

November 14, 2024

City Council
City of Breezy Point
8319 County Road 11
Breezy Point, MN 56472

Dear Honorable Mayor Zierden and Members of the Council,

Thank you for the opportunity to submit a proposal to assist the City of Breezy Point with a search for your next City Administrator. Our firm has extensive experience with local governments, and we thoroughly understand the complexities faced by local governments in Minnesota. 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:** Our firm comprehensively understands local government in Minnesota, and our consultants are former Administrators with significant experience.
- **Neutral Third Party:** We provide a neutral, objective perspective and ensure the process is focused on assisting the Council with finding the best possible fit. If you select DDA, be assured you will not have to deal with political challenges that can creep into the hiring process.
- **Brochure/Profile:** We develop a detailed, professional profile to present the organization in the most positive manner. A sample is attached.
- **Advertising and Outreach:** Our advertising and direct outreach is comprehensive and designed to penetrate deeper and reach more potential candidates. Our depth and scope of outreach is unparalleled.
- **Experience:** DDA HR has conducted more Minnesota city and county executive searches in the last five years than any other firm by a wide margin.
- **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 used by the Council to make informed decisions on who to interview. DDA believes that the Council should pick candidates to interview, not us. We will make sure the Council has the needed information to make this effective. You know best.
- **Candidate Communication:** Through direct contact and a sophisticated software system, we ensure candidates understand the process and where they stand at all times. Candidates deserve nothing less.
- **Work Personality Index:** Prior to deciding on final candidates, the Council will receive a personality index report on each person being considered for an interview.
- **Background Check Process:** Instead of doing a comprehensive background check on a single finalist, we do a comprehensive background and reference check on all finalists interviewed by the Council.
- **Intellectual Profile:** Each finalist will complete an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.
- **All Inclusive Pricing:** Costs for all the services we provide are included. No surprises with us.
- **Two-year Guarantee:** We include a two-year guarantee because we use a proven process that you can trust.

Thank you for your consideration.

Sincerely,

Pat Melvin

Patrick Melvin
DDA Human Resources, Inc.
Enclosures



City of
Breezy Point
Minnesota

CITY OF BREEZY POINT

County Administrator Recruitment

Proposal & Scope of Work

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

November 14, 2024



Prepared by:
Pat Melvin
Management Consultant

CONTENTS OF THE PROPOSAL

- | | |
|---------------------------|--------------|
| ■ Description of the Firm | ■ Fee |
| ■ Approach to the Process | ■ Assurance |
| ■ Service Team | ■ References |
| ■ Process Details | ■ Acceptance |
| ■ Timeline | ■ Addendum |
| ■ List of Clients | |

DESCRIPTION OF THE FIRM

DDA Human Resources, Inc. (DDA HR) is a specialized consulting firm dedicated to serving the human resources needs of local governments in Minnesota. Established as an affiliate of David Drown Associates (DDA), the company was created in response to the growing demand for HR consulting services within the public sector. DDA has served hundreds of cities and counties providing fiscal and economic development services for over 25 years and human resource services for over 10 years.

Team Expertise

The team at DDA Human Resources includes 11 highly experienced professionals, many of whom are former practitioners who have served as Administrators or Human Resource Managers. This hands-on experience ensures a deep understanding of the unique challenges and needs of local government.

Client Base

DDA Human Resources serves a wide range of clients, including cities, counties, and special districts throughout Minnesota. The firm has built a strong reputation for its thorough understanding of local government operations and its ability to deliver tailored solutions that meet client needs.

Commitment to Service

Our company is known for its nimble, efficient, and personal approach. DDA Human Resources prides itself on providing high-quality services at fair and equitable prices, ensuring that clients receive the best value for their investment.

Network and Reach

With a vast network of contacts and a deep understanding of the local government landscape, DDA HR stays attuned to the latest trends and developments, positioning itself as a leader in the field of human resource consulting for local government organizations.

Our Services:

- Executive Recruitment
- Organizational Studies
- Classification and Compensation Studies
- Ongoing Maintenance of Classification and Compensation Systems
- Leadership Development and Mentoring

APPROACH TO THE PROCESS

Our approach focuses on finding the ideal fit for the City by understanding your goals, objectives, and desired attributes for the next City Administrator.

We begin by gathering background information, then comprehensively advertise the position and engage in direct outreach and recruitment to attract both active and passive candidates. After the application period closes, we analyze the applicants and present the best matches to the City Council.

Once finalists are selected, we conduct thorough research and provide all necessary information for the Council's decision. We prioritize communication. Our consultant will be on site throughout the recruitment, provide weekly email updates, and will always be available for questions.

SERVICE TEAM

PAT MELVIN – PROJECT LEAD

Pat joined DDA HR as a Management Consultant specializing in Executive Search Services. He has a Government and Management Degree from Saint John's University and a Public Administration Studies master's degree from the University of Minnesota – Mankato which he earned while working for the City of Edina. Pat grew from being the Special Projects Administrator in Wright County to becoming the Administrator in McLeod County and has city experience serving as City Administrator in the Cities of Arlington and Minnetonka Beach. While working in county and city government, Pat has been involved in numerous aspects of local government including policy development, budgeting, human resources (including recruiting), payroll, benefits and workplace investigations, capital improvement plans, contract negotiations, grievance settlements, and managed a group self-insured health insurance plan.

