you looking for in a new position?
5. What are your thoughts about the village administrator living in and being an active member of the community?
6. What do you resolve conflicts and what types of conflict resolution techniques do you use?
7. How do you plan your day?
8. What do you do to balance work with leisure time?
9. What will people remember and talk about regarding you and your time as Village administrator 20 years later?
10. At the pinnacle of your career, where do you expect to be and what do you expect you will be doing?
11. What does integrity in working in the public sector mean personally to you?
12. What challenges are you looking for in a new position?

B. Administration Questions

1. Based on your experience, what do you think is the appropriate relationship between the elected Governing Body and the appointed Administrator? What is the difference in roles and responsibilities between the elected Board and the Village Administrator?
2. While local governments may be fairly clear on what services should be offered, there often is debate about how these services should be offered. Have you had any experience in contracting, either with private providers or with other governmental units?
3. Assuming you accept the position, what would you do during the first three weeks on the job? During your first year?

4. The next administrator will have a staff and department heads in place, many having been in their positions or with village government for many years. Discuss how you would establish your role as village administrator while developing relationships with your staff and department heads.
5. Give us an example of a time when you played a leadership role in an event, an activity, a department or work unit, or a project. Describe how you led the efforts. Tell us how people responded to your leadership.
6. How do you keep up with recent developments and changes occurring in the municipal management profession?
7. In recent years, a growing number of municipalities have adopted the approach that citizens should be treated as customers. Describe this approach and discuss what you would do to implement a “Citizen as Customer” approach?

C. Budgeting/Finance Questions

1. Discuss your experience in developing and managing a municipal budget. Please describe in detail the process that you use in developing and then presenting the annual budget to the Governing Body.
2. Would you use a separate Capital Improvement budget process? If so, describe it.
3. What has been your experience in funding debt and finding alternative sources of financing? Include your experience with TIF districts for development.
4. Wisconsin municipalities have needed to operate under strict expenditure restraints and restricted revenue growth in recent years. How would you prioritize services and programs if the village could not fund all of these that it wants to continue to provide?
5. Discuss your knowledge of and your experience with governmental accounting systems.
6. What has been your experience in computer applications in local government? What software packages do you have experience using?

D. Human Resource Questions

1. Briefly discuss your background in personnel management, hiring employees, determining salaries and evaluation procedures. How would you deal with an employee who is not performing up to expectations, including Department Heads?
2. What type of evaluation process do you find most appropriate in evaluating appointed Department Heads?
3. The village has adopted a merit pay system. Describe how you would implement this system while keeping in mind that some employees have strong reservations about merit pay?
4. The Village has a Department Head who you believe is doing his/her job very well, but this individual is a little blunt. Two members of the Village Board come to you with complaints about the Department Head and demand that you recommend that he/she be terminated. What would you do in this situation?
5. How have you fostered a team approach among your department heads and staff in carrying out the municipal operations that you have been responsible for?
6. In a unit of government with a relatively small staff, employees, including the administrator, will get to know each other quite well. Yet, the Village administrator is responsible for directing, evaluating, and occasionally disciplining employees. Given your style, what is the appropriate relationship between the Administrator and other employees, particularly department heads? What about similar relationships with individual members of the Village Board?
7. One of the most costly and most coveted of employee benefits is health insurance. Can you describe specific measures you have implemented or would propose to contain health care costs?

E. Planning and Economic Development Questions

1. What experience have you had with land use planning and zoning?
2. Describe your experience planning for and managing capital improvement projects.

3. Describe your experience in the area of economic development. What role should the Village Administrator play in the area of economic development?
4. What do you think municipal government should do to encourage economic development?
5. What experience have you had in creating and administering TIF districts?
6. Describe your knowledge of the grants process and any grants experience that you have relevant to local government.
7. What are your views on intermediate and long range planning?
8. Have you had any experience in municipal strategic planning? How do you think municipalities should think and plan strategically?

F. Closing Questions

1. Are there any questions that you would like to ask us? (Time Permitting)
2. Are there any particular strengths that you would bring to the job that we have not yet covered?
3. What are your salary expectations for the position?
4. If you are offered the position, when can you begin?