



**City of North St. Paul
City Council
Special Meeting Agenda**

**August 3, 2021
4:30 PM**

The City Council Special Meeting will be conducted on **August 3, 2021** at 4:30 p.m. The meeting location is the City Council Chambers of City Hall, located at 2400 Margaret St., North St. Paul.

The City Council will also be meeting by interactive TV under Minn. Stat. 13D.02. Members of the public are permitted to attend the meeting in person, however, it is encouraged to participate in the meeting remotely. Instructions can be found below.

The **August 3, 2021** Zoom meeting can be accessed HERE or via:

<https://tinyurl.com/NSPCityCouncil> (from a PC, Mac, tablet, iPhone or Android device)

Meeting ID: 821 4097 2224

Password: 362656 or by phone at 1-929-205-6099, meeting ID 821 4097 2224, password 362656.

You can also watch the meeting on our YouTube channel here **tinyurl.com/NSPYouTube**

The City Council Zoom meeting will be 'open to the public' to listen in but will be muted from contributing at all times with the exception of a Public Hearing and open to the public forum.

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

Council Member Thorsen
Council Member Petersen
Council Member Wong
Council Member Cole
Mayor Furlong

IV. Adopt Agenda

V. City Business Action Items & Recommendations

A. City Manager Recruitment Approval

VI. Adjournment

The next regularly scheduled City Council meeting is August 17, 2021

**To**

Honorable Mayor Furlong and City Council

Date

August 3, 2021

Agenda Placement # V.A

City Business Action Items & Recommendations

Subject

City Manager Recruitment Approval

Background/Facts

The City has requested and received proposals from three professional search firms for our City Manager position. All three are highly qualified recruiting firms with extensive experience in searching for the best candidate for the inquiring City.

Recommendation:

Three firms submitted proposals, David Drown Associates, Baker Tilly and GovHR USA. Looking over the proposals and taking all aspects into consideration, I am recommending David Drown Associates.

Attachments

1. 7-29-21 North St Paul Manager Search Proposal-DDA

Respectfully submitted,
Brian Frandle, Interim City Manager

July 29, 2021

Sent via email only

North St. Paul City Council
City of North St. Paul
2400 Margaret Street
North St. Paul, MN 55109

Dear Honorable Mayor Furlong and Members of the Council,

Thank you for the opportunity to submit a proposal to assist the City of North St. Paul with a search for your next City Manager. Our firm has extensive experience with local governments, and we thoroughly understand the complexities faced by city governments in Minnesota. Additionally, since our firm has worked with the city we already have some understanding of the organization. DDA HR uses a proven, comprehensive process ensuring clients can identify the best candidate for their organization and community.

The attached proposal includes several elements that set us apart in our approach to providing this service. Highlights include:

- **Knowledge and experience:** Our firm comprehensively knows and understands local government in Minnesota. DDA has conducted more Minnesota City Manager/Administrator searches in the last five years than any other firm, by a wide margin. The lead consultant for this process would be Mark Casey who brings over thirty-three years of experience in public service, and his work as a City Manager forged connections with a large pool of potential candidates.
- **Communications:** We will be on site multiple times throughout the search process and will provide weekly email updates to the City Council throughout the process.
- **Profile/Brochure:** We develop a detailed professional profile to present the city in the most positive manner. A sample profile is attached.
- **National and local outreach:** We advertise nationally, regionally, and locally to attract a greater pool of candidates.
- **Adherence to deadlines:** When a deadline is established, we will meet it.
- **Video Interview:** DDA uses video interviews in the screening process to get quality data that may not be apparent on resumes. These videos are made available to the city prior to selecting candidates for final interviews.
- **Work Personality Index:** Each semifinalist will complete a work personality index which describes key features of the candidate's personal style that influence their approach to tasks, ways of interacting with people, and performance at work.
- **Background check process:** Instead of doing a comprehensive background check on a single finalist, we do so for all interviewees, including personal reference checks from current and former supervisors.
- **Intellect Profile:** Each finalist will complete an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.
- **Comprehensive and competitive service:** We take great pride in providing the best service at a fair price. Our low overhead means you receive more service for the money.

Thank you for your consideration.

Sincerely,



Gary Weiers
DDA Human Resources, Inc.

Enclosure



**NORTH
ST. PAUL**

CITY OF NORTH ST. PAUL

City Manager Search Proposal

Submitted by **DDA Human Resources, Inc.**

July 29, 2021



Prepared by:
Mark Casey
Management Consultant

CONTENTS OF THE PROPOSAL

- Description of the Firm
- Approach to the Process
- Service Team
- Timeline
- Process Details
- Additonal Consulting
- Fees
- Assurance
- References

DESCRIPTION OF THE FIRM

Proudly based in Minnesota, David Drown Associates (DDA) is a full-service consulting firm with more than 20 years working with local governments providing a full range of fiscal and economic development services, along with compensation and classification services and executive searches, to over 450 government clients throughout Minnesota. Over these years, we have gotten to know local government well, and we have worked hard to keep our services up to date to meet the ever-changing needs of our clients.

In 2013, we expanded our scope to provide human resources services — we started with executive recruitment and organizational studies and more recently added classification and compensation studies. Because of growth in our human resource service area, a new human resource affiliate company was created in 2017. DDA Human Resources Inc. currently employs eleven individuals serving cities, counties, and special districts throughout Minnesota. The vast majority of our consultants are recent practitioners having served as Administrators or Human Resource Managers.

We have provided executive search services to over 100 cities and counties throughout Minnesota. Therefore, we understand the current challenges, know hundreds of potential candidates, and have our finger on the pulse of hiring City and County Administrators and Managers anywhere in the state.

We take great pride in providing the best service at a fair and equitable price. We think you will find that our small company is nimble, efficient, and personable. We know and understand local government, and that will always guide our work.

APPROACH TO THE PROCESS

Our approach to this search will be to focus on finding the best fit for the City of North St. Paul. This is accomplished, first and foremost, by listening to what you are saying, understanding your goals and objectives, and building the search process off of that foundation.

