



OCTOBER 2024

City Administrator Recruitment Proposal

FOR THE CITY OF BREEZY POINT, MN

PRESENTED BY

Greg M. Prothman

President, GMP Consultants

GMP CONSULTANTS

Greg@gmphr.com

(206) 714-9499

www.gmphr.com





October 22, 2024

Mr. Jerry Bohnsack
Interim City Administrator
City of Breezy Point
8319 County Road 11
Breezy Point, MN 56472

Dear Bohnsack,

Thank you for the opportunity to provide a proposal to assist the City of Breezy Point with the recruitment of its next City Administrator. GMP is well positioned to partner with the City as we are currently conducting or have recently completed national city/county management searches for:

- City of North Branch, MN – City Administrator
- City of Medina, MN – City Administrator
- City of Brainerd, MN – City Administrator
- City of Oak Park Heights, MN – City Administrator

Your consultant will be Mr. Jeff Weldon. Jeff brings 29 years in municipal management in Minnesota and South Dakota including City Manager for Brookings and Yankton, SD; City Administrator for Redwood Falls, MN; and Assistant City Administrator for Apple Valley, MN. Jeff was the lead consultant for the cities of North Branch, Medina, and Brainerd City Administrator recruitments.

These and other recently completed searches provide us with an excellent knowledge of both Minnesota and national city management candidates. Having conducted 600 total recruitments including over 150 city/county manager recruitments, we believe GMP's proven process provides a best practices approach to attracting high-quality candidates and ensuring a good fit for your organization. We have earned a reputation for providing superior service and building lasting relationships with both clients and candidates.

If you have any questions or would like to discuss your specific needs, please do not hesitate to contact me at (206)714-9499 or Greg@gmphr.com. I look forward to hearing from you and hope to have the opportunity to work together soon.

Sincerely,

Greg M. Prothman
President
GMP Consultants

ABOUT GMP CONSULTANTS

GMP Consultants is a public sector executive search firm with a collective 240 years of local government leadership experience with both regional and national relationships. GMP Consultants offer our clients experienced subject matter experts with a solid understanding of local government coupled with decades of experience. We have served in a wide range of executive positions, from city and county management to public works, management information systems, and finance.

Our Qualifications

Founded and led by Greg M. Prothman, formerly the CEO of Prothman, GMP consultants have worked on over 600 executives searches and over 100 public sector consulting projects. All our senior search consultants are active in both ICMA and local state level city management associations or in their respective professional associations.

Our Philosophy

Our business philosophy centers on the understanding that this is a “people” related industry. We have a reputation for providing superior service and building lasting relationships with both clients and candidates. We believe that attention to others’ needs is the key to effective customer service.

Why Choose GMP?

What you get with GMP Consultants is personal service. You appreciate it when phone calls are returned, projects stay on schedule and your challenges are given thorough and creative thinking. While other companies may assign your business to lesser experienced staff, we offer exceptional service from senior-level consultants

- **Service & Relationship** - Our consultants have a reputation for providing outstanding service and building lasting relationships with both clients and candidates.
- **Customized Solutions** - We take the time to become familiar with your organization to ensure that we offer the best solution and not just a single service.
- **People First** - We work closely with you and your candidates through every stage of the recruitment process, creating a welcoming candidate experience and ensuring an effective recruitment outcome.
- **Team Approach** – With 12 former administrators/managers our consulting group works as a team to leverage their networks to assist with each assignment and give your challenges thorough and creative thinking and providing excellent access to potential candidates.

GMP Consultants Mission: *To provide exceptional executive search, interim placements, and organizational consulting services partnering with our public sector clients to provide the highest quality services to their residents.*

PROJECT TEAM MEMBERS

Greg M. Prothman – President

Greg offers a unique combination of 20+ years of experience in various functions of government and 25 years of experience in public sector recruitment. Prior to forming GMP Consulting, Greg founded and was the driving force at Prothman Company as its CEO. Prior he was a partner at Waldron & Company. Early in his career Greg served as a police officer for the University of Washington and the City of Renton. He left police work after completing his Master's degree in Public Administration and accepted an administrative position for the City of Des Moines, WA. He was quickly promoted to Assistant City Manager and then City Manager. A Seattle native, Greg completed his BA at Western Washington University and his Master of Public Administration (MPA) degree from the University of Washington. Additionally, he completed the Senior Executives in State and Local Government program at Harvard University. Greg is a volunteer member of Seattle Mountain Rescue and the Crystal Mountain Ski Patrol.

Jeff Weldon - Lead Consultant

Jeff served 29 years in municipal management in Minnesota and South Dakota including city manager for Brookings and Yankton, SD; city administrator for Redwood Falls, MN; and assistant city administrator for Apple Valley, MN. Jeff was also an adjunct instructor at South Dakota State University in Public Administration and State and Local Government. Jeff currently serves local government managers in Minnesota and South Dakota with career and professional development as a Senior Advisor for the state associations. Jeff holds a Bachelor's Degree from Minnesota State University and a Master's Degree from Hamline University.

