

**Wisconsin City/County Management Association
EXECUTIVE BOARD MEETING
Waupun, Wisconsin**

**MINUTES
December 13, 2002**

Present: President Dennis Jordan, Vice President Karen Matze, Secretary Treasurer Rick Hermus, board members Gary Rogers, Scott Gosse, Mike Davis, Todd Schmidt, Secretariat Ed Henschel

Absent: Board members Gary Boden and Lisa Kotter

Also Present: Members Barb Blumenfield and Henry Veleker, WAMCAM President-Elect Jeff Landin, Secretariat staff Ray Ellingen

Call to Order

The meeting was called to order by President Jordan at noon.

ICMA Nominating Committee

President Jordan inquired about a Wisconsin member volunteering to serve on the ICMA nominating committee. Karen Matze volunteered.

WCMA-PAPC

Barb Blumenfield reported on the WCMA Political Action Policy Committee, which met in October and came to an agreement on how WCMA should get involved with legislation affecting managers. The committee proposed to create a Legislative Response Team (LRT) to coordinate information between WCMA and the more political organizations that represent member jurisdictions: Wisconsin Towns Association, Wisconsin League of Municipalities, Wisconsin Alliance of Cities, and Wisconsin Counties Association. The LRT would focus on legislation in four main areas:

1. Mandates that impact local government management
2. Mandates that impact local government in general
3. Local government finance
4. Collective bargaining concerns

In discussion of the proposal, it was explained that through this arrangement, WCMA can serve as advisors to the legislature to help legislators better understand issues impacting local governments, and can respond quickly to legislation as it is introduced. It was noted that the full WCMA membership should have the opportunity to comment on this proposal, and that the information should be sent out to the members to respond by January 15, 2003. Scott Gosse moved to support the proposal as presented, and to send the proposal to members for comment by January 15, 2003. Mike Davis seconded the motion. The motion carried on a unanimous voice vote. President Jordan noted that given the schedule of the legislature, unless opposition to this proposal was received by January 15, 2003, it was his intention to appoint a Legislative Response Team shortly thereafter.

ICMA Regional Vice President Write-in Campaign

President Jordan reviewed the issues regarding Paul Ziehler's write-in campaign for 2003 ICMA Regional Vice President. He explained that a letter supporting Paul Ziehler's write-in campaign has been signed by the presidents of the eight Midwest Region states and sent to all the state associations. It was recommended that the letter be e-mailed to the state association presidents for easy dissemination to the associations' members. A copy of the letter is attached to these minutes.

Conference Locations

Karen Matze reported that it was decided to hold the WCMA 2004 March conference in Fond du Lac. She noted that starting in 2005, there will be a bidding process for deciding where to hold future conferences. After discussion about the choices of hotels in Fond du Lac, Scott Gosse moved to hold the

2004 March conference at the Ramada Plaza Hotel in Fond du Lac. Rick Hermus seconded the motion. The motion carried on a unanimous voice vote.

2003 Secretariat Schedule

Ed Henschel and Ray Ellingen discussed the schedule of activities for the WCMA Secretariat for 2003. The schedule of Executive Board meeting dates was discussed and it was decided that meetings in 2003 will be held February 7 at Waupun, March 5 at the Middleton conference, May 9 (location to be determined), June 12 at the Egg Harbor conference, and at locations to be determined on August 8, October 10 and December 12.

Newsletter Advertising and Conference Sponsorship

Ray Ellingen reported on the effort to sell advertising in the WCMA newsletter and to get sponsorship for the March conference. He explained that a letter was sent in November to potential advertisers and sponsors, and that several companies expressed interest. He noted that four companies paid for advertising and two paid for conference sponsorship.

March 2003 Conference Program Planning

Mike Davis reported that several ideas were being considered for programming for the March seminar. The theme is best practices, and the program would consist of small, short, consecutive sessions running 20 to 40 minutes. President Jordan noted that WCMA should send notices to the other Midwest association presidents inviting them to WCMA conferences. Todd Schmidt commented that the WAMCAM portion of the conference will include a panel discussion with elected officials' viewpoint of the process of hiring an administrator. He also said that WAMCAM will begin a series of administration "basics" presentations, such as ways for administrators to understand municipal engineering.

Bid for 2011 ICMA Conference in Milwaukee

Ed Henschel distributed copies of the submittal packet for hosting the 2011 ICMA Conference in Milwaukee. He reported that Milwaukee is in competition with St. Louis, Kansas City and Grand Rapids, and that ICMA will probably conduct preliminary site visits to the finalist cities in January. Some highlights of the proposal that he noted were the fact that the Midwest Express Center will be rent-free for ICMA and that a raffle drawing will be held for a Harley-Davidson motorcycle. He confirmed that the Minnesota City/County Management Association will participate in co-sponsorship of the conference, should it be awarded to Milwaukee. He said that the final recommendation for a conference location will be made in July 2003, with a presentation made at the ICMA conference in September 2003.