After gathering background information, we comprehensively advertise the position and make sure that the posting gets into the hands of prospective candidates. In some cases, those persons are not active job seekers, so we will make every effort to find those folks through direct outreach efforts. After the posting closes, an analysis of candidates will be completed so that, when the semifinalists are presented to the City you will be confident that these people are the best matches from the submitted applications.

The finalists will be fully researched, and all necessary hiring information will be available prior to making a decision.

Communication with the City Council is a high priority. In addition to our Mark Casey being on site regularly, the City Council will receive weekly email updates, and he will always be available for questions.

SERVICE TEAM

MARK CASEY – PROJECT LEAD

Mark joined DDA in September as a Management Consultant specializing in executive searches, strategic planning, and organizational consulting in the Twin Cities metropolitan area. In his thirty-three years of public service, Mark has served as the City Manager for the City of St. Anthony Village, City Administrator for the City of Annandale, and Director of Community Education for both the Annandale and Maple Lake school districts. He also worked for the Cities of Faribault, Saint Peter, and Columbia Heights.



Mark received his undergraduate degree from the University of Minnesota and a master's from St. Cloud State University. He has served on numerous boards and commissions including the League of Minnesota Cities, Metro Cites (President), Metro Area Management Association, and the Allina Hospital Board of Directors (Buffalo, MN), and he has been a frequent guest lecturer at the University of Minnesota, Hamline University, and Metro State University.

Contact Information:

mark@daviddrown.com

612-920-3320 x113

2241 17th Street NW

New Brighton, MN 55112

LIZA DONABAUER

Liza came to DDA with both private and public-sector experience. With a background in construction and finance administration, her passion for public sector work led her to Wright County where she provided support to the HR Department, County Coordinator, and Commissioners. While pursuing her MBA, Liza entered city management for Clearwater, Kansas, and then later moved to Arlington, Minnesota.



During her four years in Arlington as a City Administrator, she completed a reorganization of the administration department, developed an orientation and capital planning process for two new councils, conducted compensation studies for several departments, engaged in a strategic planning session, and took part in developing a leadership curriculum for up and coming leaders in Sibley County. Her work has centered on human resource management, strong community participation, and leadership development. Liza enjoys working with colleagues throughout the state through her involvement in MCMA, a state affiliation of ICMA. She currently serves on the MCMA Women in the Profession Committee and Annual Conference Planning Committee.

Since joining DDA, Liza has conducted over 30 Administrator/Manager and Department Director searches. Liza will assist in recruitment and consulting as needed.

Contact Information:

liza@daviddrown.com

612-920-3320 x111

4796 Merganser Drive

St. Bonifacius, MN 55375

SERVICE TEAM - CONTINUED

GARY WEIERS

Prior to joining DDA in 2013, Gary had over 20 years of county government management experience, the last 11 years as County Administrator in Rice County. Prior to becoming Administrator, Gary served as the Social Service Department Director in Rice County and worked as a Social Service Supervisor in Mower County and Sherburne County. Gary received his bachelor's degree from the University of St. Thomas and has honed his skills by working his way up from an entry level social worker position to be the head of a \$50 million organization with over 350 employees.



Gary has worked with local governments ranging in size from a couple thousand residents to communities of over 150,000 persons.

In addition to conducting executive searches, Gary has done work with communities on sharing services, organizational analysis, strategic planning, and other management related work.

Gary has conducted over 80 executive searches and numerous organizational studies. Gary will assist in recruitment and consulting as needed.

Contact Information:

gary@daviddrown.com

612-920-3320 x109

1327 Merrywood Court

Faribault, MN 55021

LIZ FOSTER

Liz is an Assistant Consultant that provides support and assistance within our Human Resources Division. Since joining DDA in 2015, Liz has been involved in numerous executive searches and other HR projects.

Some of Liz's duties include community research, creating position profiles, assembling interview materials for our clients, and providing general administrative support to our consultants.



Contact Information:

liz@daviddrown.com

612-920-3320 x108

704 10th Ave SE

Austin, MN 55912

TIMELINE

This timeline is tentative. The final timeline will be set after the City Council's decision to proceed.

ITEM	TASK	COMPLETION DATE
Decision by City Council to proceed		August 3, 2021
Information gathering	- Gather all pertinent background information - Gather salary information and review job description - Meet with staff, stakeholders, and each member of the City Council	August 17, 2021
Professional position profile	Develop position profile and advertisement	August 31, 2021
Approve position profile	City Council approves profile, job description, salary range, and hiring process	September 7, 2021
Candidate recruitment	- Post position immediately upon approval of profile - Comprehensively advertise - Email and phone calls to prospective candidates	September 8, 2021- October 6, 2021
Screening of applicants	DDA will review and rank applicants based on job related criteria and select semifinalists	October 7, 2021
Personality Index	DDA will administer a work-related personality index to all semifinalists	October 17, 2021
Video interview	Each semifinalist will complete a video interview	October 17, 2021
Selection of finalists	- Finalists selected for interviews - DDA will notify candidates not selected as finalists	October 26, 2021 Special Meeting
Background check of all finalists	Includes: - Criminal background: county, state, national - Sex offender registry - Social Security number verification - Employment and education verification - Credit check	November 9, 2021
Reference check on all finalists	DDA will conduct reference checks with current and former employers on all finalists	November 9, 2021
Intellect profile	DDA will administer an intellect profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.	November 9, 2021
Finalist packet	DDA will provide the Council information including: - Summary of references - Results of background checks - Personality index reports - Video interview - Resumes, etc.	November 10, 2021
Interviews	DDA will prepare all interview materials and be present at all interviews and other functions. It is recommended that Council interviews be at a special meeting	November 17, 2021
Decision	City Council will select candidate for offer	November 17, 2021
Offer and agreement	DDA will negotiate agreement with selected candidate	November 19, 2021
Projected start date	New Manager begins	December 2021
Follow up	DDA will follow up periodically with the new Manager	December 2022

PROCESS DETAILS

STEP 1: INFORMATION GATHERING

DDA will gather and assemble background information pertaining to the City and position. In addition, Mark will meet individually with all Council members to discuss candidate attributes, experience, and other important qualifications. Others will be interviewed as per the direction of the City. At the same time, the job description will be reviewed and, if needed, we will gather relevant comparative salary information for consideration by the Council. We will quickly develop a comprehensive understanding of the organization, community, and position.