Matt Fulton - Senior Consultant

Matt brings over 30 years of local government leadership experience serving as a city manager in small (7,000 pop.) and large organizations (65,000 pop.) in Minnesota and Wisconsin. He has worked in suburban and free standing full service environments as well as in fully developed and fast growing communities. During his career, Matt has had the opportunity to provide leadership at the local, state, national, and International levels, including serving as a Regional Vice President on the ICMA Executive Board of Directors, a member on the Minnesota League of Cities Board of Directors, and as President of the Minnesota City/County Management Association. Matt has a Master's degree in Public Administration from the University of Wisconsin and an undergraduate degree in urban planning from the University of Minnesota.

Kate Hansen – Operations Manager

Kate brings 20 years of project management and administration experience spanning private business, nonprofit, and government. She is a certified Project Management Professional (PMP) and holds a B.A. in Theatre from Chapman University, with an emphasis in stage management. Having served as a fire district administrator, political campaign manager and elected official, Kate possesses multi-faceted experience in local government. She has also served on the Board of Directors for multiple non-profits.

Sarah Marsh – Content Designer

Sarah brings a background across nonprofit, business, government, and education sectors. She holds an M.B.A in Organizational Behavior & Development from the University of Vermont. She also publishes in the field of American History and is the author of two award-winning children's books with Disney-Hyperion and Little, Brown. Sarah has a heart for researching and highlighting what makes a community and organization special.

Brenda Gabbitas – Project Manager

Brenda has over a decade of experience working with many communities around the globe in both public and private sectors. She leans on her experiences to build lasting relationships with everyone she works with while delivering unparalleled levels of service. Brenda holds a Bachelor's of Education in Early Childhood Development from Utah Valley University.

WORKPLAN & APPROACH

GMP Consultants have conducted hundreds of successful executive searches refining our process along the way. We provide the workplan, but you are in charge, we customize every recruitment to meet your needs. We partner with you with the goal of finding a highly qualified candidate who is the perfect "fit" for your organization.

INFORMATION GATHERING & RECRUITMENT PROFILE DEVELOPMENT

Review and Finalize Search Process and Schedule

Your lead consultant and project manager will meet with the Mayor & City Council via Teams:

- Review and modify as needed the project scope of work and process
- Establish a project schedule
- Identify the geographic scope of the recruitment
- Review the compensation package
- Identify key stakeholders
- Review the job description
- Review and discuss any additional issues as needed

Profile Research and Stakeholder Meetings & Public Input

Our goal is to thoroughly understand your organization, current challenges, and preferred qualifications for this recruitment. Your lead consultant via Teams will interview with:

- Mayor
- City Council Members
- Leadership Team
- Others as Directed
- Review All Relevant Documents

Develop, Review, and Approve a Detailed Recruitment Profile & Invitation

We'll create a detailed recruitment profile highlighting the strengths of your job opportunity. If requested, we will assist in reviewing the position compensation and will make recommendations that are consistent with comparable agencies and the market. Examples of prior recruitment profiles are included in this proposal and typically feature the following:

- Why Apply?
- Community Profile
- Quality of Life Opportunities
- The Organization, Department, & Position
- The Ideal Candidate
- Challenges & Opportunities
- Compensation & Benefits
- Your Social Media (if applicable)

STRATEGIC MARKETING

Our goal is to not only reach candidates who are actively looking for a new job but those directors who are happy in their current assignment but who could be intrigued and interested in your opening. We research and develop a personalized national advertising strategy designed to reach all potential qualified candidates for your City. The Advertising Strategy is comprised of four components:

- Targeted National Advertisement
- Mailed "Invitation to Apply" Flyers
- Personal Calls by Lead Consultants
- Emails to potential Candidates

Targeted Advertisement - We develop a custom national advertisement plan highlighting the City and the City Administrator opening placing ads in websites and job boards. Potential ad examples include:

- Intl. City/County Managers Assoc. (ICMA)
- League of Minnesota Cities
- League of Minnesota Counties
- Minnesota City/County Management Assoc.
- Wisconsin City Managers Association
- Iowa City/County Management Assoc.
- Illinois City/County Management Assoc.
- Indiana City Managers Association
- Careers in Government
- Government Jobs
- GMP Job Board
- GMP LinkedIn

Development of Candidate Database for Direct Mail Invitations – We create a customized *Invitation to Apply* flyer (examples are included) and then develop a database of potential city management candidates. We will mail approximately 400 to 600 letters of invitation to city managers/administrators in the 6 mid-western United States.

Personal Emails – We will send emails to over 3,000 city managers & administrators nationwide.

Personal Calls by our Lead Consultants – We will reach out to potential candidates who might be a good fit or who are looking for their next challenge. We will also reach out to our personal knowledge of city administrators to make them aware of your opportunity.

CANDIDATE EVALUATION & PRESENTATION

Candidate Application Materials

- **Application** – Candidates are asked to submit a cover letter, application, resume, and five professional references of peers, subordinates and supervisors.
- **Communication** – We provide you with a summary of the advertising strategy, number of applications, and number of candidates we selected for a preliminary interview.
- **Review of Applications (if requested)** – Occasionally some clients wish to review all the application materials prior to our selection of candidates for a preliminary interview. We are happy to facilitate this if desired.

