
LEVANDER, GILLEN & MILLER, P.A.

ATTORNEYS AT LAW

MEMO

TIMOTHY J. KUNTZ
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ARTHUR GILLEN
1919-2005
• ROGER C. MILLER
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*ALSO ADMITTED IN WISCONSIN
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oALSO ADMITTED IN MASSACHUSETTS
oALSO ADMITTED IN OKLAHOMA

TO: Mayor, Councilmembers and Consultants

FROM: Timothy J. Kuntz, City Attorney

DATE: January 13, 2016

RE: 2016 Contracts for the Positions of City Clerk, City Administrator, City
Treasurer and City Forester – January 19, 2016 City Council Meeting
Agenda Items 8(a) & 8(b)

Section 1. Background. The contracts for the positions of City Administrator and City Forester expired on December 31, 2015. The contracts for City Administrator, City Forester, City Clerk and City Treasurer are subject to compensation review at this time.

The process last year was for the Council to direct Mayor Park and Councilmember Bulach to bring back a recommendation concerning compensation for the four positions. It is suggested that the same process be followed this year:

- At the January 19, 2016 Council meeting, the Council directs Mayor Park and Councilmember Bulach to make a recommendation regarding compensation.
- Prior to the February 2, 2016 Council meeting, Mayor Park and Councilmember Bulach submit their recommendation to the Council.
- At the February 2, 2016 Council meeting, the Council acts on the compensation recommendation.

Compensation for 2015 was as follows:

City Clerk:	\$12,950 per year payable in the monthly sum of \$1,079.17
City Administrator:	\$5,550 per year payable in the monthly sum of \$462.50
City Treasurer:	\$18,500 per year payable in the monthly sum of \$1,541.66
City Forester:	Hourly rate of \$53.00 per hour

Section 2. Council Action. At the January 19, 2016 Council meeting, the Council should direct Mayor Park and Councilmember Bulach to prepare a recommendation with regard to compensation for the four positions.

Attached to this memo are the 2016 addenda to the employment agreements and independent contractor agreements for the positions of City Clerk, City Administrator, City Treasurer and City Forester; however, there are blanks for the compensation amounts.

The Council will be asked to consider the attached Resolution approving the following Addenda at the February 2, 2016, Council meeting:

1. Addendum No. 9 to Employment Agreement between the City of Sunfish Lake and Catherine Iago for City Clerk Services.
2. Addendum No. 7 to Independent Contractor Agreement between the City of Sunfish Lake and Iago Consulting, LLC for Administrative Services.
3. Addendum No. 3 to Employment Agreement between the City of Sunfish Lake and Ann Lanoue for City Treasurer Services.
4. Addendum No. 7 to Independent Contractor Agreement between the City of Sunfish Lake and Living Sculpture Tree and Shrub Care, Inc. for City Forester Services.

Attachments