Deliverables:

- In-person information gathering via interviews with City stakeholders
- DDA receives information from the City such as organizational chart, logos/images, budgets, existing job description, etc.

STEP 2: DEVELOPMENT OF POSITION PROFILE

Based on the information received from the City Council and others, DDA will develop a professional position profile that is customized to present the City of North St. Paul in the most positive manner and provides prospective candidates with meaningful information. A draft will be presented to the City Council for consideration and approval prior to advertising. A sample profile is attached.

Deliverables:

- Draft profile sent to City Council for approval
- Review and approval of job description and salary range by Council
- Review and approve proposed search timeline for purposes of advertisement and scheduling

STEP 3: ADVERTISEMENT AND RECRUITMENT

DDA will comprehensively advertise the position and make direct contact with possible candidates who are not active job seekers. Some of the places the position will be advertised include: League of Minnesota Cities, International City/County Management Association, Minnesota Association of City/County Managers, Association of Minnesota Counties, National Association of County Administrators, GovernmentJobs.com, and municipal associations in Iowa, Wisconsin, North Dakota, and South Dakota. In addition, the posting will be shared with professional networks through the Universities of Minnesota, Iowa, Wisconsin, South Dakota, and Nebraska, as well as the MN Private Colleges Consortium, MN State Universities, and other colleges and universities. Beyond the traditional advertising sites, our advertising also penetrates diverse markets such as Woman Leading Government (WLG), International Network of Asian Public Administrators (I-NAPA), and the National Forum for Black Public Administrators (NFBPA). Approximately 50% of our applications come from outside the state of Minnesota.

Other local advertising will be done as per direction from the City. Regular communication with candidates will occur throughout the process.

The simple DDA online application process will be used unless the City prefers to use an existing City methodology. Our online application system enables us to efficiently manage applicant flow, and corresponding reference information, and allows us to communicate with each applicant quickly and effectively.

We are known for our communication with both the applicant and our client which engages and informs both parties of each step. Our system also allows us to access, review, and evaluate thousands of prior applicants who may not be actively seeking a job but who may be open the “right opportunity.”

Deliverables:

- Advertising outreach begins with posting on identified websites and social media platforms
- Direct contact through established professional network
- We utilize our database of identified prospective candidates to contact via email or phone call

STEP 4: INITIAL SCREENING AND REVIEW

DDA will complete a comprehensive analysis of every application received and determine approximately 8-12 semifinalists, based on job related criteria, to complete a video interview. Our clients have most notably been pleased with the video interview component of our process. Video interviews allow our clients to determine whether they see the candidate as a good prospect for a final interview and gain additional insight on the candidate’s education, experience, personality, as well as their ability to think on their feet, all of which has been said to help lay the foundation for the final interview process. Access to, and viewing of, this information is as simple as clicking on a link from the individual client’s laptop, phone, or smart device in a location and at a time that is convenient for them. Candidate confidentiality is maintained by assigning and referring to each semifinalist candidate as a number. Candidates are considered public once they are chosen as a finalist.

Each semifinalist would also complete an information disclosure and a work-related personality index. About one week prior to selecting finalists for interviews, the information disclosure, video interview, personality index, cover letter, and resume from each of the semifinalists will be made available for viewing. This will allow ample time to comprehensively review candidates prior to determining who to bring in the for the final interviews. Those not selected as finalists will be notified by DDA.

Deliverables:

- List of approximately 8-12 semifinalists with cover letter, resume, and video interview
- Results of personality assessment
- Results of information disclosure that provides insight about conduct that could be viewed as impacting one’s ability to perform the requirements of this leadership role.
- Confirm interview schedule and logistics
- DDA will contact those not selected

STEP 5: SELECTION

DDA will complete comprehensive background screenings including criminal history, civil court history, verification of education, driver’s license review, credit check, and other items. Along with background checking all finalists, DDA will conduct character references with current and former supervisors to discuss various work responsibilities, projects, initiatives, leadership style, personality characteristics, etc.

In addition, DDA will administer an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.

Approximately one week prior to the final interview process, the City will have access to each of the candidate’s application materials, video interview, background check results, reference information, information disclosure, a work personality report, and an intellectual profile on each person.

Early in the search process, Mark will discuss interview possibilities including leadership staff participation or individual and/or full Council panel interviews, a City tour, lunch with City leadership, or other functions.

Prior to interviews, Mark will prepare questions and then facilitate all interviews and other activities the City Council determines appropriate. Our goal is to make the process smooth and painless so the City Council can focus all its energy on finding the right person for the job and minimize staff disruptions to ensure the City can focus on the tasks at hand.

Deliverables:

- List of 3 to 5 finalists, confirming interview schedule and logistics
- Leadership staff interview panel including summary of comments
- Tour of the City logistics
- Video Interview
- Summary of References
- Results of background checks
- Personality Index
- Intellect Profile
- Information Disclosure
- Cover letter and resume
- Press release

STEP 6: OFFER

After interviews are complete, Mark will assist the City Council with deliberations, and he will facilitate the offer to the selected candidate. Mark will negotiate the terms with the candidate based on the parameters established by the City Council.

Deliverables:

- Employment agreement
- Press release
- DDA will contact those not selected

STEP 7: FOLLOW UP

DDA will make periodic contact with the new Manager for at least the first year of employment.