Preliminary Candidate Interviews – Once a candidate has indicated an interest in the position, we complete a multi-step screening:

- **Review** – Evaluate all candidate application materials
- **Select** – Identify the most promising candidates for a preliminary interview
- **Internet Research** – Conduct an in-depth internet inquiry on each candidate to identify any concerning issues to be reviewed with the candidate
- **Interview** – Your lead consultant conducts an in-depth preliminary interview with the most promising candidates
- **Summarize** – Provide a written summary of our observations of each candidate’s strengths, weaknesses and potential fit with your agency
- **Recommend** – Provide recommendations on each candidate for further consideration

Work Session - We meet with you to review the results of the preliminary interviews. Our goal is to provide as much information on each of the most promising candidates, providing you with the needed data to make quality decisions on each applicant.

- **Deliverables** - Prior to the meeting, we provide with sufficient time to review:
 - **Candidate Packets** that include their cover letter, resume, supplemental questions, our consultant’s interview notes, and internet search results
 - **Candidate Summary Sheet** with a snapshot of each candidate and consultant’s recommendations
 - *(If requested)* A complete file of remaining candidates’ application materials
- **Candidate Review** - We review and discuss each candidate’s materials and interview results with you
- **Finalist Candidate Selection** - You select those candidates to move forward for a final interview
- **Final Interview Design** - We help you decide on the structure of the interviews, including the panel participants and facilitators, tailoring our process to fit your needs.
- **Coordinate Candidate Travel** - We identify which candidate travel expenses you wish to cover

- **Interview Questions** - Identify any interview topic areas of interest from which we can develop potential interview questions

Final Interview Design - We help you decide on the structure of the interviews, including the panel participants and facilitators, tailoring the process to fit your needs.

FINAL INTERVIEWS & CANDIDATE SELECTION

Prior to the final Interviews we:

- **Conduct Reference Checks** - We conduct professional reference checks on each candidate, requesting the names of supervisors, subordinates, and peers
- **Conduct Background Checks** - Background checks include Education Verification, Criminal History, Driving Record, and Sex Offender Check
- **Facilitate Candidate Travel** – Based on your guidance we coordinate the most cost-effective travel arrangements and ensure the candidate has information regarding their interviews and times.
- **Develop a Master Interview Schedule** – We work with you to identify interview venues and then develop a master interview schedule
- **Develop Draft Interview Questions** – Provide draft interview questions for your review for each advisory panel (if used)
- **Provide Final Interview Materials** – Provide finalist packets for each candidate in a PDF file for printing by your agency as well as the master schedule
- **Coordinate Final Interviews** – We will work hand-in-hand with your team to coordinate all of the details of conducting the final interviews

Final Interviews

- **Facilitate Final Interviews** – Your lead-consultant will be on site to facilitate the final interview process
- **Facilitate Panel Debrief** - After interviews are complete, we facilitate a debrief with all advisory panels on each candidate's strengths and areas needing support as information for your hiring authority
- **Candidate Evaluation** – As needed, we facilitate your evaluation of the candidates and potential consensus on a preferred candidate, including any additional candidate referencing or research

Candidate Selection & Appointment - Once you have identified a preferred candidate, we:

- Facilitate and identify potential contract elements with you
- Assist with the job offer and contract negotiations leading to an employment agreement
- Notify all of the unsuccessful finalists
- **Celebrate the selection of your new City Administrator!**

RECRUITMENT SCHEDULE EXAMPLE

Recruitments take approximately 90 days to complete.

Kickoff Meeting		City & GMP: Meet to discuss timeline & search process
Profile Development	Week 1-2	GMP: Meet with key stakeholders & create position profile
Advertising	Weeks 3-7	GMP: Post online ads; send direct mailing
First Review	Week 8-9	GMP: Conduct preliminary interviews with most promising candidates
Work Session	Week 10	GMP & City: Meet to review semifinalists and choose finalist candidates
Final Interview Preparation	Week 11-12	GMP: Conduct background & reference checks, complete final Interviews schedule, coordinate travel with candidates
Final Interviews	Week 12	City: Hosts finalist interviews City: Makes hiring selection

PROFESSIONAL REFERENCES

City of Blaine, MN pop. 70,000

Michelle Wolfe, City Manger

mwolfe@blainemn.gov

763 785 6121

Finance Director – recently completed

Human Resources Manager- just completed

City of Brainard, MN pop. 14,750

Kris Schubert - Human Resource Director

kschubert@ci.brainard.mn.us

218 828 2307

City Administrator

Utilities Director (recently completed)

City of Oak Park Heights, MN pop. 4,692

Mary McComber, Mayor

marymccomber@aol.com

(651) 351-7879

City Administrator - just completed

City of North Branch, MN pop. 12,117

Kevin Schieber, Mayor

kevins@ci.north-branch.mn.us

763-443-5951

City Administrator - recently completed

PROFESSIONAL FEE

The fee for conducting a City Administrator recruitment is \$17,000 with a not to exceed price of \$24,500. The professional fee covers all consultant and staff time required to conduct the recruitment. Professional fees are billed in three equal installments: at the beginning, halfway, and upon completion of the final interviews. The City of will be responsible for reimbursing expenses incurred on the City's behalf.

