

CITY OF WHITEWATER PRESS RELEASE

On September 11, 2012, the City of Whitewater Common Council met to review the applications for the City Manager with their recruitment consultant, Dr. Karl Nollenberger, PhD, of Voorhees Associates LLC. Twelve candidate applications were presented to the Council for consideration.

At the meeting, the Council selected the following five applicants to interview for the City Manager position (presented in alphabetical order):

1. **Cameron Clapper** currently serves as Interim City Manager for the City of Whitewater, Population 14,757. Mr. Clapper has seven years of experience in local government management. Mr. Clapper received his Master of Public Administration degree from Brigham Young University in Provo, Utah and a Bachelor of Arts – International Studies from the Brigham Young University in Provo, Utah.
2. **Edward Gil de Rubio** most recently served as City Manager for the City of Trinidad, Colorado, Population 10,400. Mr. Gil de Rubio has 22 years of experience in local government management. Gil de Rubio received his Master of Science in Public Administration from Sage Graduate School in Albany, New York, and his Bachelor of Science in Management from Johnson State College in Johnson, Vermont.
3. **Richard Johnston** currently serves as Town Administrator / Clerk for the Town of Clayton, Wisconsin, Population 4,000. Mr. Johnston has 20 years of experience in local government management. Johnston received his Master of Public Administration from UWW-Oshkosh and his Bachelor of Science in Economics and Political Science from UW-Oshkosh, Oshkosh, Wisconsin.
4. **Jeff Kooistra** has most recently served as City Administrator / Clerk for the City of Waukee, Iowa, Population 12,600. Mr. Kooistra has 34 years of experience in local government management. Mr. Kooistra received his Master of Public Administration from the University of Iowa, Iowa City, Iowa and a Bachelor of Arts – Urban Studies degree from Central College in Pella, Iowa.
5. **Paul Moderacki** currently serves as Village Administrator for the Village Of Mukwonago, Population 7,200. Mr. Moderacki has 32 years of experience in local government management. Mr. Moderacki received his Master of Science in Urban Affairs degree from the University of Wisconsin – Milwaukee, Wisconsin; his Master of Arts in English from Fordham University, Bronx, New York; and his Bachelor of Arts – Philosophy from Fordham University, Bronx, New York.

Whitewater Common Council President Singer stated, “The Council was impressed by the caliber of candidates presented. We will have a great opportunity to evaluate the candidates through the interview process and community feedback. The Council is excited to make a selection that will move our community forward.”

The Common Council is hosting a Public Reception to meet the candidates on Friday, September 21, 2012, from 4:00 p.m. – 5:30 p.m. at the Whitewater Innovation Center, 1221 Innovation Drive, Whitewater, Wisconsin. A public forum, where questions can be submitted for the candidates, will be held in the City of Whitewater Municipal Building Community Room at 6:30 p.m. on Friday, September

21, 2012. Anyone wishing to submit questions in advance, please send them to City Clerk, P.O. Box 178, Whitewater, WI 53190 or to msmith@whitewater-wi.gov.

Attached to this press release are all candidate resumes and tentative schedules for the candidate interviews.

Cameron Clapper

950 W. Conger Street, Whitewater, WI 53190 · (262) 458-2317 · cameronclapper@gmail.com

Professional Summary

Ethically sound, straightforward team player experienced in public administration, project management, risk management, human resources, policy development, collective bargaining, performance measurement, strategic planning, e-government, and economic development.

Professional Experience

Interim City Manager – City of Whitewater, Wisconsin, June 2012 to present

14,622 residents; budget \$9.1 million; 99 FTEs

- Responsible for management of all day-to-day municipal operations while maintaining duties and responsibilities of the Assistant City Manager position.
- Assisted the CDA with the attraction of two (2) new businesses, the potential expansion of one (1) existing business, the implementation of a seed capital fund, and the appointment of a part-time director.
- Negotiated 2012-2013 collective bargaining agreements for police and dispatch employees.
- Represented the City of Whitewater on several local and regional boards and committees.
- Provided oversight and direction during the 2013 municipal budget and CIP process.

Assistant City Manager – City of Whitewater, Wisconsin, April 2010 to June 2012

14,622 residents; budget \$9.1 million; 99 FTEs

- Performed or directed all HR operations ensuring all programs met requirements of state and federal law.
- Responsible for all employee recruitments, totaling more than thirty (30) since April 2010.
- Managed all loss control operations including safety training, policy development, and claims processing.
- Reviewed, revised, and consolidated all personnel policies (excluding WPPA agreement policies) into one policy manual for all general employees in conjunction with significant state law changes in 2011.
- Responsible for supervising three (3) department directors, Information Technology, Cable/Media Services, and City Clerk.
- Administered grants, coordinated and directed use of department resources and personnel in completing a variety of special projects geared to improve the quality and efficiency of the municipal organization.

Assistant to the Administrator – Village of Waunakee, Wisconsin, January 2008 to April 2010

11,100 residents; budget \$15 million; 71 FTEs

- Assisted in the implementation of community way-finding plan.
- Restored positive relations between the Waunakee and the local business community.
- Served as first business ombudsman, acting as central contact for all business inquiries.
- Oversaw the creation of a strategic vision for economic development.
- Administered the first business retention and expansion study ever for the Village of Waunakee.
- Primary Coordinator for Waunakee's performance measurement program, working with ICMA-CPM.
- Assisted in the creation of the 2009 Strategic Plan.
- Assisted in the creation of the annual budget report in 2007, 2008, 2009, and 2010.
- Designed and produced materials for use in community marketing programs.
- Served as staff for the Waunakee Economic Development Commission.

Management Analyst/Deputy Clerk – Village of Waunakee, Wisconsin, July 2005 to January 2008

11,100 residents; budget \$15 million; 71 FTEs

- Helped administer six elections, including the training and management of all volunteer election workers.
- Administered business and alcohol licensing programs for the village.
- Instituted an online citizen request management system.
- Administered the development and day-to-day maintenance of the village website.
- Served as staff for the Village Board of Trustees as needed.

Cameron Clapper

950 W. Conger Street, Whitewater, WI 53190 · (262) 458-2317 · cameronclapper@gmail.com

Research Assistant – Brigham Young University, Provo, Utah, June 2004 to May 2005

- Developed a GIS of the City of Provo for use in freshman orientation courses.
- Assisted with teaching, and recording grades for 3 graduate economics-related classes.
- Tutored students in macroeconomic and microeconomic principles, and economic development tools.
- Completed program evaluation projects for both Utah Valley State University and Provo City Airport.