Deliverables:

- Periodic check in with new Manager and Council representative

LIST OF SEARCH CLIENTS FROM THE PAST TWO YEARS

In addition to the specific references listed on the following page, the City of North St. Paul is encouraged to speak with any of the entities listed below:

Entity	Type of Search	Entity	Type of Search
City of New Prague, MN	Administrator	Mahnomen County, MN	Administrator
Le Sueur County, MN	Administrator	Jackson County, MN	Administrator
City of Staples, MN	Clerk/Finance Director	City of Watertown, SD	Manager
Waseca County, MN	Public Works Dir./Engineer	Kittson County, MN	Engineer
Prairie Lakes Youth Programs	Executive Director	Hubbard County, MN	Administrator
City of St. Anthony Village, MN	Manager	City of Cannon Falls, MN	Public Works Director
City of Monticello, MN	Administrator	City of Paynesville, MN	Administrator/ED Dir.
Beltrami County, MN	Administrator	Kittson County, MN	Administrator
City of Albert Lea, MN	Manager	Cook County, MN	Administrator
City of Crookston, MN	Administrator	City of Waseca, MN	Director of Engineering
Brainerd HRA, MN	Executive Director	City of Aitkin, MN	Administrator
City of New Brighton, MN	Administrator	City of Lake City, MN	Finance Director
City of St. James, MN	Manager	Waseca County, MN	Administrator
Isanti County, MN	Administrator	City of Brainerd, MN	Administrator
City of Kasson, MN	Administrator	City of Staples, MN	Public Works Director
City of Scandia, MN	Administrator	Mahnomen County, MN	Administrator
City of Sleepy Eye, MN	Manager	Albert Lea HRA, MN	Executive Director

DDA is currently conducting searches for the Cities of Barnesville, Mahnomen, Norwood Young America, Redwood Falls, Wadena, Watertown, White Bear Lake, and Winthrop, Minnesota, the Counties of Hennepin, Kittson, Morrison, Nicollet, and Roseau, Minnesota, the Red Wing HRA, and Metro-INET.

FEES

The fee for the search process is \$21,000, payable at the completion of the search. This all-inclusive fee covers professional services and all expenses including travel, advertising, personality index, intellectual profile, background checks on all finalists, etc.

If North St. Paul chooses to offer a travel stipend or reimbursement for expenses of the candidates, that cost is handled directly between the City and the candidates. DDA would be available to provide input and guidance on this item.

ASSURANCE

If the newly hired Manager leaves the organization within the first 24 months of employment, DDA will complete another search without professional service fees. Only actual expenses will be billed to the City.

PROFESSIONAL REFERENCES FOR MARK CASEY

Patricia Nauman

Executive Director, Metro Cities
Phone Number: 651-215-4002
Email: patricia@metrocitiesmn.org

Brad Wiersum

Mayor, City of Minnetonka
Phone Number: 612-723-3907
Email: bwiersum@minnetonkamn.gov

D. Love

Mayor, City of Centerville
Phone Number: 651-402-7753
Email: dlove@centervilemn.com

Randy Stille

Mayor, City of St. Anthony Village
Phone Number: 612-201-7365
Email: randy.stille@savmn.com

Jerry Faust

Former Mayor, City of St. Anthony Village
Phone Number: 612-789-7684
Email: jofaust1@yahoo.com

Terry Schwerm

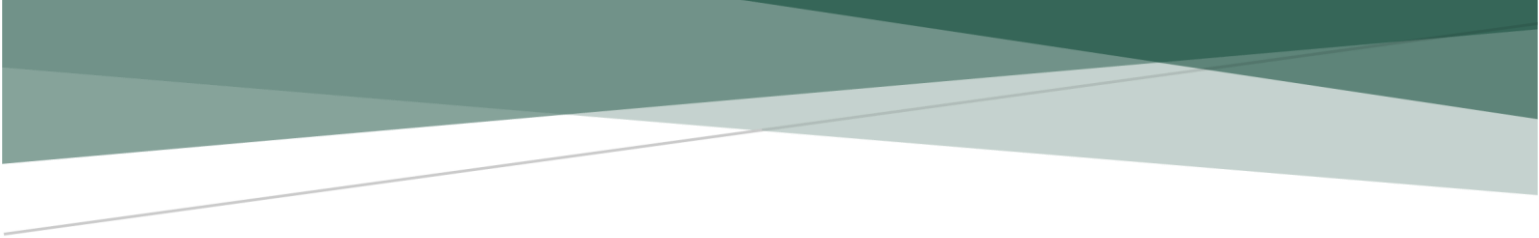
City Manager, City of Shoreview
Phone Number: 651-490-4611
Email: tschwerm@shoreviewmn.gov

Patrick Trudgeon

City Manager, City of Roseville
Phone Number: 651-792-7021
Email: pat.trudgeon@cityofroseville.com

Tom Harmening

City Manager, City of St. Louis Park
Phone: 952-924-2526
Email: tharmening@stlouispark.org