Expenses include:

- Websites, job boards and other advertising (approx. \$1,600 - 2,200 est.)
- Direct mail announcements (approx. \$1,300 - \$1,900 est.)
- Consultant travel: Mileage at IRS rate and \$65 per hour, plus hotel for overnight accommodation
- Background checks (approx. \$225 per candidate)

The City has the right to cancel the search at any time. The City's only responsibility would be the fees and expenses incurred prior to cancellation. Any additional work requested beyond services provide in the scope of work is billed at \$170 per hour. If a candidate is not selected and a second recruitment is needed, additional expenses may be applicable beyond the not to exceed figure.

GUARANTEE & WARRANTY

Should the selected candidate leave the employment of the City within the first **24 months** of appointment, we will conduct one additional recruitment for the cost of expenses only, if requested to do so within six months of the employee's departure. If the major elements of the process are followed and a candidate is not chosen, we will repeat the recruitment once with no additional professional fee, the only cost to you would be the expenses.

CITY/COUNTY MANAGEMENT RECRUITMENTS

Conducted and Managed by GMP Consultants

In progress Recruitments

City of North Branch, MN

City Administrator

City of Medina, MN

City Administrator

City of SeaTac, WA

City Manager

City of Moses Lake, WA

City Manager

City of North Plains, OR

City Manager

Crook County, OR

County Manager

City of Moad, UT

City Manager

Recently Completed

City of Oak Park Heights, MN

City Administrator

City of Brainerd, MN

City Administrator

Greys Harbor County, WA

County Administrator

City of Kennewick, WA

City Manager

City of Shady Grove, OR

City Administrator

City of Belgrade, MT

Assistant City Manager

City of Canby, OR

City Administrator

City of Cottage Grove, OR

City Manager

Completed in the last 18 months

City of Tumwater, WA

City Administrator

City of Pasco, WA

City Manager

Lewis County, WA

County Manager

City of Mountlake Terrace, WA

City Manager

City of Lacey, WA

City Manager

City of Sammamish, WA

City Manager

City of Livingston, MT

City Manager

All Management Recruitments

City & Borough of Sitka, AK

Municipal Administrator

City & Borough of Wrangell, AK

Borough Manager

City & County of Broomfield, CO

Deputy City and County Manager

City of Astoria, OR

City Manager (2)

City of Arlington, WA

City Administrator

City of Bainbridge Island, WA

City Administrator

City of Bandon, OR

City Manager

City of Battle Ground, WA

City Manager (2)

City of Belgrade, MT

City Manager (2)

City of Bingen, WA

City Administrator

City of Bothell, WA

Deputy City Manager

Assistant City Manager

City of Burns, OR

City Manager

City of Canby, OR

City Administrator

City of Carnation, WA

City Manager (2)

City of Casper, WY

City Manager

City of Chehalis, WA

City Manager (2)

City of Chelan, WA

City Administrator (3)

City of Clyde Hill, WA

City Administrator

City of Coburg, OR

City Administrator

City of College Place, WA

City Administrator

City of Colorado Springs, CO

Assistant City Manager

City of Connell, WA

City Administrator (2)

City of Coquille, OR

City Manager

City of Covington, WA	City of Lake Oswego, OR	City of Normandy Park, WA
City Manager	City Manager	City Manager
City of Damascus, OR	City of Lake Stevens, WA	City of Ontario, OR
City Manager	City Administrator	City Manager
City of Drain, OR	City of Lakewood, WA	City of Othello, WA
City Administrator	City Manager	City Administrator
City of DuPont, WA	Assistant City Manager	City of Pasco, WA
City Administrator	City of Leavenworth, WA	City Manager (2)
City of Duvall, WA	City Administrator (2)	Deputy City Manager
City Administrator	City of Lebanon, OR	City of Polson, MT
City of Edgewood, WA	City Manager	City Manager
City Manager (2)	City of Lewiston, ID	City of Port Angeles, WA
City of Ellensburg, WA	City Manager	City Manager
City Manager	City of Lincoln City, OR	City of Port Townsend, WA
City of Emeryville, CA	City Manager	City Manager
City Manager	City of Livingston, MT	City of Post Falls, ID
City of Fife, WA	City Manager	City Administrator
City Manager	City of Longview, WA	City of Prosser, WA
City of Fircrest, WA	City Manager	City Administrator
City Manager (2)	City of Louisville, CO	City of Puyallup, WA
Town of Friday Harbor	City Manager	City Manager
City Administrator	City of Lynden, WA	City of Rawlins, WY
City of Gig Harbor, WA	City Administrator	City Manager
City Administrator	City of McMinnville, OR	City of Renton, WA
City of Gillette, WY	City Manager	Chief Administrative Officer
City Administrator	City of Mill Creek, WA	City of Ridgefield, WA
City of Gladstone, OR	City Manager	City Manager
City Administrator	City of Milwaukie, OR	City of Riverton, WY
City of Hailey, ID	City Manager	City Administrator
City Administrator	City of Newcastle, WA	City of Sammamish, WA
City of Hermiston, OR	City Manager (2)	City Manager (2)
City Manager	City of Minot, ND	City of SeaTac, WA
City of Hood River, OR	City Manager	City Manager
City Manager	City of McMinnville, OR	City of Scappoose, OR
City of Issaquah, WA	City Manager	City Manager
City Administrator	City of Monroe, WA	City of Shelton, WA
Deputy City Administrator	City Administrator	City Administrator
City of Kelso, WA	City of Moses Lake, WA	Management Assistant
City Manager	City Manager (3)	City of Sheridan, WY
City of Kenmore, WA	City of Mountlake Terrace, WA	City Administrator
City Manager (2)	City Manager (3)	City of Shoreline, WA
City of Ketchum, ID	City of Mt. Angel, OR	City Manager (2)
City Administrator	City Manager	Deputy City Manager
City of Lacey, WA	City of Mukilteo, WA	City of South Lake Tahoe, CA
City Manager (2)	City Administrator	City Manager
City of Lake Forest Park, WA	Management Services Director	City of Spearfish, SD
City Administrator (3)	City of Newcastle, WA	City Administrator
	City Manager (2)	