Education

Emerging Leaders Development Program, International City/County Management Association, 2010

Master of Public Administration, Brigham Young University, Provo, Utah, 2005

Bachelor of Arts in International Studies, Brigham Young University, Provo, Utah, 2003

Professional Memberships

- International City/County Management Association (ICMA)
- Wisconsin City/County Management Association (WCMA)
- Wisconsin Association for Municipal/County Assistant Managers (WAMCAM), 2010 Association President

Other Skills/Accomplishments

- Institute of Religion Instructor for the Church of Jesus Christ of Latter-Day Saints.
- Spanish Fluency

Edward Gil de Rubio

131 Bradford Street

Bristol, RI 02809

401-484-3159

E-Mail: gilderubio.ed@gmail.com

CORPORATE AND PUBLIC BUSINESS LEADER

**Financial Development and Management
Strategic Planning and Operations Analysis
Organizational Change and Development
Grant Management and Administration
Master Planning**

**Utility Management
Staff Development
Media Relations
Labor Relations
Growth Development \ Management**

EXPERIENCE.

City of Trinidad, CO; City Manager

2010 – 2012

Trinidad, Colorado is located on the southern Colorado border. The population is approximately 10,400 people. Trinidad is a home rule municipality with a Council-Manager form of government.

Duties and Responsibilities

- Responsible for the enforcement of laws and ordinances for the City.
- Hire, suspend, transfer and remove City employees for cause.
- Make appointments on the basis of executive and administrative ability, training and experience.
- Prepare the annual budget for City Council.
- Prepare and submit to City Council at the end of the fiscal year, a complete report on finances and administrative activities.
- Exercise supervision and control over all executive and administrative departments.
- Establish a system of accounting and auditing for the City.
- **Directly supervised the following utilities: Water, Wastewater Treatment, Power and Light and Natural Gas.**

Achievements

- ✓ **Rolled out performance evaluations, the first time in fifteen years.**
- ✓ Rewrote the personnel manual.
- ✓ **Balanced the budget for FY 2010 and 2011.**
- ✓ Created a Capital Improvement Plan for equipment and infrastructure projects.
- ✓ Established a bridge between city government and local business leaders.
- ✓ Procured a professional minor league baseball team.
- ✓ Awarded \$350,000 Colorado Department of Transportation grant for the downtown area.
- ✓ Established a historic preservation zone for the downtown.
- ✓ **Oversaw the development of \$2 million capital improvement for the Water Department.**
- ✓ **Reintroduced training and certification programs for all public utilities employees.**

E&E Associates, Santa Fe, NM; Consultant

2008 – 2010

Providing various managerial \ planning services for the following Northern New Mexican water districts: North San Isidro, South San Isidro, Ifield, San Juan, San Jose, Ribera, El Ancon, San Miguel, El Coruco, Villanueva, Sena, Gonzales Ranch, Sacatosa, El Cerrito, El Pueblo and Lovato.

Scope of Work

- Master Plans, Ordinances, Development Issues
- Policy Formation \ Implementation
- Utility Management \ Regulatory Compliance
- Organizational Development
- Grant Administration
- Capital Planning
- Lobbying and Community Responsiveness

Sullivan County is located in the West Central area of New Hampshire covering approximately 40 square miles with a population of approximately 46,000 people.

Duties and Responsibilities

- Chief Operating Officer for a County government with approximately 350 employees, fifteen municipalities, a population of approximately 40,000 people and a \$27 million budget.
- Labor negotiations and union relations.
- Preparation and operation of the County's operation and capital budget.
- Negotiation with public and private sector entities on a variety of issues ranging from economic development and growth to service contracts.
- Media representation of the County including appearances on television and radio, interviews with the print media and preparation of press releases.
- Responsible for the County's compliance with State and Federal regulatory agencies such as Department of Health and Human Resources, Department of Revenue and the Department of Emergency Management.
- Implement regional leadership with the various governmental entities throughout the County.

Achievements

- ✓ Developed a public / private partnership for the 156 bed County Nursing Home.
- ✓ Eliminated a \$2,000,000 deficit in the County Nursing Home in one year.
- ✓ Redesigned the organizational structure and introduced a participatory style of management.
- ✓ Redeveloped the entire Department of Corrections that included an emphasis on Community Corrections, Transitional Housing and Drug Intervention programs.
- ✓ Designed a capital improvement program
- ✓ Changed the County's form of accounting from a cash system to a modified accrual system.
- ✓ Significantly overhauled the entire computer system of the County linking all of the County's campuses into one integrated system capitalizing on a "Local Area Network" (LAN).
- ✓ Under my candid support and guidance, Sullivan County received approximately \$2,000,000 in various grants to substantiate regional development in substance abuse programs.
- ✓ Established a County 501 c (3) non-profit organization for an Independent / Assisted Living project.

The Town of Wrentham, MA; Town Administrator,

1998 – 2002

The Town of Wrentham is located in Southwestern Massachusetts approximately 45 minutes from Boston on the Rhode Island border. The population of Wrentham is approximately 10,400 people.

Duties and Responsibilities

- **Directly supervised the Water, Wastewater departments.**
- Chief executive officer of a municipal government with 175 employees and a \$21 million budget.
- Implementation of governmental directed policy. Administration of the town's day-to-day operations as well as identification and resolution of long-range issues.
- Preparation and administration of the Town's operating and capital budgets
- Performed all duties of Risk Manager, Personnel Director and Chief Procurement Officer.
- Negotiation with public and private sector entities on a variety of issues ranging from economic development and growth to service contracts.
- Media representation of the Town including appearances on television and radio, interviews with the print media and preparation of press releases.
- Responsible for the Town's compliance with County, State and Federal regulations such as health and environmental.

Achievements

- ✓ Directed a successful \$10.5 million bond vote for a new Town Hall and Public Safety Building.
- ✓ Successfully established a consensus style of management formulating a team approach regarding the day-to-day operations of the Town.
- ✓ **Initiated research in the development of several new well sites and a new reservoir**

- ✓ Implemented an effort to re-establish creditability in the local governmental structure.
- ✓ Negotiated several union contracts with three bargaining agents.
- ✓ Introduced sound management practices and a strategic plan for long-run improvement in the Town's various systems.
- ✓ Worked with the major business leaders of the communities establishing a proactive partnership between the private and governmental sectors.

