

# City of Weyauwega Wisconsin

October 11, 2023



## City Administrator



The City of Weyauwega is seeking applicants for its next City Administrator.

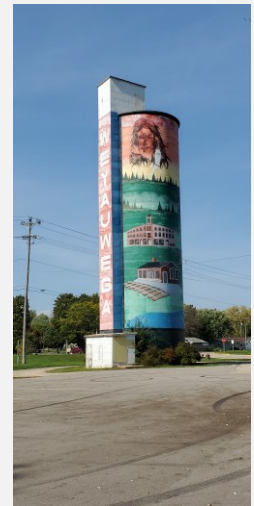
### WHO WE ARE

The City of Weyauwega (pop. 1,882) is located in south central Waupaca County along US Highway 10 and State Highway 110. The City of Weyauwega is a quiet small-town community that offers full-services to its residents, business community, and industry. The City also operates a Water and Sanitary Sewer system and offers 24-hour police protection.

The City operates under a City Council-City Mayor form of government including six elected City Council members. There are four appointed officials including the City Administrator, Clerk, Treasurer, and Police Chief. The City has 12 full-time employees with 30-40 seasonal part-time employees, with an annual budget exceeding \$3.8 million (all funds, including TIF).

## OUR HISTORY

The City of Weyauwega is located in scenic central Wisconsin on the historic Yellowstone Trail. The name Weyauwega comes from a Native American term meaning “here we rest” because it was the resting place between two rivers--the Waupaca River and the Wolf River. In the mid-nineteenth century, Henry Tourtelotte founded Weyauwega, establishing several of the first homes and buildings. Soon thereafter, the Wisconsin Central Railroad ran through the city, and a rye mill, the largest in the world at the time, was built in 1855. Weyauwega first became a village in 1856, and then became a city in 1939. Farm families and city business people have worked hand-in-hand for generations and the city grew and prospered. Today, Weyauwega is a quaint community with a small-town atmosphere. Only thirty miles from the Fox Cities, residents have access to all the amenities of a big city. Weyauwega prides itself on being a great place to live, work and relax!



## OUR FUTURE

Weyauwega is a small community with a robust and diverse economy. Weyauwega is home to several large employers and offers excellent employment opportunities for area residents and services that are needed within a community. Weyauwega has vibrant commercial businesses which include professional services.

Weyauwega is home to one of the production facilities for Agropur, an international cheese and ingredients producer. Weyauwega is one of seven facilities in the United States. Weyauwega is also home to a variety of manufacturers and service-related companies.

The City has two industrial parks--Industrial Park East and Industrial Park West, and makes land available to companies seeking a new site or to expand their facilities. The industrial parks are fully served with utilities and streets and are home to several local companies. The City also has numerous opportunities in the downtown area for retail and service business growth and entrepreneurial success. The City is very committed to revitalizing our community!

## OUR MISSION STATEMENT

The City of Weyauwega will continue to embrace its great heritage and history while actively researching, attracting, and implementing new opportunities and business for residents and guests to improve their quality of life through cost-effective quality public services, great community events and recreational activities appropriate for all ages and cultures.

## THE POSITION

The position of City Administrator is a managerial position that involves planning, developing, operating, and maintaining the municipal government of the City. The City Administrator is under the supervision of the Weyauwega Common Council. He/she will carry out such projects as the Mayor or the City Council may designate; is responsible for the direction and coordination of city operations in accordance and consistent with all policies established by the City Council and ensures that all city ordinances, resolutions, City Council motions and State Statutes are enforced. He/she acts as purchasing agent, personnel officer, Public Information Officer, Zoning Administrator, City Planner and Economic Development Coordinator. He/she serves as City liaison with consultants that are retained by the City Council, meets with developers, sub-dividers, builders, contractors and their engineers and agents, and coordinates with the City's consultants and auditors, accountants, and the general public. He/she investigates, prepares, and expedites applications for state and federal grants, prepares and submits to the City Council an annual budget for the anticipated expenditures and income for the ensuing fiscal year, supervises and controls the expenditures of money, and administers such budget as adopted by the Common Council. He/she researches various methods and makes recommendations for policies and procedures that promote the efficiency and effectiveness of City services. He/she attends all official meetings of the City and its committees.

## MANAGEMENT STYLE & ATTRIBUTES

The ideal candidate will be a leader of high integrity, with a record of strong budgeting and organizational skills, be innovative in problem solving and decision-making, have a positive personality with listening and reasoning skills, have strong verbal and written communication skills, and the ability to reason with and promote positive and productive relationships with staff, elected officials, and community members.