City of Spokane Valley, WA

City Manager

Deputy City Manager

City of Stanwood, WA

City Administrator

City of Stevenson, WA

City Administrator

City of Sultan, WA

City Administrator

City of Sun Valley, ID

City Administrator

City of Sunnyside, WA

City Manager

City of Thorne Bay, AK

City Administrator

City of Toledo, OR

City Manager

City of Troutdale, OR

City Manager

City of Tumwater

City Administrator

City of Umatilla, OR

City Manager

City of Vancouver, WA

Assistant City Manager

City of Waldport, OR

City Manager

City of Walla Walla, WA

City Manager

City of West Linn, OR

City Manager

City of White Salmon, WA

City Administrator

City of Whitefish, MT

City Manager

City of Wood Village, OR

City Manager

City of Woodburn, OR

City Administrator

City of Woodinville, WA

City Manager

City of Woodland, WA

City Administrator

City of Yachats, OR

City Manager

City of Yakima, WA

City Manager

Assistant City Manager

City of Yelm, WA

City Administrator

Blaine County, ID

County Administrator

Clackamas County, OR

County Administrator

Clatsop County, OR

County Manager (2)

County of Los Alamos, NM

County Administrator

Curry County, OR

County Administrator

Deschutes County, OR

Fair & Expo Director

County Administrator

Eagle County, CO

County Manager

Franklin County, WA

County Administrator

Gunnison County, CO

County Manager

Assistant County Manager

Hood River County, OR

County Administrator

Island County, WA

County Administrator

Inyo County, CA

Assistant/Deputy County

Administrator

County Administrative Officer

Jefferson County, WA

Central Services Director

Lane County, OR

County Administrator

Lewis County, WA

County Manager

Mason County, WA

County Administrator

Mono County, CA

County Administrative Officer

Assistant County Administrative

Officer

San Juan County, WA

County Manager

Snohomish County, WA

Executive Director (2)

Summit County, UT

County Manager

Thurston County, WA

Assistant Chief Administrative Officer

Town of Friday Harbor, WA

Town Administrator

Town of West Yellowstone, MT

Town Manager (2)

WORK SAMPLES: POSITION PROFILE AND INVITATION TO APPLY LETTER

(Attached). Additional samples available at gmphr.com. Copyright © 2023 by GMP Consultants, . All rights reserved.

MEDINA CITY ADMINISTRATOR



Dear Colleague,

GMP Consultants is assisting the **City of Medina**, MN in finding a **City Administrator**. Perhaps this is the right time in your career to consider this exciting opportunity. If not, would you please pass this on to others who may be interested?

Thank you for your consideration and assistance.

Jeff Weldon, GMP Consultants
jweldon@gmphr.com / (320) 557-8006



Greg M. Prothman, President
greg@gmphr.com / 206-714-9499

WHY APPLY?

This is an exciting opportunity for a new City Administrator to take the reins of a forward-thinking, entrepreneurial community that has uniquely preserved its small-town, rural charm while being close to metropolitan amenities. Medina has a professional and experienced staff committed to exceptional public service delivery. The City Council is professional and enjoys an excellent collaborative partnership with staff and residents, which has been a hallmark of the City's success. Medina's financial management has been strong, as evidenced by its AAA credit rating, cost-effective management of City services and programs, and its stable tax base. If you are looking to guide this unique community into the future with visionary, creative, and innovative leadership, this opportunity could be for you.





View
full position
profile at
gmphr.com

THE CITY OF MEDINA

The City of Medina operates under the Council-Administrator form of government with a City Council comprised of the Mayor and four Council Members who are all elected at large. The Mayor serves a two-year term and Council Members serve four-year terms; two of the Council members are elected every two years. The City Council appoints a City Administrator to serve as the Chief Administrative Officer of the City.