The Town and Village of Northfield Vermont, Municipal Manager;

1994 - 1998

The Town and Village of Northfield is located in central Vermont ten miles south of Montpelier. Northfield, Vermont is the home of Norwich University, the oldest military academy in the United States. The combined population of the Village and the Town of Northfield is approximately 8,400 people. At that time, it had a combined budget of approximately \$6,000,000.

Duties and Responsibilities

- Chief Executive Officer for the Town and Village.
- Appointed supervised the following departments: Finance, Police, Highway, Ambulance, Fire, **Water, Wastewater, Electric**, Recreation, Library, Cemetery, Town Health Officer and Human Resources.
- Establish creditability in the Municipality's Police Department. Prior to my appointment the Chief of Police and three officers were arrested for obstruction of justice by the State Police. Preparation and administration of the Municipality's operating and capital budgets.
- Negotiation with public and private sector entities on a variety of issues ranging from economic development and growth to service contracts.
- Media representation of the Municipality including appearances on television and radio, interviews with the print media and preparation of press releases.
- Responsible for the Municipality's compliance with County, State and Federal regulations such as health and environmental.

Achievements

- ✓ Re-built the entire Police Department. This included the hiring of a new Police Chief, seven officers and four part time officers. Additionally, this required revising the Department's policies and the Standard Operating Procedures (SOP's).
- ✓ Developed a Municipal Industrial Park
- ✓ Set up a Tax Incentive District.
- ✓ Organized and directed an economic study of the downtown area.
- ✓ Established a close working relationship with Norwich University thus addressing many "town / gown" issues.
- ✓ Established a strong working relationship with the local business leaders.
- ✓ **Redesigned and built the entire distribution system for the Electrical Department.**
- ✓ Reorganized the Municipal offices and management structure to make them more user friendly and efficient for utility and other governmental services.
- ✓ Established a capital plan for the 52 miles of roads that are present in the Municipality.
- ✓ **Introduced a new utility and accounting software package.**
- ✓ **Streamlined operations and the delivery of service saving the Municipality thousands of dollars.**
- ✓ **Implemented new utility policies and procedures.**
- ✓ **Negotiated labor contracts and long-term power contracts with entities such as Hydro Quebec.**

The Village of Enosburg Falls, Village Manager;

1990 - 1994

The Village of Enosburg Falls is located in the Northwestern part of Vermont near the Canadian border. The population was approximately 3,200 people with an annual budget of approximately \$3,000,000.

Duties and Responsibilities

- Chief Executive Officer for the Village
- Appointed supervised the following departments: Finance, Police, Highway, Ambulance, Fire, **Water, Wastewater, Electric**, Recreation and Human Resources.
- Preparation and administration of the Village's operating and capital budgets.
- The implementation of policy from the Village Trustees.
- Long range planning and development.
- Responsible for the Village's compliance with County, State and Federal regulations.

- Media representation.
- Labor Relations with union and non-union personnel.
- In charge of benefits administration, implementation of regulations, recruitment, evaluations and all disciplinary functions.

Accomplishments

- ✓ Introduce Participatory Management in order to compliment staff development
- ✓ **Supervised a major renovation to the Hydro Electric facilities including the automation of controls.**
- ✓ **Various improvements to Water, Sewer, Electric and Highway infrastructure**
- ✓ Negotiated revisions in the Collective Bargaining Agreement.
- ✓ Introduced annual auditing by a Certified Public Accountant
- ✓ Redesigned the entire computer networking system for the Village.

AWARDS

Recipient \ County Administrator of the Year; New Hampshire Association of Counties, 2005
Recipient \ The Vermont City Management Association, Award for Outstanding Achievement, 1996

EDUCATION

Master of Science Public Administration ----- Sage Graduate School, Albany, NY
Bachelor of Science Management -----Johnson State College, Johnson, VT
Associate of Applied Science Business Administration-----Suffolk College, Selden NY

PROFESSIONAL AFFILIATIONS

- **The National Rural Water Association**
- **Northeast Rural Water Association**
- American Society for Public Administration,
- International City \ County Managers Association
- New Hampshire Municipal Managers Association
- National Association of Counties' New Hampshire Association of Counties
- Advisory Council Member and "Transition from Jail to the Community;" 2007 – 2008, sponsored by the National Institute of Corrections and the Urban Institute.

RICHARD A. JOHNSTON

1742 Dublin Trail, #90, Neenah, Wisconsin 54956

Home: (920) 336-2312 Cell: (920) 639-6787 Email: rajohnston06@gmail.com

EMPLOYMENT HISTORY

Following the collapse of the national housing market in 2008, I left Landmark Real Estate and Development to return to Public Sector Management. Because my mother was 87 years old and in poor health I elected to take a job locally in order to provide continuity of nursing care and residency for her. We took her to her final home last October. Now that she is no longer with us I can pursue career options that are farther afield and more challenging.

TOWN OF CLAYTON: 2008 – Present, Pop. 4000

The Town of Clayton is a wealthy suburban community to the cities of Appleton, Neenah, Menasha, and Oshkosh. Over the past ten years the community has seen significant growth and transition from a 36 sq. mile farming community with a population of 2,500 to a bedroom community of 4,000. As a transitional community providing limited services with limited and inexperienced staff the Administrator spends an inordinate amount of time directing and carrying out the day-to-day operations of both the Town Office and the Public Works Department.

- Reconstruction of 5 miles of arterial and neighborhood streets, asphalt paving of 4 miles.
- Currently expanding the Fire Station and Community Hall to include a new Town Hall and a Public Emergency Shelter.
- Updated the Comprehensive Land Use Plan, Subdivision Ordinance and Minimum Road Design Standards Policy. Supervised the planning, design, and scheduling for the consolidation and renovation of the Fire Dept and Town Hall.
- Held the Tax Levy constant in an environment of decreasing valuation while increasing service levels with less revenue. Increased productivity by updating aging equipment and instituting more efficient processes. Guided limited staff in providing high quality services in an efficient and effective manner. Negotiated the first Public Works Department Union Contract with the Teamsters Union, the Town's entrance in the Wisconsin Employee Trust Retirement System, the Town's first employee health insurance program, the Town's Solid Waste and Recycling Contract.
- Open door policy for all Community residents and Board Members.
- Developed a new Budget format and Chart of Accounts and integrated the formats in the Town's Annual Report. Developed a Financial Management Policy, Storm Water Management Policy, Records Retention Policy, Capital Replacement Fund for /municipal Equipment, and a Personnel Policy and Employee Manual.