WAMCAM Report

Todd Schmidt presented a proposal to revise the dues structure for WAMCAM (Wisconsin Association of Municipal and County Assistant Managers) members to allow for dues to be shared with WCMA and for WAMCAM members to be automatically admitted as members of WCMA. He explained that eventually the goal is for the assistant managers to exist as a sub-group or committee of WCMA, and that this is one step toward that goal, including using a combined dues statement. He noted that WAMCAM is trying to get more assistants involved by joining the group and attending more conferences, and is asking that managers and administrators support their assistants' involvement by budgeting for membership in WAMCAM. Mike Davis moved to recommend that member communities support assistant managers and administrators by budgeting for their WAMCAM dues. Rick Hermus seconded the motion. The motion carried on a unanimous voice vote. Mike Davis moved to endorse the revised WAMCAM dues structure. Scott Gosse seconded the motion. The motion carried on a unanimous voice vote.

Financial Report

Ed Henschel presented the WCMA financial report showing year to date revenues and expenditures for WCMA. A copy of the financial report is attached to these minutes.

Adjournment

Mike Davis moved to adjourn. Scott Gosse seconded the motion. The motion carried on a unanimous voice vote. The meeting adjourned at 2:10 p.m. The next meeting is scheduled for February 7, 2003, at 11:30 a.m. at Waupun City Hall.

WCMA

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City Administrator
Berlin

Vice President

Karen Matze
Village Administrator
North Fond du Lac

Secretary

Treasurer
Rick Hermus
Village Administrator
Kimberly

Past President

Gary Boden
City Manager
Whitewater

Board Members

Gary Rogers
City Administrator
Waupun

Scott Gosse
Town Administrator
Town of Cedarburg

Mike Davis
City Administrator
Middleton

Lisa Kotter
City Administrator
Clintonville

Secretariat

Ed Henschel

December 2, 2002

To All Presidents of State City/County Management Associations.

Dear State President:

As you know, each year the ICMA Nominating Committee meets to nominate ICMA members to serve as ICMA Regional Vice Presidents. Each region of the country is represented on the Executive Board. The Midwest Region includes the States of Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio and Wisconsin. In this region, we have a long standing written agreement to rotate the vice president position among our states to give each state a fair opportunity to be represented. This system has worked well for many years, and in 2003 it was Wisconsin's turn to nominate an ICMA vice president candidate.

When the Nominating Committee met in September they endorsed a candidate from Michigan who was brought forth by an ICMA affiliate organization. In doing so, the Committee deviated from the normal rotation followed by the Midwest States and from the qualifications our states require of candidates. For example, in Wisconsin, to be a candidate for ICMA vice-president, an individual must have previously served on an ICMA Committee and been a past president of the state organization.

Paul M. Ziehler, City Administrative Officer of West Allis, Wisconsin had submitted his name to the nominating committee for consideration. He also had received the recommendation and endorsement of WCMA. While Paul did not receive the Nominating Committee's endorsement, we believe that the rotation agreement should be honored, and therefore we will be assisting Mr. Ziehler in running a write-in campaign when ballots are distributed to members in January.

The other Midwest state associations, including the Michigan Association, the home association for the candidate chosen by the Nominating Committee, believe strongly that the rotation agreement should be honored. In order to demonstrate our strong commitment to our rotation agreement, the undersigned presidents of the state associations representing the Midwest ask you to share this endorsement with the members of your state association and support Paul Ziehler's write-in campaign by writing his name on the ballot and voting for him. We would appreciate your

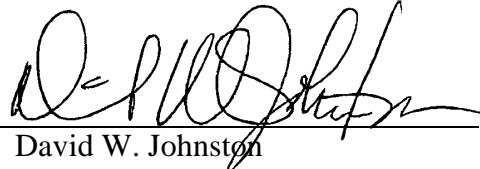
help in disseminating this information to your members through your organization's newsletter or any other means at your disposal.

If you have any specific questions about this matter, please feel free to contact Dennis Jordan, President of the Wisconsin City/County Management Association at 920-361-5403.

Sincerely,



Martin J. Bourke
President, Illinois Association



David W. Johnston
President, Indiana Association



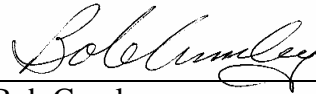
Decker P. Ploehn
President, Iowa Association



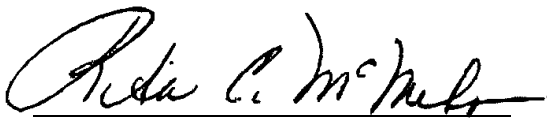
Warren D. Renando
President, Michigan Association



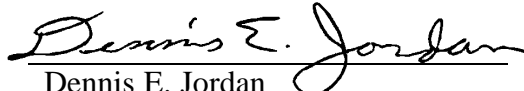
Robert E. Therres
President, Minnesota Association