The City serves a population of more than 7,600 residents across 26 square miles. The City's 2024 budget is \$6.6 million, and it is served by a team of 30 FTEs across five departments: Administration, Finance, Planning and Zoning, Police, and Public Works. Medina has two facilities for City business: City Hall and a combined Police/Public Works facility.

Medina contracts for legal services, has both Planning and Park Commissions, and is served by three local fire departments. In 2023, the City was upgraded to an AAA credit rating. Medina shares the highest credit rating of AAA with only 33 other communities in Minnesota.

Medina has successfully achieved the unique balance of retaining its rural character while promoting deliberate and selective economic and residential development. This has resulted in moderate and steady growth while limiting urban sprawl.

THE IDEAL CANDIDATE

- Is a visionary leader that can help guide the organization into the future with innovative, forward-thinking, and entrepreneurial strategic planning processes.
- Believes in collaboration and building partnerships with stakeholders to implement goals.
- Provides creative thinking in economic development that can be applied to the goal of preserving and enhancing the unique rural-urban nature of the community while expanding City revenue.
- Possesses exceptional written and interpersonal communication skills. Is approachable and interacts with others in a professional, fair, honest, clear, and open manner.
- Exemplifies employee-centric staff leadership that supports investment of resources in staff, has experience developing effective teams, appropriately delegates assignments with the right balance of accountability and autonomy, and supports staff with an "open-door" policy and is receptive to staff's feedback and ideas.
- Is committed to the highest ethical and moral standards. Is an innovative and forward-thinking leader with strong emotional intelligence and approaches challenges with a positive, "can-do" attitude.
- Is a decisive and principled decision-maker that approaches issues in a deliberate and thoughtful manner based on facts, yet exhibits flexibility to consider new information and opinions.
- Has a strong aptitude for public sector/municipal finance, budgets and debt management as well as public sector human resources, labor management, staff on-boarding, and development.
- Has the ability to cultivate and develop a positive staff culture and working environment that sustains high employee morale, staff longevity, and high performance.

LEARN MORE

Visit: gmphr.com

Salary Range: **\$135,200 to \$172,640** annually DOQ

First Review Date: **August 25, 2024**

More Information: Jeff Weldon, GMP Consultants
jweldon@gmphr.com / (320) 557-8006