LANDMARK REAL ESTATE & DEVELOPMENT: 2004 – 2008, Vice President/Senior Planner, Regional Residential/Commercial Development

- Planned, developed and supervised the construction of 25 single and multi family residential subdivisions in the Fox Valley and Green Bay areas. Created financial prospectuses for potential development projects. Submitted engineering plans for bids, reviewed bids for award, and tracked billings for accuracy. Negotiated land prices, sales and loan terms with financial institutions.
- Acted as liaison with various development partnerships and syndications, the overlying local units of government, the state government, and condo associations.
- Directed surveyors and engineers to lay out subdivisions, public infrastructure including sanitary sewer, storm sewer, water, roads, and storm water management devices.
- Worked with local units of government to create both conventional and conservation-by-design subdivisions based on the highest and best use of the land. Created Planned Unit Development (PUD) plans for multi-family and commercial projects.
- Tracked municipal tax bills for accuracy and petitioned units of government for redress when errors were found. Completed annexation documents for properties purchased by the developer. Worked with municipal plan commissions and governing bodies to create developments serving the interests of both parties. Reviewed municipal codes to determine development requirements and developer options. Negotiated TIF projects and developer agreements with municipalities.

TOWN/VILLAGE OF SUAMICO: 2000 – 2004, Administrator, Pop. 10,000

- Managed growth and the provision of municipal services and utilities in a Community with an average growth rate of 9-to 10% per year for 5 consecutive years and a 2003 population of 9,724.
- Contracted for and assisted with the development of an Incorporation Narrative for the State Department of Administration, Office of Land Information Services. This narrative resulted in the successful referral to the Circuit Court of an Incorporation Petition that was originally filed in CY 1997. Successfully convinced a number of the most vociferous members of a local citizens group (that was anti-change, anti-growth, anti-local government) to become members of the Suamico Incorporation Study Committee and to subsequently become some of our most outspoken pro-incorporation spokespersons. Staffed the Incorporation Study Committee that promoted the successful incorporation of 17 square miles of the Town of Suamico into the Village of Suamico. Successfully annexed the 19 square miles of the Remnant Town of Suamico to the Village of Suamico. Assimilated the Town's highly controversial independent Sanitary Sewer and Water District into a Sanitary Sewer and Water Utility under the control of the Village following the Incorporation Referendum. Transitioned all of the municipal services of the Town to those of the Village including police, fire, ambulance, building and zoning inspection, public works and municipal court.
- Responsible for labor negotiations with the Town's unions. Renegotiated 3-year union contracts with the Town's unions resulting in a net savings to the Community of approximately \$80,000 over the 3-year term while at the same time increasing the employees' retirement benefits.

Renegotiated a three-year police services contract with the Brown County Sheriff's Department at a reduction in cost of over \$150,000.00 per year. Developed and implemented a Board approved fund balance investment policy for increasing the rate of return on surplus Municipal funds by over 100%.

- Encouraged the appointment of citizens from all walks of life to serve as Town/Village committee members.
- Drafted the Village's first TIF District for the purposes of fostering commercial and industrial development. Developed a PBD (Planned Business District) zoning code that allows the Community to control the quality and esthetic appeal of development in its new business park. Developed and successfully implemented a very controversial green-space (Conservation by Design) ordinance. Developed programs, wrote grant applications and administered successful grants.
- Developed Administrative budgets for the General Fund. Reassessed the Town to remain in compliance with Wisconsin Department of Revenue standards. Revised and implemented non-lapsing accounts for capital outlays. Developed and wrote a computer program for tracking building permit, inspection revenues and new construction values for the Building Inspector's Offices. Reorganized all filing and records keeping systems for the Town.

CITY OF MEDFORD: 1995 – 2000, Administrator, Pop. 4500

- Renegotiated Medford's Solid Waste and Recycling contract for savings of \$47,000/year over a ten-year period. Successfully applied for a \$350,000 grant that allowed the City to capitalize a revolving loan fund for business borrowing. Implemented a plan for fundraising and completed construction of a new \$2 million public library totally funded with donated moneys. Successfully created multiple TIF Districts. Developed a marketing plan for the Industrial Park. Developed an Industrial Park Incentive Plan to attract new industry and encourage the expansion of existing industry. Negotiated for the purchase and renovation of a new City Hall.
- Developed Administrative budgets for all departments. Developed and implemented a program for disbursing hotel/motel room tax money. Developed strategic housing studies and programs. Wrote a computer program for tracking building permit and inspection revenues and new construction values for the Building Inspector's Office. Developed procedures for generating mill rates from budgeting process to tax bill generation.
- Responsible for labor negotiations with the City's five unions. Developed and implemented a performance evaluation, wage matrix and merit pay increase system for non-represented staff.
- Refined the City's existing 10-year capital construction plan and integrated the plan with a 10-year capital financing plan and capital outlay plan. Developed a 10-year mill-rate and levy projection.
- Completed Y2K evaluation and remediation plan for all City departments. Codified municipal ordinances. Reassessed the City to remain in compliance with Wisconsin Department of Revenue standards.

CITY OF RIPON: 1992 – 1995, Executive Director of Housing and Community Development, Deputy Clerk, Secretary to the Ripon Community Development Corporation, ADA Coordinator, Ripon Channel 19 Cable Coordinator, Transit Manager, Grants Administrator

- Developed a long-range strategic economic development study, strategic housing studies and programs. Developed low/moderate income housing programs and implementation and monitoring procedures. Applied for a \$500,000 grant that allowed the City to capitalize a revolving loan fund for business borrowing. Created multiple TIF Districts. Attracted new industries to Ripon Industrial Park after a fifteen-year hiatus.
- Developed a system for broadcasting City meetings live on the Public Access channel. Improved the quality of the video and audio broadcasting and increased the broadcasting of public meetings, and civic events by 100%.
- Developed the ADA compliance program and successfully applied for a grant to enable compliance renovation of City Hall.

UW – OSHKOSH: 1988 – 1992, Facilities Management PT LTE Asst. in Fleet Vehicles

- Initiated changes that increased the efficiency of fleet operations.

SKIERS OUTLET: 1985 – 1986, Oshkosh, WI, Store Manager

- Planned, opened and managed a specialty retail store.