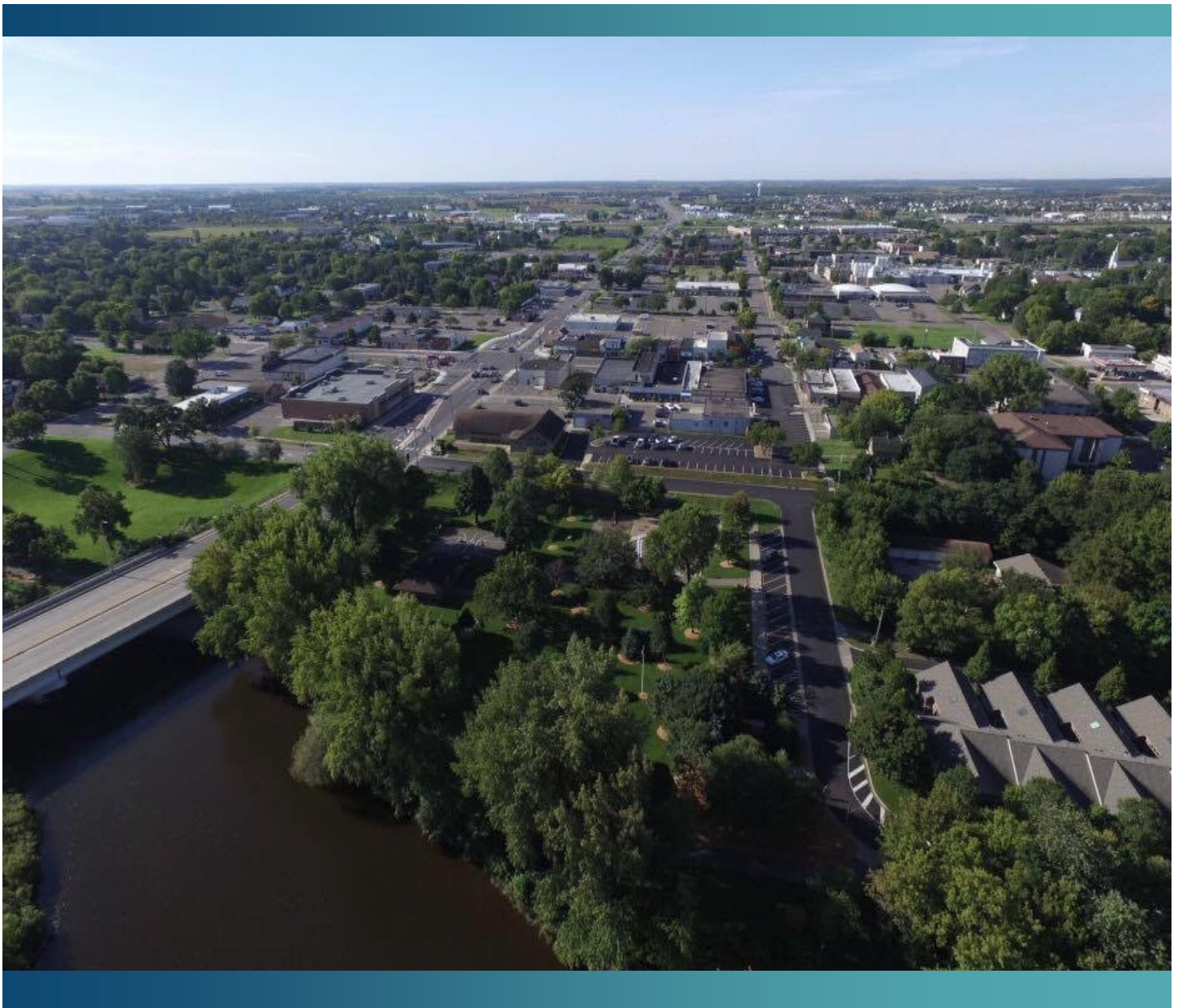
Sample Profile

Seeks to fill the position of:

City Administrator

SALARY RANGE: \$116,312 to \$145,390

POPULATION: 13,782





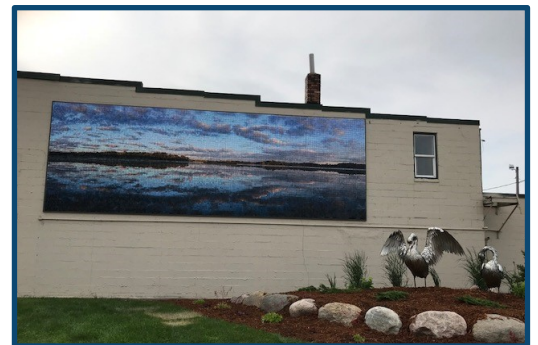
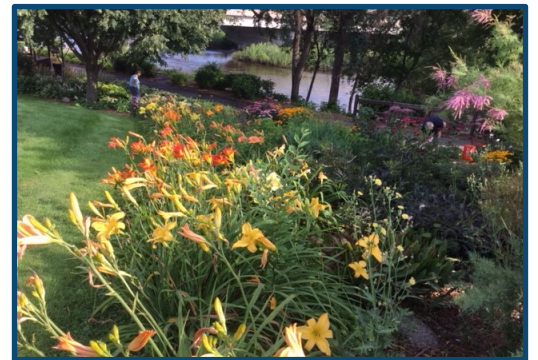
The mission of the City of Monticello is to responsibly use our resources to provide quality services & programs that foster a dynamic community rooted in history and preparing for a vibrant future.

Welcome to Monticello!

Nestled along the banks of the Mississippi River at the northern edge of Wright County, the City of Monticello is a growing, progressive, vibrant community located between St. Cloud and the Twin Cities of Minnesota. Home to 13,782 residents and over 4,500 households, the community is attractive due to its small town feel with big city amenities. MontiView Park is Monticello's signature peak and the topographic mark of the City. It was the former site of a well-renowned supper club and is now a city park with recreational opportunities and picturesque views for miles.

Geographically, Monticello is well positioned for growth and opportunity. With direct access to Interstate 94 and U.S. Highway 10, the community celebrates numerous intrinsic assets including nature trails and parks, a variety of housing, a hospital, a community center, a strong educational system, retail, commercial and high-end manufacturing and industry. The influence of the City goes beyond the footprint of its boundaries due to a long-time annexation agreement which provides space for future development.

Monticello's plan for strategic growth allows the city to enhance its vitality while maintaining its community spirit of neighborliness and civic engagement. The school mascot, Monticello Magic, carries over into the community, as residents feel their river town is indeed a bit magical. Monticello is a free-standing, full-service community with its own identity.



Local Health Care



As one of the largest health systems in Minnesota, CentraCare consists of numerous hospitals, more than 25 clinics, and several specialty care centers throughout central Minnesota.

CentraCare—Monticello consists of a Family Medicine Clinic, a Critical Access Hospital with 24/7 Emergency Services, a Level IV Trauma Center and Acute Inpatient Rehabilitation, the Monticello Cancer Center, and a skilled

nursing facility. CentraCare—Monticello provides comprehensive care through its many services including birthing services, cancer care, diabetes care, family medicine, imaging and laboratory services, intensive care, rehabilitation services, senior services, surgery, wound care, and much more.