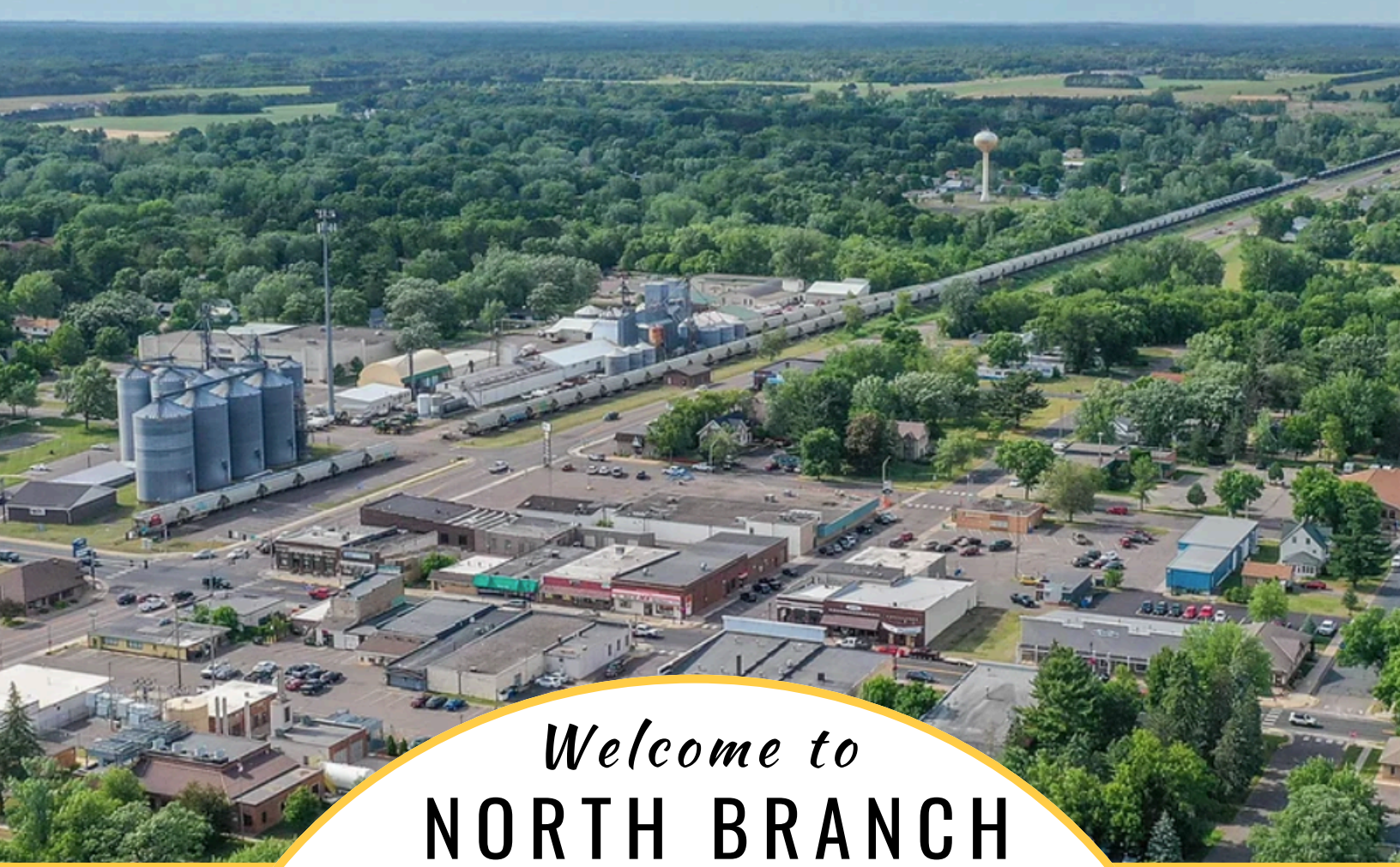
CITY ADMINISTRATOR

CITY OF NORTH BRANCH, MN



WHY APPLY?

This is an excellent opportunity for a progressive city administrator to lead a community into the future. North Branch is a full-service city with stable finances, well-maintained infrastructure, and strong council/staff relations with seasoned, experienced staff dedicated to providing exceptional customer service. Conveniently located just 30 minutes north of the Twin Cities on I-35 and less than two hours from Duluth, this community is close to big-city amenities and attractions while retaining small-town charm and friendliness in a semi-rural setting. As the largest city in Chisago County, North Branch continues to enjoy robust residential development and is poised for major commercial and industrial development and redevelopment projects. A municipally owned industrial park located on the interstate is shovel-ready for development and many other large tracts are also available. If you're looking to make a difference and enjoy an excellent quality of life, this could be the opportunity for you.



Welcome to **NORTH BRANCH**

North Branch is a family-friendly community of 11,791 centrally located between the Twin Cities Metropolitan Area and northern Minnesota cabin country, offering a desirable location for residents and businesses seeking small town living with all the essential amenities. As a result, North Branch is the largest and fastest growing city in Chisago County.

First incorporated as a township in 1861, the city is named for the north branch of the Sunrise River which flows west to east through the heart of the city. The town gathers to celebrate its community spirit at annual events like the Fall Harvest Festival, Midsummer Days, Winterfest, Christmas tree lighting, and summer concerts in the park.

Within the city are numerous opportunities to enjoy nature and outdoor recreation, including 301 acres of City-maintained parkland, Checkerboard County Park, Janet Johnson Wildlife Management Area, a 9-hole public golf course, and the regional Sunrise Prairie Trail—a paved pedestrian and bicycle path that extends south through Chisago and Washington Counties. The City also maintains a 21-hole disc golf course, community garden, and 3 outdoor skating rinks throughout the winter season.

As the gateway to northern Minnesota, North Branch offers proximity to many lakes, rivers, and trails for fishing, hunting, boating, hiking, and snowmobiling. Downhill skiing is available at nearby Wild Mountain and Trollhaugen ski areas. St. Croix National Scenic Riverway is only 30 miles away and offers 200 miles of wild and scenic beauty to explore.

North Branch is also home to several distinct shopping areas such as the quaint and historic downtown along with Gateway North outlet mall which features major retailers like Bath & Body Works, and Famous Footwear. Minneapolis-Saint Paul International Airport serves the region only an hour way.

THE CITY OF NORTH BRANCH

The City of North Branch is a Minnesota Statutory Plan A City with a Council-Administrator form of government. The City Council consists of a part-time mayor and four council members elected at large. The mayor is elected to a two-year term and council members are elected to four-year terms. In 2024, the Mayor and two City Council seats will be on the ballot.

The Council is responsible for setting the policy and overall direction for the City, which includes legislative decisions and approval of the City budget. City employees, under the direction of a City Administrator, carry out council decisions and provide day-to-day services. The City Administrator provides leadership, direction and guidance to all City departments and is accountable to the City Council.

The City serves a population of 11,791 across 36 square miles with a 2024 budget of \$7.6 million and a team of 40 FTEs. Departments include Administration, Attorney, Building Inspection, Engineering, Finance, Fire, Liquor, Planning and Zoning, Police, and Public Works.

The community is active and engaged, as such, the City is committed to open government and strengthening connections between residents, businesses, and community partners. Several commissions assist the Council with various aspects of municipal government, including the Economic Development Authority, Planning Commission, and Parks, Trails, and Open Space Commission.



**FULL-TIME
EMPLOYEES**
40

2024 BUDGET
\$7.6 million

AREA
36 square
miles

POPULATION
11,791

THE CITY ADMINISTRATOR

The City Administrator is the chief administrative officer of the City and reports directly to the mayor and four city council members. The City Administrator is responsible for planning, organizing, and managing all municipal activities coordinating the day-to-day affairs of city government. The City Administrator is also the chief policy advisor for the mayor and council. The City Administrator supervises leaders in Finance, Human Resources staff, Information Technology, Liquor Operations, Community Development, Police, Fire, Parks, and Public Works. The City Administrator also serves as the lead negotiator for all four collective bargaining units.