MOUNTAIN BAY: 1980 – 1985, Appleton, WI, Ski Store Manager

- Increased storewide retail sales by 200% in 4 years. All aspects of the marketing function.

BRILLS INC.: 1975 – 1980, Milwaukee, WI, Warehouse Manager

- Initiated and maintained accounting and inventory systems and supervised shipping dept.

• **ASSOCIATIONS:**

- Member of the International City/County Management Association (ICMA).
- Member of Wisconsin City/County Management Association (WCMA).
- Former Member of the American Planning Association (APA).
- Former Member of the Wisconsin Chapter of the American Planning Association (WAPA).

EDUCATION:

University of Wisconsin – Oshkosh:

Masters in Public Administration

B.S., Economics & Political Science

PERSONAL DATA:

Have the ability to think outside the box. Am married. Have traveled extensively in North America, Latin America and Europe. Lived in Italy and Brazil. Fluent in Italian with a working understanding of Portuguese, Spanish, and French. Enjoy sailing, racing, and building S.C.C.A. racecars.

References available upon request.

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Waukee, Iowa 50263

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Mobile: 515-493-8307
E-Mail: hjkooistra@mchsi.com

PERSONAL: Marital Status – Married with two daughters

PROFESSIONAL OBJECTIVE: Local Government Improvement

EDUCATION: M.A.P.A., 1977, University of Iowa, Iowa City, Iowa
B.A., 1976, Central College, Pella, Iowa
Major: Urban Studies
City Clerk School, Iowa State University, Ames, Iowa, 2 years

CITY MANAGEMENT EXPERIENCE:

10/2006 – 5/2012

City Administrator/Clerk, Waukee, Iowa

Management of a full service city. Duties included direct responsibility over all city departments except legal services. Responsible to oversee budget preparation, collective bargaining, planning, police, fire, EMS, parks and recreation, public works, utilities, engineering, finance, grant administration, and various projects.

Personnel:

Participated in negotiation of collective bargaining contracts. Updated to a pool health insurance plan, which is partially self-funded. Established an employee safety committee, wellness committee and communication committee. Established an intranet for employee communications. Creation of new employee manual, job descriptions and staffing plan

Improvements:

Worked with staff and elected officials to acquire grants for various public improvement projects including new roadways and a public works facility. Development of first Capital Improvement Plan. Development of new website and several other citizen communications activities.

General:

Ex officio member of the Development Corporation and Chamber of Commerce. City representative on various other city and regional groups. City representative on the regional wastewater system and insurance sub-committee and additionally on the technical committee of the MPO.

public relations with a city newsletter, new comprehensive plan, and performing community attitude surveys.

General:

Ex officio member of community's economic develop group and downtown renovation committee. Board member and chairperson of the regional RPA board. Co-chaired two Iowa City/County Management Association committees, a board member of IaCMA, and a regional coordinator for IaCMA.

1985 – 1989

City Administrator, Plattsmouth, Nebraska

Administered a full service city. Duties included budget preparation, personnel management, grant writing, overseeing all departments, public relations, industrial and commercial development, and new program and project development.

Personnel:

Developed an updated personnel manual. Designed job descriptions for employees. Upgraded the employee pension plan and health insurance plan. Initiated a safety program.

Improvements:

Worked with several grant programs including The Peter Kiewit Foundation, Land and Water Conservation Grant, Wildlife and Fisheries Grant, and Natural Resources District Grant. Improved access to the Missouri River with a public access ramp. Developed a railroad shops property of 26 acres into a recreation park.

General:

Served on a community promotions committee and on several city and chamber of commerce committees.

1981 – 1985

City Administrator, Eldora, Iowa

Management of a full service city. Responsible for budget preparation, personnel management, planning and zoning administration, oversight of all departments, grants, industrial and commercial development, and new program and project development.

Personnel:

Updated employee manual and compiled employee job descriptions. Installed a self-funded health plan. Developed a merit pay plan system.

Improvements:

Worked with many funding programs. Major improvements included a wastewater plant expansion, new water plant, and new city hall.

General:

Involved in medical and industrial recruitment. Co-chaired community survey project.

1980 – 1981

City Administrator, Boonville, Missouri

1978 – 1980

Assistant City Manager, Clarinda, Iowa

Other Municipal Experience and Internships:

1977 – 1978 City Clerk, Washington, Iowa

1977 Administrative Intern to the City Manager, Marion, Iowa

1976 Survey Crew, Newton, Iowa

1974 Intern Assistant to Administrator, Northeastern Illinois Planning Commission, Chicago, Illinois

Professional Organizations:

International City Management Association, 34 years

Iowa City/County Management Association, 29 years

President – 2003-2004

Board Member

Joe Lukehart Professional Service Award from IaCMA - 2002

Nebraska City Management Association, 4 years

Iowa Community Develop Council

Iowa Municipal Finance Officers Association

Missouri City Management Association

Other Organizations:

Waukee: Technical Committee – MPO
Regional Wastewater Policy Board (WRA)
WRA Insurance Subcommittee
Waukee Economic Development Corporation – ex officio
Waukee Chamber of Commerce – ex officio
Rotary Club – Board Member and Youth Exchange Officer
Church Property Committee

Clinton: RPA Policy Board
Clinton Business Park Corp. – ex officio
Clinton Chamber of Commerce – ex officio
Clinton Area Development Corporation – ex officio
Rotary Club – Board Member and Youth Exchange Counselor
Church Personnel Committee

Boone: RPA Policy Board and Chairperson
Boone's Future Board – ex officio
Chamber of Commerce Housing Committee
Boone County Landfill Advisory Board
Story/Boone Counties Flood Recovery Committee

CIASSIO – Regional Safety Organization

Church - Staff Parish Committee Chair

Nominating Committee

Vision Committee

Men's Club (Secretary/Treasurer)

Plattsmouth: Plattsmouth Industrial Committee

Plattsmouth Industrial Board

River Country Development District Board

Chamber of Commerce Board

Jaycees (Secretary)

PTA (Vice-President)

Eldora: Community Betterment Council

Area Health Services Committee (Treasurer)

Hardin County Functional Classification Board

Hardin County Landfill Commission

Mid-Iowa Community Action Agency

(Energy Advisory Council)

(Hardin County Advisory Board)

Iowa River Valley Arts and Humanities Council

(founding member)

Off the Record Club

Project Green Committee

Church - Administrative Board

PAUL J. MODERACKI

613 Franklin Street
Mukwonago, WI 53149
Cell: 608/332-3613

CAREER SUMMARY

Broad public sector experience as an administrator and fiscal manager in municipal and higher education settings. Extensive background leading and facilitating team efforts to achieve goals.