Bob Cumley
President, Missouri Association



Rita C. McMahon
President, Ohio Association



Dennis E. Jordan
President, Wisconsin Association

Pc: ICMA Board of Directors
ICMA Executive Director
Barbara Moore, ICMA Midwest Liaison

WCMA Financial Report - 12/13/02
For Fiscal Year 7/1/02-6/30/03

	1999-2000	2000-2001	2001-2002	2002	2002-2003	12/09/02
Revenues	Year-end Actual	Year-end Actual	Adopted Budget	Year-end Actual	Budget	Year to date
Dues	\$8,790.00	\$7,720.00	\$8,250.00	\$10,140.00	\$19,500.00	-
Fees/Seminar - March 2002 Conf	\$7,150.00	\$9,235.00	\$12,000.00	\$11,075.00	\$11,800.00	-
ICMA 2005 Surcharge	-	\$1,540.00	\$1,670.00	\$2,010.00	\$2,100.00	-
Fees/annual conf - June 2002 Conf*	\$6,612.00	\$7,224.00	\$9,250.00	-	\$10,500.00	\$9,619.00
Late Fees	-	-	-	-	\$100.00	-
Vendor sponsorships	-	-	-	-	\$3,000.00	\$350.00
Interest Income	\$360.00	\$300.00	\$525.00	\$84.03	\$100.00	\$101.30
Newsletter Advertising	-	-	-	-	\$2,000.00	\$850.00
ICMA Dinner	\$1,715.00	\$310.00	\$1,800.00	\$1,365.00	\$1,400.00	\$1,080.00
Prior Year Seminar	\$320.00	-	-	-	-	-
Miscellaneous	\$270.00	-	\$810.00	\$20.00	\$50.00	-
Sale of Shirts	-	-	-	\$467.35	\$300.00	\$116.00
Use of Fund Balance	-	-	\$4,500.00	-	-	-
Total	\$25,217.00	\$26,329.00	\$38,805.00	\$25,161.38	\$50,850.00	\$12,116.30
Expenses						
Officer Travel	\$446.00	\$871.00	\$1,100.00	\$121.00	\$300.00	\$122.00
WCMA Secretariat Fees	\$2,600.00	\$2,700.00	\$10,500.00	\$9,000.00	\$13,200.00	\$9,600.00
Annual Conference (June)	\$10,753.00	\$12,215.00	\$12,250.00	-	\$12,500.00	\$8,030.44
Professional Seminar (March 2002)	\$5,668.00	\$5,869.00	\$6,500.00	\$10,573.00	\$10,000.00	-
Strategic Planning	-	\$493.00	-	-	\$2,000.00	-
ICMA Conference Scholarship	-	-	-	-	\$500.00	-
WCMA Conference Scholarship	-	-	-	-	-	-
ICMA Conference	\$959.00	\$831.00	\$900.00	\$604.08	\$1,000.00	\$1,307.98
Hospitality Expense	-	-	-	-	-	-
ICMA Dinner	\$1,715.00	\$310.00	\$1,800.00	\$1,853.89	\$500.00	\$2,435.88
Website Charges	-	-	-	-	-	\$200.00
Office Supplies/Postage	-	-	-	-	-	\$29.29
Benchmark Project	-	-	-	-	\$1,000.00	-
UWO Foundation/Other Donations	-	\$1,000.00	-	-	-	-
Miscellaneous	\$18.00	\$72.00	\$2,470.00	\$1,320.77	-	\$468.54
Range Rider Project	-	-	-	-	\$2,500.00	-
Total	\$23,859.00	\$27,290.00	\$38,805.00	\$23,472.74	\$43,500.00	\$22,194.13

*note: 2001 June Conf info unavailable due to change in Secretariat

Statement of Assets	\$36,982.00	\$37,090.00	\$37,256.00	\$37,346.00	\$37,423.00	
Savings	\$5,899.00	\$14,504.03	\$784.99	\$17,624.28	\$17,656.58	\$9,625.60
Checking	\$14,725.00	\$14,217.25	\$10,583.42	\$2,815.38	\$9,707.04	\$1,595.57
WAMCAM Savings	\$2,050.00	-	\$395.26	\$395.26	\$519.74	\$574.79
Total Restricted/Unrestricted	\$22,674.00	\$28,721.28	\$11,763.67	\$20,834.92	\$27,363.62	\$11,221.17
Reserved for WAMCAM	-	-	\$395.26	\$395.26	\$519.74	\$574.79
ICMA Conf 2005 Fund (Savings)	\$3,700.00	\$2,100.00	\$3,700.00	\$5,800.00	\$7,900.00	\$5,800.00
Total Restricted	\$18,974.00	\$26,621.00	\$7,668.41	\$6,195.26	\$8,419.74	\$6,374.79
Total Unrestricted	\$3,700.00	\$2,100.28	\$4,095.26	\$14,639.66	\$18,943.88	\$4,846.38