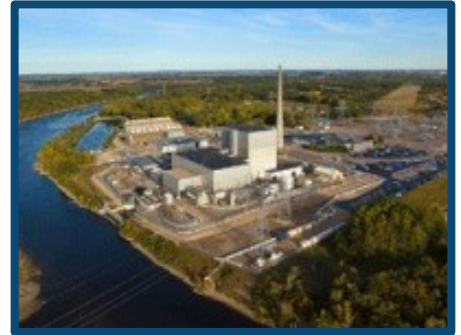


The mission of the City of Monticello is to responsibly use our resources to provide quality services & programs that foster a dynamic community rooted in history and preparing for a vibrant future.

Economic Vitality

The City of Monticello boasts an educated, talented, and available workforce as well as a varied business community with a mix of retail and manufacturing. The City is home to a number of “big-box” stores typical of larger communities, including Walmart, Home Depot, Fleet Farm, and Target.

In addition to these retail outlets, Monticello is home to one of the two nuclear power plants in the state. Xcel Energy owns and operates the plant, and the company is the largest employer in the community. Xcel’s power plant has been a good neighbor and operates at peak efficiency. Xcel has also been a strong partner in the City’s planning for future parks, trails, and development. Other large employers in the City include Independent School District 882, CentraCare — Monticello, Cargill Kitchen Solutions, Walmart Supercenter, Home Depot, Target, and Ultra Machining Company. The City enjoys a strong alliance with Xcel, the hospital, the school district, and many of the other local employers.



Monticello continues to plan and grow. Efforts are concentrated on revitalizing downtown, increasing manufacturing businesses in the city, and managing transportation challenges resulting from having the only Mississippi River crossing for more than 10 miles. The river crossing leads into the heart of the community, the downtown. The area includes premiere parks, restaurants, shops, and the character of historical Monticello.

In 2011, Monticello was rated one of the fastest growing cities in Minnesota. Otter Creek Park, a city-owned industrial park, offers prime locations for businesses along

Interstate 94 with over 50 acres certified as Minnesota Shovel Ready platted mid-sized lots. All public and private infrastructure is in place, and the lots have access to dual fiber-optic networks—some of the fastest speeds in the state.

The Community Development Director is experienced, dedicated and proactively works with builders and developers. The Economic Development Director came to the City with extensive experience. Together, Community Development and Economic Development work determinedly to improve the quality of life in Monticello.

Educational Opportunities

Every Kid, Every Day. That’s the mantra of the Monticello Public School District, which has a proud history of excellent programming and a dedication to meeting the needs of every student. Comprised of five schools, the district provides education to an average of over 4,000 students each year. The two elementary schools house 1st-5th grade students, one middle school houses 6th-8th grade students, and one high school houses 9th-12th grade students. The newest facility, which opened in 2017, is home to kindergarten and preschool students, ECFE, the Connect 5 transition program, and more. Another public school option is the Swan River Montessori Charter School which serves approximately 150 students in grades K-6.



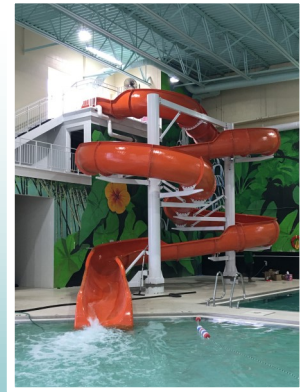
Monticello is also fortunate to have a private school option available. Holy Spirit Academy is a private Catholic high school for students in grades 9-12. The school enrolls approximately 150 students.

For students wishing to pursue higher education, Monticello is conveniently located in close proximity to St. Cloud State University, St. Cloud Technical College, North Hennepin Community College, and Anoka Ramsey Community College.

Recreational Opportunities

The City of Monticello is a destination for recreation. Through facilities, programming, and partnerships, the opportunities for recreation and entertainment are endless throughout the community. The Parks, Arts & Recreation Commission develops and reviews plans for the acquisition and development of parks and recreational facilities, develops recreation programs, reviews parkland dedications for new subdivisions, and makes recommendations to the Planning Commission and City Council.

The City owns and operates the Monticello Community Center, a beautiful, full-service facility offering something for everyone. Popular amenities include the pool and waterslide, gymnasium, fitness area, and climbing wall. The facility also rents spaces for birthday parties, wedding receptions, business meetings and more. In addition it offers an array of programming for all ages, including a popular Farmers Market. Just across the street is the local library; the city owns and maintains the building while the services are provided by the Great River Regional Library system.



Also important to the City is the extensive park and pathway system. The community benefits from neighborhood playgrounds, specialty parks, and premier spaces along the Mississippi River. Plus, the extensive pathway system allows residents and visitors to explore the community while passing through woodlands, parklands, and the heart of the city.



An incredible addition to the Monticello area is the Bertram Chain of Lakes Regional Park. The City of Monticello and Wright County partnered to purchase the 1,200 acres of open space to improve the community's quality of life, preserve the irreplaceable natural area, and create a regional park for public recreation. The park includes four lakes, acres of undisturbed shoreline, and oak forest. It also features mountain bike trails, fishing piers, natural playground equipment, a swimming beach, and a campground. The City is developing an athletic park with soccer and lacrosse fields on the northern edge of the larger park. Future additions to the athletic park are planned in phases based on community needs.



Another popular recreational area is Mississippi Regional Park which features 170 acres of hardwoods and pine plantings as well as a bike trail, a canoe campsite, a DNR fishing pier, and much more. Monticello's location by the river also means it's situated along the Mississippi River Trail and part of the Great River Road National Scenic Byway.

To complement these outdoor recreation opportunities, there are a variety of fun annual events throughout the year in Monticello. The most popular is Riverfest, our annual summer celebration held each July. In addition to festival favorites like a street dance, parade, and fireworks, Monticello's Riverfest features a unique duck race! Hundreds of rubber ducks are dropped from a local bridge to race down the Mississippi River with cash prizes awarded to the lucky residents who "adopt" the winning ducks!

