

Recruitment Announcement & City Profile

City Administrator

PREPARED FOR THE



City Of
New London

OUTAGAMIE & WAUPACA COUNTIES | WISCONSIN



Integrated
PUBLIC RESOURCES

A McMAHON Group Company

MARCH 2019

RECRUITMENT ANNOUNCEMENT AND CITY PROFILE
CITY ADMINISTRATOR

PREPARED FOR THE
CITY OF NEW LONDON

PREPARED BY
INTEGRATED PUBLIC RESOURCES, LLC | NEENAH, WI

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RECRUITMENT ANNOUNCEMENT

The City of New London, Wisconsin is pleased to announce the recruitment and selection process for their next City Administrator. This profile provides background information on the City of New London and on the organization, as well as the requirements and expected qualifications for the position. Candidates interested in applying for the position should submit a resume and cover letter along with five (5) work-related references by email before April 5, 2019 to jobs@ipr-p3.com. The email submittal shall be clearly identified as New London Administrator Recruitment.

Additional information about the City of New London can be found on the City's website: <http://www.newlondonwi.org>

The City of New London is an equal opportunity employer.

CITY OVERVIEW

The City of New London, a vibrant community of 7,295 residents (2010 population census) located on the boarder of Outagamie and Waupaca Counties in central Wisconsin, is recruiting for a new City Administrator. The current Administrator is retiring after 20 years of service to the City; in fact, New London has only three Administrators over the past 30 years. The City is conveniently located near the Fox Valley region just 20 miles northwest of Appleton, 39 miles west of Green Bay, and 35 miles north of Oshkosh.

The City operates under a Commission form of government. The Mayor oversees the Council and is elected in even years to a two-year term. The Council is composed of 10 Alderpersons elected to staggered two-year terms; serving 5 Aldermanic Districts. The Mayor and Council establish City policies and create the ordinances contained in the Municipal Code. The appointed City Administrator oversees the day-to-day operations of most City departments, and is the key person in Economic Development matters. Council Committees monitor the various departments, keeping up on citizens' concerns and reporting to the Council on policy issues and recommending contracts, grants, and other innovations. There are 14 appointed officials including the City Administrator, Clerk, Finance Director, Attorney, Building Inspector/Zoning Administrator, Chief of Police, Fire Chief, Utility General Manager, Library Director, Museum Director, Director of Public Services, and Cemetery Superintendent.

The City is seeking a collaborative, strategic-thinking professional with strong leadership and economic development skills, including TIF experience. A background in intergovernmental relations is desired. A record of visibility in the community is required. The City has 54 full-time employees with 185 part-time employees, and a \$7.1 million general fund expenditure and \$10 million all funds expenditures (including TIF).

Candidates must have a minimum of a Bachelor's of Science Degree in Public or Business Management, or related field. A Master's Degree in public or business administration is preferred. Five years of increasingly responsible municipal management experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Candidates must possess proven managerial, interpersonal, and leadership skills to direct a resident-forward City team serving a full-service community. Starting salary range: \$89,000 – \$100,000 +/- DOQ. Excellent benefit package. Candidates should apply with a resume, cover letter, along with five work-related references by email before April 5, 2019 to jobs@ipr-p3.com.

Additional information about the City of New London can be found on the City's website: <http://www.newlondonwi.org>.

COMMUNITY HISTORY & BACKGROUND

New London is located on the border of Waupaca and Outagamie counties in central Wisconsin and is conveniently located near the Fox Valley region just 20 miles northwest of Appleton, 39 miles west of Green Bay, and 35 miles north of Oshkosh. New London, which some locals refer to as the "Garden Spot of the Midwest", is located at the confluence of the Embarrass and Wolf Rivers.

For thousands of years, this area was occupied by successive indigenous cultures. Some were known as mound builders, constructing a reported 72 earthworks near what is now Taylor Lake in the county, including many effigy mounds. Their descendants included the Menominee, who lived here for thousands of years. In the Menominee language, this place is known as *Sakēmāēwataenoh*, meaning "mosquito place", likely due to its riverside location. The Menominee sold this land to the United States in the 1836 Treaty of the Cedars, which saw over 4 million acres of land in Wisconsin sold after years of negotiation about how to accommodate the Oneida, Stockbridge-Munsee, and Brothertown peoples who were being removed from New York to Wisconsin.



Following the treaty, which made the land available for purchase, New London was established by European-American settlers in 1851 and was named after New London, Connecticut by Reeder Smith, a founder whose father was from there. New London was chartered as a City in 1877. Reeder Smith built the plank road between Appleton and Stevens Point. New London became a lumber center and the terminus of steamboats plying the Wolf River from Oshkosh and was once the junction point of two major railroads.