## EDUCATION AND EXPERIENCE

Applicant must hold Bachelor Degree in Public Administration, Finance, Accounting or related field and have three (3) to five (5) years of municipal management; Thorough knowledge of Wisconsin municipal operations including zoning, planning, budgeting, tax collections, economic development, and financial management; Knowledge of state and federal mandates, policies, procedures, and programs; Knowledge of human resource management including federal and state guidelines and requirements; Working knowledge of ADA, FMLA (Federal and State), Workers Compensation Laws, Unemployment Compensation and the benefits offered under the State of Wisconsin Employee Trust Fund; Ability to communicate effectively, both orally and in writing; Ability to deal diplomatically with staff and the general public and apply policies and ordinances fairly and uniformly to specific situations.

## COMPENSATION AND BENEFITS

This position is posted with a salary range of \$75,000 – 105,000 with a full benefits package. Starting salary will be DOQ.

## APPLICATION PROCESS

Interested professionals should submit application material to [khackbarth@mcmgrp.com](mailto:khackbarth@mcmgrp.com) at McMahon Associates, Inc.

During the online application process, interested professionals should submit the following:

- ✓ [City of Weyauwega Employment Application](#)
- ✓ Cover Letter
- ✓ Resume'
- ✓ Five Work-Related References
- ✓ Wage Earning History

Complete applications will be accepted until filled with a first review taking place on or around **Friday, November 17, 2023**. All questions should be directed to Lori Gosz, McMahon Senior Public Management Specialist who can be reached by email at [lgosz@mcmgrp.com](mailto:lgosz@mcmgrp.com).

Additional information about the City of Weyauwega can be found on the City website:

[cityofweyauwega-wi.gov](http://cityofweyauwega-wi.gov)

*The City of Weyauwega is an equal opportunity employer*



# MORE ABOUT THE COMMUNITY OF WEYAUWEGA...

## EDUCATION

Weyauwega is served by the Weyauwega Fremont School District. The Weyauwega-Fremont School District serves students from Waupaca, Waushara, and Winnebago Counties with an enrollment of about 871 students in grades 4K - 12. The District includes two elementary schools, a middle school and a high school. One elementary building is located in the City of Fremont, while the high school, middle school and other elementary school are combined in a complex in the City of Weyauwega.

The Weyauwega-Fremont School District includes the City of Weyauwega, the City of Fremont, and the towns of Weyauwega and Fremont, and portions of the towns of Bloomfield, Lind, Mukwa, Royalton, Saxeville, and Wolf River. There are two public libraries within our district: Weyauwega Public Library and Neushafer Public Library in Fremont.



## RECREATION

The City of Weyauwega has a total of four park and recreation areas within its community. Most notable is a 12-acre community park, which contains an outdoor swimming pool.



The City is also home to the Waupaca County Fairgrounds. The fairgrounds are used throughout the year for a variety of events and is home to the Waupaca County Fair in August.

Lake Weyauwega, located on the northeast side of the City, offers a wide range of seasonal activities. The lake is part of the Waupaca County recreational system that has over 240 lakes, 79 rivers and 35 trout streams. Southeast of the City is Gills Landing, a Waupaca County Park which is located along the Wolf River. The park features three concrete boat launches, two accessible docks and shoreline fishing areas, picnic benches, small shelter, rest rooms, and a large parking area. A scenic, 9-hole golf course is located just southwest of the City.

## PUBLIC SAFETY

The Police Department has 24-hour service to protect and serves the community with six full-time and two-four part-time officers. The City of Weyauwega is served by the Weyauwega Area Fire District, which also covers the nearby towns of Weyauwega, southern three fourths of the Town of Royalton and the eastern half of the Town of Lind. Ambulance service is provided by Gold Cross.



## PUBLIC WORKS

The Public Works area includes a Street Department and Water and Sewer Utilities and is served by four full-time employees. The City utilizes three wells to produce and treat ground water for residential, commercial, and industrial use. Wastewater is collected and treated by the City's treatment plant.

## LIBRARY

The City has a full-service public library located at 301 S. Mill Street. The library is a member of the Outagamie Waupaca Library System that offers patrons access to materials from other libraries in the region and state. The library has books, research materials, periodicals, computers and more available to the public. The library also offers wireless internet, public internet access, and children's programming.