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description at
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THE IDEAL CANDIDATE

- Exceptional interpersonal, oral, and written communication skills with the ability to positively interact with diverse personalities.
- An exceptional listener who is approachable and seeks advice, ideas, and opinions of others. Respects and appreciates opposing viewpoints. Strong facilitation skills that support and enable opportunities to reach consensus, especially on difficult issues.
- Models ethical and moral behavior, conducts themselves with the highest levels of integrity and honesty, and is committed to the highest ideals of accountability and transparency as the foundation of promoting good government.
- Able to advise the Mayor and Council in their decision-making process by providing thorough, accurate, timely, and comprehensive data constructively and positively.
- Goal-driven in the pursuit of excellence in work product and provides strong, visionary leadership to inspire and motivate others to work collaboratively and in partnership to resolve challenges.
- Approaches challenges and opportunities in a positive, self-confident manner with creativity and is willing to undertake reasonable, calculable risks in the pursuit of excellence with the goal of continuous improvement of public services.
- Utilizes entrepreneurial, forward-thinking, and non-traditional approaches to problem-solving.
- Develops effective policies and procedures that are clear and concise.
- A comprehensive but high-level understanding of municipal finance, laws, human resources, planning and zoning, and other basic service delivery functions. Knowledgeable in economic and community development principles and practices.
- Able to advance, articulate, and defend staff recommendations that are in the best interest of the greater good with confidence and in a respectful, disciplined, and pragmatic manner.
- A strong leader who delegates tasks and duties while supporting and motivating staff through teamwork, and who sees such delegation as professional development and investment in staff.
- Balances the responsibilities of managing daily operations with representing the City's interests through engagement with external community, state, and national associations and organizations including state agencies and the legislature. Must be a strong proponent of intergovernmental relationships that forge productive partnerships.
- Is comfortable in a fully cloud-based computing environment.
- Is transparent and proactive with staff in all dealings. Has a commitment to "no surprises" when working with all stakeholders.
- Consistently prioritizes City's needs, goals, and vision over personal goals.
- Able to collaborate with City staff to develop solid 10-year financial plans for both the budget and capital improvement plan.

OPPORTUNITIES & CHALLENGES

Staff Development

A recent analysis concluded that the City would greatly benefit from the addition of 7.5 full-time employees to expand services in response to growth. One such position is human resources. These functions are currently dispersed and need to be consolidated into a comprehensive staffing program that addresses hiring, on-boarding, benefits administration, workplace safety, performance evaluations, and professional development. A finance plan will also be needed. The most immediate staffing issue will be filling the vacant position of Community Development Director.

Facility Analysis

Another study concluded that the City should re-examine several of its current facilities, such as Public Works. While City Hall is functional, additional space is needed to improve efficiency and expand service levels. The Police Department has the most acute space needs as it's in the basement of City Hall. Finally, several new recreational facilities are being considered and include a community center, pool, hockey facility, and splash pad.

Economic Development and Growth Management

The City has enjoyed rapid growth in single-family residential development, averaging over 100 new homes per year. This growth rate has been driven chiefly by residents re-locating from the Twin Cities and is expected to continue. The City is poised for more major commercial and industrial growth and had the foresight to invest in a major 200+acre, shovel-ready industrial park located on I-35. In addition, several other large tracts of privately-owned land exist to accommodate growth. To diversify and expand the tax base, the City needs to aggressively promote commercial and industrial growth. Finally, several opportunities exist for in-fill re-development including certain parts of the downtown central business district and the current Tanger Mall.

City Council Governance Process

The City Council is a mix of newly elected members and those with longer tenure. As such, the Council has significantly divergent policy views and perspectives. Several previous issues have proven contentious. Council is looking for methods to improve their governance process to better facilitate their decision-making. The new City Administrator will have the opportunity to provide new leadership and skills to assist the Council with this improvement process. The City would likely benefit from undertaking a comprehensive strategic planning exercise to clearly identify and advance the City's goals and objectives.



EDUCATION & EXPERIENCE

Bachelor's degree in public administration, business administration, or closely related field and 5 years of experience in broad areas managing public organizations that contributed to a knowledge base and an ability to employ management, budgeting, planning, and program techniques in daily operation of a similarly complex entity. Or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to successfully perform the job. Masters' Degree preferred.

COMPENSATION & BENEFITS

The City of North Branch is offering an annual salary range of \$140,000 to \$180,000 for this position, dependent upon experience and qualifications. The benefit plan includes employee medical and dental insurance, standard paid holidays, negotiated sick and vacation leave, \$25,000 basic Life insurance + salary, Short-Term Disability (STD), Healthcare Savings Account (HSA), and Volunteer Employee Benefits Association (VEBA) account.



RESOURCES

[2024 Budget](#)

[2018 Comprehensive Plan](#)

[2023- 2032 Capital Improvement Plan](#)

[North Branch Area Chamber of Commerce](#)



TO APPLY

Apply Online: gmphr.com

First Review: **August 18, 2024**

More Info: Jeff Weldon, GMP Consultants
jweldon@gmphr.com / (320) 557-8006