During the 1930's it was a major ski destination having one of the few ski jumps in Wisconsin. New London now lies near three major State highways and is a short three hours from Chicago, four hours from St. Paul, with easy access to the State's major vacation areas, Door County, the Waupaca Chain O' Lakes, Wisconsin Dells, and Minocqua/Woodruff. New London has 16 parks, 51 miles of streets and is 5.5 square miles in area. The city is also recognized for having one of the largest St. Patrick's Day celebrations in the Midwest.

LEARNING COMMUNITY

The School District of New London covers 144 square miles in three counties with an approximate population of 18,000 and a tax base of just over one billion dollars. The district serves approximately 2,400 students. It is comprised of a white (90%), Hispanic (7%), and other (3%) student population. Bilingual programs are offered at Lincoln Elementary School, Parkview Elementary School, Intermediate/Middle School, and the High School.

Thirty-three percent of our district's students qualify for free and reduced lunch and about 15% qualify for special education services. Poverty rates at individual schools include:

- ▶ Lincoln Elementary School - 48%
- ▶ Parkview Elementary School - 38%
- ▶ Readfield Elementary School - 19%
- ▶ Sugar Bush Elementary School - 41%
- ▶ Intermediate/Middle School - 39%
- ▶ High School - 32%

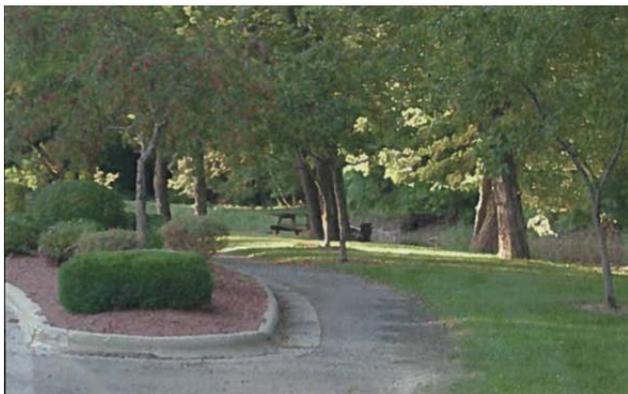


The district employs over 325 full and part-time individuals and is the third largest employer in the City of New London.

As well as our public school system, New London also has two parochial schools - Most Precious Blood Catholic School and Emanuel Lutheran School.

RECREATIONAL OPPORTUNITIES

The New London area is a year-round scenic paradise for boating, camping, canoeing, rafting, tubing, hiking, biking, golfing, fishing, snowmobiling, and hunting. There are over 900 acres of parks, trails, and recreational facilities. At Mosquito Hill Nature Center, you can learn about insects, astronomy, snowshoeing, honey making and more. There are multiple boat launches, docks, bait shops, and marine stores. Each spring, you can observe sturgeon spawn from the banks of the Wolf River.



The City of New London maintains 16 park sites that encompass a combined area of 281.6 acres. Each year, the park system bring in thousands of people for baseball and softball tournaments, car shows, runs/walks, dog shows, and music concerts.

Facilities include rentable park shelters, baseball/softball diamonds, an indoor pool with splash pad, basketball courts, volleyball courts, a disc golf course, accessible trails, a dog park, and

numerous areas for shoreline fishing. The indoor Aquatics and Fitness Center holds public swims as well as instructional programming. New London Parks and Recreation is also one of few departments in the area that has a full-size gymnasium.

ECONOMIC DEVELOPMENT

New London offers businesses opportunities through services, policies, funding and technical assistance, which promote growth and expansion for the business and community. There is a wide range of programs available for business development.

As businesses expand, they qualify for reduced cost financing. The City will also assist developing businesses navigate through the various resources available at the state and federal level. With the help of the local Chamber of Commerce and the County Economic Development Corporation, the City of New London has the staff and expertise to help a prospective business establish themselves in the community as well as assist existing businesses expand in the city.



NEW LONDON MAJOR EMPLOYERS

Company Name	Product	Number of Employees
Tyson Meat	Hillshire & Jimmy Dean Brands	950
Bemis North America	Food Packaging	750
New London School District	Education	375
Theda Care - New London	Medical Services	250
St. Joseph Residence	Elder Care Services	201
Northland Electrical Services	Electrical Contracting, Consulting & Design	76
Steel King Industries	Metal Fabrication	75
New London Engineering	Material Handling Machines	55
Granite Valley Forest	Dry-Kiln Wood Products	95
Wohlt Cheese	Cheese Processing	65
Pallet One	Pallet Sales & Cut Stock	50
Enerpipe Systems	Process Piping	50

EMERGENCY SERVICES

Police



Cooperation with citizens has long been our way of doing business. Our mission is to help people in New London be safe and feel safe. Our vision is for New London to become the “Safest City in Wisconsin.” The New London Police Department serves residents of the city 24 hours per day, with a staff of 19 sworn officers, 2 full-time and 2 part-time dispatchers, and 3 school resource officers.