Pat will serve as the Project Lead.

Organizations/Affiliations

Pat enjoys working with public administration colleagues through his involvement in:

- AMC (Association of Minnesota Counties)
- MCMA (Minnesota City/County Managers Association)
- ICMA (International City/County Managers Association)



Contact Information:

pat@daviddrown.com

612-920-3320 x116

3620 Northome Ave

Wayzata, MN 55391

BART FISCHER – PROJECT LEAD

Bart joined DDA HR in 2023 as a Management Consultant that focuses on leadership development mentoring, organizational work, strategic planning facilitation, and executive search work. He has over 20 years of experience as a public sector leader/manager in local government organizations as well as most recently working as a consultant with public sector clients.

Bart's experience has taken him from being the Assistant City Administrator in the Cities of Newport and Chaska, Minnesota, to being the City Administrator in the Cities of Falcon Heights and Oakdale, Minnesota. As a consultant, Bart has fostered existing client relationships, supported business development, helped mentor staff, and managed strategic client pursuits and partnerships. He is a strategic leader known for relationship development and connecting people around common themes and goals. Bart obtained his Master's in Public Administration from Metropolitan State University in St Paul and his bachelor's degree from the University of Northwestern-St Paul.

Organizations/Affiliations

Bart enjoys working with public administration colleagues through his involvement in:

- MCMA (MN City/County Managers Association)
- MCMA Annual Conference Planning Committee
- MAMA (Metro Area Managers Association)
- ICMA (International City/County Managers Association)
- League of MN Cities



Contact Information:

bart@daviddrown.com

612-920-3320 x119

7383 Hyde Ave S

Cottage Grove, MN 55016

LIZA DONABAUER

Liza is a Management Consultant and specializes in Executive Search services. Like all DDA HR consultants, she has a background in public administration at both the city and county level, most recently in Kansas and Minnesota. Liza worked in Wright County providing administrative support to the Commissioners, Coordinator, and Human Resources Department. This path led her into city management for Clearwater, Kansas, and Arlington, Minnesota. Throughout the years, her work has centered on human resource management, strong community participation, and leadership development. Liza received her MBA with an emphasis in public administration from the College of St. Scholastica.



Since joining DDA HR, Liza has conducted over 70 Administrator/Manager, Department and Executive Director searches.

Liza will assist with recruitment and consulting as needed.

Organizations/Affiliations

Liza enjoys working with public administration colleagues through her involvement in:

- MCMA, a state affiliation of ICMA
- MCMA Women in the Profession Committee
- MCMA Annual Conference Planning Committee
- MCMA Recognition and Membership Committee
- Secretary, Board of Directors, Minnesota Municipal Power Agency
- Publicity Committee for City Clerks & Municipal Finance Officers Association (KS)

Contact Information:

liza@daviddrown.com

612-920-3320 x111

P.O. Box 534

Waconia, MN 55387

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. As a consultant, Gary has worked with local governments ranging in size from a couple thousand residents to Minnesota's largest county. 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 was instrumental in developing programs to assist new county administrators and presently mentors all new County Administrators and Coordinators in Minnesota. Additionally, he helped develop a Human Resource Technical Assistance Program that provides one-to-one consultation and access to a host of pertinent documents and policies to counties throughout Minnesota.



Contact Information:

gary@daviddrown.com

612-920-3320 x109

1327 Merrywood Court

Faribault, MN 55021

Gary has conducted over 95 executive searches and numerous organizational studies. Gary will assist with recruitment and consulting as needed.

LIZ FOSTER

Since joining DDA in 2015, Liz has been involved in over 160 executive search processes and other human resource projects. With certifications as a Professional Recruiter, AI and Sourcing Recruiter, Diversity and Inclusion Recruiter, and Internet Recruiter through AIRS®, Liz performs Recruitment Only search services for clients looking for assistance hiring those hard-to-fill positions.

In addition to recruitment, Liz provides support and assistance to the Management Consultants within the Human Resources Division. While assisting our Management Consultants, some of Liz's duties include community research, creating position profiles and advertisements, posting position openings, assembling interview materials for our clients, and providing other general administrative support to our Management Consultants.

Liz will provide administrative support for this project.



Contact Information:

liz@daviddrown.com

612-920-3320 x108

605 25th Ave NW

Austin, MN 55912

PROCESS DETAILS

STEP 1: PROJECT KICK-OFF & INFORMATION GATHERING

DDA HR will gather and assemble background information pertaining to the organization and position. In addition, Pat will meet individually with all Council members to review the hiring process and 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 updated as needed, and 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:

- Information gathering via interviews with the Council and others as identified.
- DDA HR receives information from the City such as organizational chart, logos/images, budgets, existing job description, etc.
- Consultant will review scope of process and timeline.

