

INFORMATION ON PROPOSED *CITY ADMINISTRATOR–TREASURER* POSITION (Updated 4/13/2026)

The City is proposing the creation of a City Administrator–Treasurer position to replace and enhance the current City Clerk–Treasurer role, in anticipation of the current Clerk–Treasurer’s retirement. This change is intended to better meet the City’s growth and increasingly complex administrative, financial, and operational needs. This proposal is not about expanding government, but about managing existing services more effectively, responsibly, and efficiently.

Purpose of the Position

- Administrator–Treasurer will administer and manage the day-to-day operations of city government, functioning as the onsite leader of people and functions that require a full-time presence.
- This position will support the Mayor and Common Council, who will continue to serve as the City’s policy-making body.
- The Administrator–Treasurer will report directly to the Mayor and Common Council.

Organizational Structure

- The current Deputy Clerk position will be revised in scope, primarily regarding its Treasurer-specific responsibilities, and retitled as City Clerk.
- The total number of City Hall positions will remain unchanged (two positions).
- Responsibilities will be more clearly defined, improving efficiency and accountability.

Financial Oversight and Internal Controls

- Separating Clerk and Treasurer duties will address the perceived material weakness identified by the City’s auditors.
- This improved segregation of duties will strengthen financial oversight, accountability, and transparency.
- The City will continue to review and approve financial reports, transactions, and contracts.

Duties and Expertise

The Administrator–Treasurer position will require:

- Expertise in municipal finance and budgeting.
- Knowledge of municipal operations and administration.
- Strong organizational and personnel management skills.

Preferred responsibilities will include:

- Managing daily city operations.
- Overseeing financial administration.
- Coordinating and supervising city projects.
- Grant writing and administration.
- Ensuring continuity and stability across election cycles.

Perceived benefits to the City

- Provides consistent, professional day-to-day management.
- Helps protect taxpayer dollars through improved oversight.
- Reduces reliance on third-party vendors and consultants.
- Enhances the City's ability to secure grants and manage projects.
- Improves operational efficiency without increasing staff size.

Financial Impact

- The position will be funded within the City's existing budget structure and will not negatively impact the tax burden of our community members.
- Reduced outsourcing is projected to save approximately \$15,000 annually, with savings beginning in 2027.

Estimated cost scenarios:

- The proposed, annual, market-based salary range for the role is a minimum of \$72,000 (50th percentile market median) to a maximum of \$92,000 (market 80th percentile).
- Potential annual savings: up to \$8,223 (at the 50th percentile)
- Maximum annual cost: \$10,735 (at the 80th percentile)
- These estimates reflect the balance between salary adjustments and reduced external service costs, including audit-related expenses.
- The actual salary will be within this range and aligned with the demonstrated skill, knowledge, and ability of the qualified candidate.
- All candidates will be sourced, interviewed, and evaluated by the Common Council prior to any offer being extended.

Market Benchmarking

Compensation and role expectations are based on data from reputable third-party sources, including:

- Reported data from 25 regional municipalities in Wisconsin, Minnesota, and Iowa (population 300–2,500).
- 2025–2026 U.S. Census Bureau State and Local Government Finance data (11,753 respondents)
- Nationwide municipal job postings (1,400+ comparable roles)
- Economic Research Institute (ERI) municipal compensation surveys (10,000+ positions)

Recruitment

Once a role description and salary range have been approved, the job description and salary range will be publicly posted and opened to begin receiving applications. The interview process will include the following steps:

- Narrowing applicants to a maximum of “top 10” qualified candidates.
- Engaging in a formal phone screening of candidates to narrow the field to a maximum of 5.
- Engaging in a formal, in-person behavioral interview to gauge demonstrated experience, community knowledge, and cultural fit.
- A maximum of 3 finalists will be identified for consideration of extending offers within the established range.
- The candidate selected to occupy the role will be formally oriented, onboarded, and trained by existing staff.

Frequently Asked Questions (FAQ)

Q: Why is there a need to separate the Treasurer’s responsibilities from those of the Clerk’s and how does this proposal accommodate that need?

A: The need to separate these responsibilities comes as a repeated recommendation from our Auditor. The recommendation is based on the Auditor’s perceived risk of a conflict of interest when the person sending out and processing the checks is the same person who reconciles, audits, and approves the finances. This proposal moves all of the audit, approval, and reconciliation activities to the Administrator role while leaving the day-to-day processing with the Clerk. This aligns with the City’s desire to be less dependent on external auditors and attorneys (and the significant related costs) due to approaches and decisions that could be perceived as more financially risky or that include conflicts of interest.

Q: Will this proposed change increase my taxes and put undue financial stress on the City?

A: No. This position is required to be accommodated within our existing, approved budgets and will have zero effect on the tax burden of our community members. One of the primary reasons for the position to be defined and organized this way is to decrease our reliance on external vendors and professionals like accountants, lawyers, and auditors. These benefits, combined with the integration of new technology will likely result in additional savings and less risk to the City, year-over-year.

Q: Why do we need this kind of role in a community of only 800 residents, particularly when some larger communities don't seem to need one?

A: Just because the volume of work may be different, it doesn't mean that the complexity of responsibilities and the skills required to perform them aren't needed. The requirements of knowledge and ability are beyond what we've needed in the past and will only become more complex as the needs of the City and the risks we face only continue to grow. We're hiring to accommodate both our current needs and those of the future. Also, most larger communities have more roles and more full-time positions to help mitigate volume and complexity of work. This role provides us with additional stability across election cycles, without having to accommodate additional full-time roles.

Q: What makes you think the next employee won't just use their new title to leverage an even better job and leave the role?

A: The data and practical experience just don't support the likelihood of that outcome. First, an appropriately applied behavior interviewing process is designed to uncover the "why" of candidates staying in and leaving jobs. We are prepared to evaluate the long-term commitment of qualified candidates. Also, when a salary is perceived as fair and competitive, the list of reasons why people stay in or leave their jobs does not include title. We feel well prepared to ensure that we are meeting or exceeding expectations in all the prevailing areas:

- Deep personal and community ties.
- Feeling that one's opinions and contributions matter and are valued by the community.
- An opportunity to be at one's best and use their gifts and talents every day.
- Mission-driven motivation toward public service.