A dispatch position is staffed from 8:00 a.m. to midnight, except on weekends. After hours calls are routed to the Waupaca Sheriff's Department. All 911 calls go directly to the Sheriff's Dispatch center. Officers are available 24/7.

Fire

The New London Fire Department is a 'Paid On Call' department consisting of 30 members. All members of the New London Fire Department received a minimum of Firefighter II training through the Fox Valley Technical College. All members received CPR



and AED (automatic external defibrillator) training. Along with the City of New London, portions of the Towns of Caledonia, Lebanon, Liberty, Maple Creek, and Mukwa are also provided with fire protection. The total fire protection area consists of approximately 94.5 square miles with a permanent population of about 16,000 people. The New London Fire Department averages about 110 calls per year.

Equipment consists of three pumpers, one 105 foot aerial platform truck, two tankers, two brush trucks, a Command Vehicle, an 18 foot rescue boat and a heavy rescue truck with the 'Jaws of Life', air bags, and cold water and ice rescue equipment.

CITY SERVICES

The City provides standard services such as street maintenance, snow removal, park system, inspection services, cemetery, rental space for events and meetings, spring and fall curbside leaf and brush pickup. The City works with other government units and vendors to provide single stream recycling, tire collections, and electronic recycling events.

Library

The library was built in 1917 with funds from philanthropist and industrialist Andrew Carnegie. By 1986, the growth of the library's collection led to a major building project that linked the library and museum buildings. The library expanded into the upstairs of the building, and the museum relocated to the lower level. Today the library is a member of the Outagamie Waupaca Library System, sharing resources throughout 10 counties and 47 libraries. The New London Public Library has much to offer to children, adults, and families.

Books on Wheels is a program of book delivery to the homebound. Children and families enjoy a story time program three times a week and a Babygarten program once a week. A Summer Reading Program takes place in June and July each year.



Museum

The New London Public Museum is one of only five public museums in Wisconsin. Founded by naturalist and newspaperman Charles F. Carr in 1917, the original museum collection included natural history specimens, Native American, and archeological artifacts. Carr's dream was to create a museum "to teach the children the wonders of the big outdoors." Today New London Public Museum preserves with more than 8,000 objects of natural history, archeology, local and military history, art and world cultures. The museum also provides research opportunities through archival collections such as city directories, plat maps, photographs and numerous other resources.

New London Utilities

New London Utilities, a subdivision of the City, operates the water system, water towers, and is responsible for water quality. New London Utilities also operates the electric distribution system, resulting in low-cost and reliable electric power to residences and business. The sewerage system (wastewater treatment plant and sewer mains) is a division of the Department of Public Works. Sewerage costs are billed on the Water/Sewer/Electric bill, which comes from New London Utilities.

PERSONAL ATTRIBUTES

- ▶ Relates well to people, willing to be part of the community (attend local functions), a good listener and works well with staff.
- ▶ Must have knowledge of City services and procedures, knowledge of City Administrator's responsibilities as governed by the City of New London resolutions/ordinances and the State of Wisconsin.
- ▶ Must have highly developed ability to organize and prioritize the needs of the community.
- ▶ Must set exemplary standards of professional and courteous conduct. Must be able to provide leadership while working toward consensus.
- ▶ Must be accurate and detail oriented and be able to assume responsibility and work with a high level of independence.
- ▶ Must demonstrate the ability to establish and maintain effective relationships by using appropriate interpersonal skills and understand the need for teamwork, timeliness, and accuracy. Must be able to instill this in others.
- ▶ Must be able to maintain self-control under stressful situations without exhibiting negative behaviors.
- ▶ Must be patient and able to respond helpfully in situations where persons may be upset and be able to interact with others to accomplish tasks without arousing hostility.
- ▶ Must have knowledge of good grammar, spelling, punctuation, and basic math abilities.

CANDIDATE QUALIFICATION CRITERIA

The City is seeking a collaborative, strategic-thinking professional with strong leadership and economic development skills, including TIF experience. A background in intergovernmental relations is desired. A record of visibility in the community is required.

Candidates must possess proven managerial, interpersonal, and leadership skills to direct a resident-forward City team serving a full service community. Starting salary range for the position is \$89,000 – \$100,000 +/-, depending on qualifications and experience.



EDUCATION & EXPERIENCE

Candidates must have a minimum of a Bachelor's of Science Degree in Public or Business Management, or related field. A Master's Degree in public or business administration is preferred.

Five years of increasingly responsible municipal management experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.