QUALIFICATION HIGHLIGHTS

- 15 years as administrator of four Wisconsin municipalities
- 17 years as chief financial officer for five Wisconsin municipalities
- 25 years budget development and implementation experience
- 20 years land use and physical planning experience
- 12 years zoning administration experience
- 28 years working with management information systems
- Two years administering Federal grants for public works, public safety and inter-municipal computerization projects
- Three years administering State grants for urban forestry, Smart Growth and Water Resources Management

EDUCATION

Master of Science in Urban Affairs, University of Wisconsin-Milwaukee
Master of Arts in English, Fordham University, Bronx, New York
Bachelor of Arts in Philosophy, Fordham University

EMPLOYMENT HISTORY

Village Administrator, Village of Mukwonago, Waukesha and Walworth Counties, 2012 to present; Village Administrator/Clerk-Treasurer, 2009 - 2011

Manage Village operations and provide general supervision of all departments. Act as chief administrative officer, financial officer, fiscal agent, personnel director and TIF administrator, Village spokesperson, direct the work of the Village's consulting engineer, planner, assessor, attorney, financial consultant and auditor.

Village Administrator, Village of Johnson Creek, Jefferson County, 2002 to 2009

Manage Village operations and provide general supervision of all departments. Act as chief administrative officer, financial officer, fiscal agent, personnel director, zoning and TIF administrator, Village spokesperson, executive director of the Community Development Authority. Direct the work of the Village's consulting engineer, planner, assessor, attorney, financial consultant and auditor.

Program and Planning Analyst, University of Wisconsin-Madison, 1994 - 2002

Coordinated, prepared and analyzed major capital project proposals (\$100,000 or more) for approval by the Campus Planning Committee, Board of Regents and State Building Commission as a member of the Facilities, Planning & Management (FP&M) Division's Capital Budget Administration. Led (1994-95) a seven-member Finance and Budget team responsible for operational budgeting, budget monitoring and financial reporting. Served on FP&M's *Service 2000* Executive Team to improve operations management and customer service and implement a computerized maintenance management system.

Business Administrator, City of Lake Geneva, Walworth County, Wisconsin, 1993

Briefly directed the City's operations and provided general supervision of all departments. Acted as chief financial officer, personnel director, fiscal agent and public relations officer.

Administrator-Clerk, Village of Shorewood Hills, Dane County, Wisconsin, 1988 – 1992

Managed Village operations and provided general supervision of all departments. Acted as chief administrative officer, chief financial officer, fiscal agent, personnel director, clerk, assistant treasurer, Village spokesperson, zoning administrator, plan commissioner, director of public works. Directed the work of the consulting engineer, planner, assessor, attorney, and auditor.

Clerk-Treasurer, Village of Shorewood, Milwaukee County, Wisconsin, 1986 – 1988, Assistant Treasurer/Deputy Clerk 1982–86, Intern Assistant to Village Manager, 1980-82

Acted as chief financial officer, budget officer, corporate secretary, administered elections, acted as staff to Board of Appeals and Board of Review. Wrote juvenile officer grant, administered grants and served as secretariat to two municipal consortiums.

PROFESSIONAL EXPERIENCE AND ACCOMPLISHMENTS**Leadership Skills**

I have enjoyed productive relationships with elected and appointed officials, community leaders, supervisors, colleagues, subordinates, residents, clients and consultants throughout my career.

Village of Mukwonago:

- Facilitated 1.5 year long dialogue between Village's Stakeholder's Advisory Committee and the WI Dept. of Transportation (DOT) to cooperatively develop a plan for improving StH 83 through the Village's historic downtown while enhancing the Village Center (2011)
- Forged partnership with property owners, business owners and community leaders through the Chamber of Commerce to initiate a planning process for Downtown Revitalization (2009-10), resulting in a Village Center Concept Plan (2011) and Strategic Plan for Economic Development (2011-12).
- Negotiated an out-of-court settlement with major land owner in Village's TID #3 to stop his practice of cropping land to obtain agricultural use assessment
- Revised and updated Employee Manual (Personnel Handbook) in conformance with Act 10 and Act 32 requirements, IRS regulations and other standards (cellular use, social media, Village issued credit cards, concealed carry, etc. (2011)
- Oversaw development of a new Village Sign Code and review of Vehicle Use section of the Zoning Code (2011)
- Organized an ad-hoc Storm Water Utility Study Committee that recommended formation of a Storm Water Utility to the Village Board in 2010 (2009)
- Worked with the new Library Director to revive and reinvigorate the Mukwonago Community Library Expansion Project and hire an architect to help determine size, budget and design (2009); Village Board committed to 80/20 funding split, Library Board successfully raised \$1.2 million, plans completed (2010); project bid, completed on time and \$330,000 under budget (2011).
- Facilitated completion of the Village's Smart Growth compliant Comprehensive Plan (2009)
- Negotiated the Village's first contract with new Firefighter/Paramedic Union (2009)
- Worked with Chamber of Commerce to form a group of committees to develop strategies for businesses to mitigate the impact closing of StH 83 north of the Village in 2011 for nine months (2009)

- Initiated improvements in the Village's accounting, budgeting, financial controls and infrastructure management systems, which helped raise the Village's bond rating from A2 (Moody's) in 2009 to AA (Standard & Poor's) in 2010. Maintained AA rating in 2011.

Village of Johnson Creek:

- Managed an aggressive timetable to complete a new wastewater treatment plant and sludge dewatering facility, replace aging utility components and complete several TIF projects prior to the statutory expenditure deadline (\$60M increase in equalized TIF increment (2002-06)).
- Negotiated the Village's first employment contract with new employee's union (2008)
- Facilitated Village effort to assume responsibility for Community Fire Department (2005-06).
- Successfully promoted initiative for Village to become an Eco-municipality by promoting and implementing more economically, environmentally and socially sustainable practices.
- Maintained the Village's traditionally low tax rate increases (1.0% on average 1998-2007).
- Successfully sought \$107,460 Water Resources Management grant from DNR to develop proactive storm water management program (2006).
- Facilitated *Zoning Code* recodification (2002) and *Comprehensive Land Use Plan* (2002) revision, supervised *Personnel Manual* (2006) revision and *Handbook for Elected and Appointed Officials* (2006) development.
- Facilitated Park and Recreation Committee effort to create a Comprehensive Park and Open Space Plan (2003) and subsequent (2004) effort to develop and implement Master Plans for the Village's four parks and a bicycle and pedestrian trail system (ongoing).
- Worked with private developers to substantially increase the Village's housing stock: three subdivisions in 2002 (61 units), one in 2003 (50 units), two in 2004 (52 units), five in 2005 (267 units), one in 2006 (105 units), three in design (286 units).
- Utilize a team-oriented management style. Foster staff development through delegation and training.
- Successfully sought DNR Urban Forestry grant (\$13,511) to develop tree inventory and management program. Village earned Tree USA status in 2005 and 2006.
- Successfully sought \$605,000 DNR Stewardship Grant to acquire 209 acres of undeveloped land adjacent to the Rock River (2004).