The City also boasts a growing arts and entertainment presence. The recently formed Monticello Arts Initiative has brought amateur and professional artists together while beautifying the City with numerous displays of public art. In addition to community pride and placemaking, the Arts Initiative acts as a mechanism for downtown revitalization and helps attract developers to the core of the community.



The Organization

The Monticello City Council is comprised of a Mayor and four Councilmembers. The Mayor is the presiding officer and serves an elected two-year term. The Councilmembers serve four-year staggered terms with even-year elections.

Monticello is conservative, yet the Council is progressive and unafraid to strategically invest in its future. The City Council looks forward to working with the new Administrator.

The City of Monticello is a relatively informal organization, yet the staff is dedicated, efficient, and productive. There is an excitement to try new things. The organization collectively tries to answer, “How can we do this better yet make it authentic to Monticello?” The City has a great team of diligent staff who support each other and the Administrator. Staff are invested in the community they serve, and turnover rates are low. The City of Monticello employs 52 full-time, 141 part-time, and 11 seasonal workers.

The City provides a full-range of services: construction and maintenance of streets and other infrastructure, snow removal, park and cemetery maintenance, recreational and cultural activities, water and sewer utilities, stormwater, community development and planning, building inspection, fire, liquor store, deputy registrar operations, community center, and general government operations including administration, finance/accounting, information systems, public information, and facility maintenance.

In addition to services provided by city staff, Monticello benefits from relationships with trusted contractors to provide services to residents. Contractors operate the wastewater treatment plant, city-wide garbage and recycling services, local law enforcement, and city-owned fiber-optic system.

Monticello also has a variety of boards, committees, and groups that serve the City.

The hard work and aptitude of those in the organization are reflected in positive momentum. The Monticello DMV was recently recognized by WCCO as the “Best DMV in Minnesota.” The City also boasts profitable municipal liquor store operations which directly benefit the City’s taxpayer, as its revenues are used by the City to fund special projects and purchases. There is also a new fire station built for the future and that showcases the department’s history alongside its newest ladder truck.

Organizational Chart Highlights



Expenditures	2019—Actual	2020—Budget
General Fund	8,269,524	8,903,000
Special Revenue Funds		-
Cemetery	80,060	33,000
Monticello Community Center	2,193,849	2,008,000
Economic Development Authority	871,950	904,000
Total Special Revenue Funds	3,145,859	2,945,000
Debt Service Funds		
2010A G.O. Bonds	881,424	
2011A G.O. Refunding Bond	429,521	1,271,450
2014A G.O. Judgement Bond	512,357	510,801
2015B G.O. Bonds	213,546	211,250
2016A G.O. Bonds	529,096	525,350
2017A G.O. Bonds	472,286	470,140
2018A G.O. Bonds	451,011	450,737
2019A G.O. Bonds	0	709,046
Total Debt Service Funds	3,489,241	4,148,774
Capital Project Funds		
Capital Project	5,783,887	2,875,000
Park & Pathway Dedication	1,945,943	515,000
Stormwater Access	171,604	0
Street Lighting Improvement	3,787	160,000
Street Reconstruction	0	0
Total Capital Project Funds	7,905,221	3,910,000
Enterprise Funds		
Water	1,220,145	2,535,322
Sewage	2,893,945	3,351,136
Water Quality	0	528,013
Liquor	5,583,612	6,159,541
Deputy Registrar	466,499	461,814
Fiber Optics	1,990,525	2,054,000
Total Enterprise Funds	12,154,726	14,729,826
Internal Service Funds		
Benefit Accrual	29,841	0
IT Services	197,503	225,000
Central Equipment	150,543	636,400
Total Internal Service Funds	377,887	861,400
Total All Funds	35,342,458	35,498,000

Essential Duties of the Position:

Administrative

- Plans, organizes, and directs City operations to ensure a coordinated and efficient effort to meet goals and objectives established by the City Council; establishes programs, goals, and objectives to accomplish the work.
- Oversees and coordinates the operation of all departments in City government including personnel, equipment, programs and facilities to ensure citizens promptly receive high quality products and services.
- Develops and issues administrative rules, policies and procedures necessary to ensure proper functioning of all departments.
- Reviews and approves drafts of City ordinances, resolutions, policies and rules and implements Council directives.
- Ensures Council goals and priorities are met through community and economic development programs including tax increment financing, revolving loan fund, etc.
- Attends and participates in all Council meetings and other official City meetings as needed or delegates a staff member as appropriate; oversees and directs agenda preparation for Council meetings.
- Responds to concerns, issues, complaints, and questions from the public and employees or ensures proper response; mediates disputes and resolves issues as appropriate.
- Represents the City with other governmental agencies and officials; monitors activities related to municipal government and assists in lobbying as needed.
- Oversees and monitors operations to ensure compliance with applicable laws, regulations, rules, policies and ordinances.
- Evaluates potential projects, programs, and services to determine feasibility and community impact and makes recommendations to the Council.
- Oversees, directs and prioritizes the work of the City Attorney.
- Coordinates annual meeting of Council and commissions to examine goals and priorities and facilitate ongoing communication between the various citizen advisory groups.
- Reviews government programs to determine impact on the City; coordinates or recommends new programs, policies, or procedures as appropriate.
- Monitors state legislation, court rulings, and state and county regulations, policies, and programs to facilitate adherence to requirements or recommend operational modifications as needed; represents the City on local, regional, and state committees and boards as directed.
- Oversees land transactions and dispositions.
- Prepares or delegates the preparation of various contracts for services.
- Directs research of issues, oversees and approves reports and makes presentations before the City Council, Park Commission, Economic Development Authority, and other boards as necessary; oversees communication to the public.
- Administers oaths and affirmations, and takes and certifies acknowledgments as required or sanctioned by law.
- Oversees City communication, public relations and media relations and acts as a liaison to community groups and governmental agencies.
- Performs other duties as needed or required.