University of Wisconsin-Madison:

- Coordinated, evaluated and developed such diverse major projects as: University Health Services/Student Activity Center (\$34 million), Biological Systems Engineering Addition (\$12.3 M), McClimon Soccer/Track Complex – Phase II (\$7.5 M), Intercollegiate Pool (\$11 M), Integrated Dairy Program (\$8.8 M), Soil and Plant Analysis Lab (\$1.5 M), Operations Facility (\$1.8 M), Southeast Recreation Facility Addition (\$6.1 M), University Ridge Expansion (\$17.2 M) and Camp Randall Addition and Renovation (\$100 M).
- Administered UW-Madison's \$30+ million/biennium infrastructure repair and renovation program, including facilities, utilities and health, safety and environmental projects.
- Maintained statistical data about all capital projects for comparative analysis and designed graphs for use by FP&M and campus administration (1989-91 biennium to 2001-03).

Village of Shorewood Hills:

- Achieved consensus on such varied projects as a Master Land Use Plan for Commercial Redevelopment, Fire and Zoning Code recodifications, Personnel Manual revision, Planned Unit Development (PUD) project reviews and a Comprehensive Park Plan.
- Provided staff leadership and guidance through goal setting, a team-oriented management style, openness and fostering staff development through training.

- Implemented major operational improvements, e.g. in-house general ledger, payroll, accounts payable and receivable, utility billing and budgeting processes, traffic safety and public works improvements, fleet modernization and infrastructure maintenance programs.

Village of Shorewood:

- Implemented major financial management improvements, e.g. automated in-house general ledger, payroll, accounts payable and receivable, property assessment, special assessment, tax collection, voter registration, utility billing and budgeting processes.
- Established capital budget programs to support fleet modernization, infrastructure maintenance and reforestation programs.
- Responded effectively to customer concerns and exceeded expectations.
- Produced successful working agreements on such diverse inter-governmental projects as a computer consortium (10 municipalities) and a police and fire recruitment consortium (four municipalities).

Financial Skills

- Develop and monitor multi-fund operational and capital budgets, including long-term financing, TIF financing and debt retirement processes.
- Perform internal auditing and supervise monthly financial reporting.
- Implemented Generally Accepted Accounting Principles (GAAP), multiple fund accounting and in-house financial software in two municipalities, resulting in greater processing control and improved accuracy, reliability, flexibility and timeliness of reports.
- Converted annual budgets from the traditional line item format to a narrative style, highlighting departmental missions, duties, goals, accomplishments and new initiatives.
- Implemented fixed asset record keeping systems in three municipalities.

Computer Skills

- Developed hardware and software system specifications, analyzed bids, recommended and implemented systems, coordinated staff training, specified software upgrades.
- Have extensive experience with personal computer applications.

Public Works and Facilities Skills

- Implemented municipal fleet modernization, curbside recycling, handicapped access, sidewalk replacement, facility repair and modernization, water meter testing, valve exercise and replacement, traffic safety, fleet maintenance and street improvement programs.
- Managed street and utility improvement, commercial and residential development projects.
- Administered UW-Madison's \$30 M/biennium infrastructure repair program (1996-2000).

Communications/Public Relations Skills

- Advise policy makers on issues of public concern, perform research and coordinate efforts to resolve issues with effective, acceptable solutions.
- Communicated with staff at UW System, FP&M and across campus to gather and provide information regarding the status of projects as liaison for Capital Budget Administration.
- Served as chief editor of *Highlights*, FP&M Newsletter, 1996-2001.
- Developed and published *Guide for Preparing Capital Budget/Building Requests*, UW-Madison, 1997, 1999 and 2001.
- Wrote, edited and published a monthly newsletter for Shorewood Hills.
- Deliver public presentations, conduct media interviews, seminars and training sessions, coordinate community-wide planning and development processes, etc.

Intergovernmental Cooperation:

- Successfully promoted Village participation in multi-jurisdictional Smart Growth planning effort (four cities, one town and Village) and joint grant (\$215,000).
- Represented Village on State DOT's Highway 26 Corridor Planning Effort (2002-03).
- Led a panel of Jefferson County municipal officials and supervisors in a successful effort to create (2003) the Jefferson County Economic Development Consortium.
- Successfully worked with City of Madison to locate a federally funded bicycle path (1988).
- Co-created and managed the *North Shore Public Safety Recruitment Association*, a four-community consortium for recruitment of police and fire personnel; Secretariat 1983-88.
- Managed formation of *Small Urban Data Systems*, a 10-member municipal data processing consortium; Secretariat 1980-88.
- Chaired ad-hoc Tax Collection Revision Study Committee of Wisconsin Municipal Treasurer's Association (1987-88).
- Served on Wisconsin League of Municipalities' ad-hoc Committee on Revision of State's Tax Collection Statutes (1987-88).

PROFESSIONAL RECOGNITION**Peer recognition:**

- Appointed to Wisconsin City/County Management Association's Ethics Committee, 2009 to present.
- Chairperson, Jefferson County Economic Development Consortium Board of Directors, 2003 - 2009.
- Represented Jefferson County on Capital Ideas Technology Zone Review Panel (2003 - 2008).
- Coordinator, Region 8, Wisconsin City/County Management Association, 2005 – 2008.
- Co-facilitator of two Leadership Institute groups, a campus-wide effort designed to foster personal leadership skills among participants, 2000-01 and 2001-02 academic years.
- Treasurer, Wisconsin Municipal Clerk's Association, 1991-92.