Human Resources

- Supervises all City staff directly or indirectly through department supervisors; acts as final authority on all personnel actions subject to approval of the City Council on hiring, sever disciplinary action, and dismissal.
- Oversees all personnel policies and actions, oversees and/or participates in the selection of employees; evaluates employees and recommends salary adjustments, determines staffing and structure needs, and negotiates bargaining unit contracts.
- Manages or oversees the selection process for hiring consultants.
- Promotes a positive, productive work environment for staff.

Finance

- Leads and oversees preparation of the annual budget and presents to the City Council for approval; administers the approved budget.
- Keeps the Council informed of the financial condition of the City, coordinates and annually updates capital improvement plans with department heads and presents to the Council for approval.
- Ensures financial expenditures are consistent with City needs, goals of the City Council and sound financial management, and executes or recommends execution of contracts to Council for approval.
- Evaluates financing plans for improvement projects, coordinates development of assessment policy, and oversees development of capital improvement planning for all departments.

Planning

- Represents the City as a staff liaison on the Orderly Annexation Board; assists in developing and implementing a cooperative plan and policy for orderly annexation including development of criteria, defining logical annexation areas, and preparation and execution of joint annexation agreements.
- Reviews and approves proposed development agreements.

Goals, Priorities, & Projects:

- Provide clarity of purpose and vision; help future Councils and staff to stay the course. Continue annual Council and staff retreats to revisit vision and review and update goals.
- Use a fresh perspective to examine the growing organization and provide direction on best practices for organizational structure and processes.
- Take an active role in addressing traffic issues and housing needs to improve livability within the community.
- Build trust and integrity with staff and the Council by listening, communicating, and making strong recommendations and decisive decisions with consistent follow-through.
- Take a strong proactive, liaison role between staff and the Council. Bring the right team members to the table.
- Annually initiate an interactive budget and long-term financial planning process with the appropriate department leaders and Council liaisons. Consistently engage departments in communicating how budget requests fit within the City's vision and goals.
- Take a regional team approach in working, collaborating, and developing positive relationships with area stakeholders in Wright and Sherburne Counties. Utilize strategic thinking to balance the needs of the City without alienating partners.
- Be a lobbyist for the City; develop and maintain solid relationships with legislators (before the City needs to lean on its legislators in times of need).
- Support and allow for scheduling and budgeting professional development and mentoring opportunities for staff (e.g., conferences, networking, volunteering, training). Empower staff to share knowledge with others in the organization.
- Explore options related to the future of FiberNet.
- Take an active role in the City's Race Equity Initiative to support the City's commitment to being an inclusive City.
- Lead the charge in planning for how the decommissioning of the Xcel Energy nuclear power plant will affect future levies and budget planning.
- Anticipate involvement in the funding and construction of a water treatment facility and public works building.
- Engage in collaborative and productive discussions for extending the terms of the orderly annexation agreement which sunsets in 2025.
- Be a part of a think-tank to continuously find ways for the City to engage with the community, create gathering places, and support a community feel.

Desired Administrator Attributes:

- High emotional intelligence, positive, visible, and confident. Demonstrates consistency and is fully committed to the role of leadership.
- Ability to apply big picture methodology to the community and organization in carrying out its vision, goals, and priorities. Understands and effectively communicates the financial impact of budget requests, projects, and equipment replacement on future levies, projects, and capital planning.
- Has a natural ability to connect. Coaches up and builds a strong team atmosphere that extends to all levels of the organization. Demonstrates trust in staff and has a way of making everyone feel valued and part of the overall vision.
- Robust verbal and written skills, an appreciation for technology, and demonstrated knowledge of overall city operations.
- Is comfortable being the spokesperson for the organization. Demonstrates active listening skills and conveys messaging that best represents the needs of the community.
- Progressive, creative, outside-of-the-box, and interested in actively seeking opportunities.
- Not afraid to make and admit to a mistake with a strong ability to pivot as the situation dictates.
- Solid decision-making skills and ability to explain the "why."
- Strong project management skills. Mobilizes projects, allows teams to handle large-scale projects, checks in regularly with what is active, determines how to manage resources, and ensures projects are moving along.
- Successful delegation skills, demonstrates interest in staff, acknowledges hard work, and holds staff accountable.
- Strong organizational skills and respects staff's time and talent.
- A change agent that can help the organization step-away from the "how things used to be done" mentality.
- Thoughtful, tactful, thick-skinned, and does not shy away from tough or uncomfortable conversations.
- Very well-skilled in conflict resolution, persuasion, and negotiation.
- Community-orientated. Understands the changing needs of the community and need for equity. Supports and serves the community as a whole.
- Preferred experience working with orderly annexation agreements, electric and/or fiber utilities, working in a river town, and redevelopment.



The mission of the City of Monticello is to responsibly use our resources to provide quality services & programs that foster a dynamic community rooted in history and preparing for a vibrant future.

Position Announcement

Position: City Administrator

Location: City of Monticello, Minnesota

Salary Range: \$116,312 to \$145,390

Due to retirement of the current City Administrator, the City of Monticello seeks to find its next City Administrator who will lead the organization in carrying out its mission and vision.

General Duties:

Directs and manages all City operations to ensure the effective and efficient operation of all City departments. Serves as the primary liaison with the City Council and communicates Council decisions to appropriate staff. Plans and defines the organization for City administration which meets the goals and directives established by the Council.

The full position profile is available at <https://www.ddahumanresources.com/active-searches>.

Minimum Qualifications:

Bachelor's degree in Public Administration, or related field, ten years of relevant leadership experience in a high-level management position in a government organization, and experience working with elected officials, commissions, and community groups.

Apply:

Visit <https://daviddrown.hiringplatform.com/43430-monticello-city-administrator/152493-application-form/en>, and complete the process by August 25, 2020. Finalists will be selected by the Council on September 14, 2020, and final interviews will take place on October 6 & 7, 2020.

Please direct questions to Liza Donabauer at liza@daviddrown.com or 612-920-3320 x111.



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