Awards:

- Mukwonago awarded Silver Status and Charter membership in new Water Star program (2010). The program enables communities to voluntarily self-assess implementation of best management practices for surface water and groundwater protection.
- "Community Impact Award," Mukwonago Chamber of Commerce, 2010 (for 2009).
- "Defender of the Rock Award," from Rock River Coalition, for service on storm water and groundwater issue teams, 2007.
- "Certificate of Commendation," for annual Village Financial Statement for the year ending Dec. 31, 1990, for Governmental Reporting Awards through Evaluation (G.R.A.T.E.).
- "Shared Governance Award" from the *Public Policy Forum*, a private, non-profit, community research organization, for activities of *Small Urban Data Systems*, 1988.
- "Shared Governance Award" from the *Public Policy Forum*, for activities of the *North Shore Public Safety Recruitment Association*, 1988.
- "Certificate of Commendation," for annual Financial Statement, from G.R.A.T.E., 1984-87.

COMMUNITY SERVICE

- Member of Mukwonago Area Chamber of Commerce Board of Directors, 2011 to present
- Member of the Mukwonago Rotary Club, 2009 to present
- Co-founder, Treasurer, and Board member of Sustain Jefferson, Inc., a non-profit NGO promoting sustainable practices throughout Jefferson County and supportive of similar efforts in neighboring counties (2007 to present)

**CITY OF WHITEWATER, WISCONSIN - CITY MANAGER RECRUITMENT
SELECTION PROCESS ACTIVITIES SCHEDULE
Friday-Saturday, September 21-22, 2012**

DATE – TIME

Friday, September 21

8:30 a.m. – 3:00 p.m.

8:30 a.m. – 10:30 a.m.

10:00 a.m. – 12:00 p.m.

11:30 p.m. – 1:30 p.m.

1:00 p.m. – 3:00 p.m.

9:30 a.m.- 10:15 a.m.

11:00 a.m.- 11:45 a.m.

12:30 p.m.- 1:15 p.m.

2:00 p.m. – 2:45 p.m.

2:45 p.m. – 3:30 p.m.

8:00 a.m. – 9:00 a.m.

9:00 a.m. – 10:00 a.m.

10:00 a.m. – 11:00 a.m.

11:00 a.m. – 12:00 p.m.

1:00 p.m. – 2:00 p.m.

4:00 p.m. – 5:30 p.m.

6:30 p.m. – 8:30 p.m.

ACTIVITY

COMMUNITY ORIENTATION TOURS

Community and City Facility Orientation Tours will be hosted by the Director of Public Works and a local real estate person. Candidates will be picked up at City Hall in the City Clerk’s Office. Your spouse can be part of the second half of the tour given by the real estate person if she is present in Burlington.

Edward Gil de Rubio

Richard Johnston

Jeffrey Kooistra

Paul Moderacki

MEETING WITH MANAGEMENT STAFF

Candidates will be given the opportunity to meet with the management staff of the City. The meetings will take place in the conference room on the second floor of City Hall

Jeffrey Koositra

Paul Moderacki

Edward Gil de Rubio

Richard Johnston

Cameron Clapper

HYPOTHETICAL WRITING EXERCISE

Candidates will respond to two written questions in a report type format. The exercise is intended to assess the Candidates writing skills and analytical skills. The exercise will take place in the City Manager’s Office on the second floor of the Municipal Building.

Jeffrey Koositra

Paul Moderacki

Cameron Clapper

Edward Gil de Rubio

Richard Johnston

COMMUNITY RECEPTION – MEET AND GREET

Innovation Center Atrium, 1221 Innovation Drive in Whitewater – Candidates will meet members of the Whitewater Community

COMMUNITY PUBLIC FORUM

Candidates will respond to questions from the Whitewater community. The forum will be held in the Council Chambers in the Municipal Building at 312 West Whitewater Street. The session will moderated by Jan Bilgen, former City Council Member.

DATE – TIME

Saturday, September 22

8:00 a.m. – 5:00 p.m.

ACTIVITY

CONSULTANT/CITY COUNCIL ORIENTATION

CANDIDATE INTERVIEWS WITH CITY COUNCIL

The interviews will be conducted in the Conference Room on the Second Floor of the Municipals Building, located at 312 West Whitewater Street in Whitewater. Candidates should arrive approximately 10 minutes early for their interview.

INTERVIEW

8:00 a.m. – 8:30 a.m.

Consultant and Council Orientation

8:30 a.m. – 9:30 a.m.

Candidate: Cameron Clapper

9:30 a.m. – 10:30 a.m.

Candidate: Edward Gil de Rubio

10:30 a.m. – 11:30 a.m.

Candidate: Richard Johnston

11:30 a.m. -12:30 p.m.

Candidate: Jeffrey Kooistra

12:30 p.m. – 1:00 p.m.

BUFFET LUNCH FOR CITY COUNCIL

1:00 p.m. – 2:00 p.m.

Candidate Paul Moderacki

2:00 p.m. – 2:30 p.m.

Feedback from Management Staff Representative

2:30 p.m. – 3:00 p.m.

Deliberation and Selection of Finalist Candidates for Second Interview

SECOND INTERVIEWS

3:00 p.m. – 3:45 p.m.

Candidate #1

3:45 p.m. – 4:30 p.m.

Candidate #2

4:30 p.m. – 5:00 p.m.

Deliberation and Decision

LODGING for Candidates will be provided at the Baymont Inn & Suites, 1355 West Main Street. Rooms have been reserved under the Candidate's name. The hotel billing will go directly to the City of Whitewater.

TOURS OF THE COMMUNITY will be conducted by the Director of Public Works and a real estate person for approximately two hours (one hour for each representative). Please meet in the City Clerk's Office in the Municipal Building at 312 W. Whitewater Street at the designated time for the start of the tour. Spouses are invited to the second half of the tour by the real estate person.

CANDIDATE INTERVIEWS will be held in the second floor conference room in the Municipal Building, 312 West Whitewater Street. Candidates should arrive approximately 10 minutes before the time of their interview in the lobby outside the elevator on the second floor..

EVALUATION OF CANDIDATES - All Candidates will be contacted and informed of the status of their candidacy on Saturday after the Council deliberation by the consultant.

EXPENSE REIMBURSEMENT for costs incurred by Candidate for travel, meals and incidental expenses will be reimbursed upon Candidate's submittal of expense itemization to:

Michelle Smith City Clerk, City of Whitewater – 312 W. Whitewater Street – Whitewater, WI 53190