STEP 2: DEVELOPMENT OF POSITION PROFILE

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

Deliverables:

- Draft profile sent to City Council approximately one week before the Council meeting.

STEP 3: REVIEW AND APPROVE PROFILE AND SCOPE OF WORK

DDA HR will meet with the City Council to review and approve the draft profile, salary range, job description, and scope of work.

Deliverables:

- Review and approval of draft profile, salary range, job description, and scope of work.

STEP 4: RECRUITMENT AND ADVERTISEMENT

DDA HR will make direct contact with possible candidates including those who are not active job seekers or traditional candidates. In addition, we comprehensively advertise the position. These efforts will include local, regional, and national outreach. In today's job market, it is important to reach candidates in ways that were not necessary even five years ago. Our efforts have resulted in 41% of candidates applying from outside of Minnesota. This means that 59% of candidates still are from within the state, so comprehensive strategies are needed.

To address the current challenging job market, we have added advanced recruiting methodologies to our portfolio through LinkedIn's robust recruiter platform. LinkedIn has nearly 800 million members with over 52 million job seekers visiting LinkedIn Jobs every week. This offers us 100% visibility of all those members. Our job posts receive high visibility for both active and passive candidates across more than 50 million organizations and over 38,000 skills. The recruiter platform provides over 40 advanced recruiting filters, recommended matches, and up-to-date insights allowing us to directly contact individuals that possess the desired backgrounds and/or experiences. At the same time, it allows us to personally connect with candidates in a career focused environment.

Local efforts (within Minnesota) will include:

- Direct outreach to candidates
- League of Minnesota Cities
- Association of Minnesota Counties
- GovernmentJobs.com
- University of Minnesota
- Minnesota Private College Consortium- Augsburg University, Bethel University, Carleton College, College of Saint Benedict, The College of St. Scholastica, Concordia College, Gustavus Adolphus College, Hamline University, Saint John's University, Saint Mary's University, St. Catherine University, St. Olaf College, and the University of St. Thomas
- Minnesota State Colleges and Universities- Bemidji State University/Northwest Technical College, Metro State University, Minnesota State Universities of Moorhead & Mankato, Southwest Minnesota State University, St. Cloud State University, and Winona State University
- Minnesota City County Management Association
- LinkedIn

Regional Outreach

- Direct outreach to candidates
- South Dakota Municipal League
- Iowa League of Cities
- League of Wisconsin Municipalities
- Over 20 universities outside of Minnesota throughout the upper Midwest
- Universities of Iowa, Wisconsin, South Dakota, Nebraska
- LinkedIn

Nationwide Outreach

- Direct outreach to candidates
- National Association of County Administrators
- National League of Cities
- National Association of Counties
- International City/County Management Association
- Woman Leading Government (WLG)
- Network of Asian Public Administrators
- LinkedIn

The simple DDA HR online application process will be used. This 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. Additionally, 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 to the “right opportunity.”

Deliverables:

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

STEP 5: INITIAL SCREENING AND REVIEW

DDA HR will complete a comprehensive analysis of every application received and determine approximately 8-12 semifinalists based on job related criteria and desired attributes 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 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 when the Council is deliberating is maintained by assigning and referring to each semifinalist candidate as a number.

Each semifinalist would also complete an information disclosure (any personal or professional incidents that could be viewed as reflecting negatively on job performance, qualifications, ethics, or other factors) and a Work Personality Index Select (assesses the personal characteristics and tendencies that influences an individual’s job performance). For more information about the Work Personality Index Select, see Addendum B.

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 to the Council for viewing. This will allow you ample time to comprehensively review candidates prior to determining who to bring in for final interviews. Upon reviewing this introductory material, DDA HR will then assist the Council in selecting its finalists for final interviews. After the Council selects finalists, those not selected as finalists will be notified by DDA HR.

Candidates are considered public once they are chosen as a finalist.

Deliverables:

- List of approximately 8-12 semifinalists with cover letter, resume, and video interview.
- Results of Work Personality Index Select.
- Results of information disclosure.
- Confirm interview schedule and logistics.
- DDA HR will contact candidates not selected as finalists.

STEP 6: SELECTION

After the Council selects finalists, DDA HR 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 HR will conduct character references with current and/or former employers to get a good understanding of each candidate’s role and responsibilities, performance and

strengths, leadership and management style, communication and interpersonal skills, community engagement, areas for improvement, and overall fit. In addition, DDA HR will administer an Intellect Profile which measures verbal reasoning, mathematical and logical reasoning, and overall mental aptitude. For more information about the Intellect Profile, see Addendum C.

Early in the search process, Pat will discuss interview possibilities including leadership staff participation or options for community involvement through a meet and greet event or interview panel, stakeholder interviews, individual and/or full Council interviews, a community tour, lunch with leadership staff, or other functions. Pat will work with City staff to coordinate all interview logistics.

Prior to interviews, Pat will prepare questions and then facilitate all interviews and other activities the Council determines appropriate. Our goal is to make the process smooth and painless so the 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.

Approximately one week prior to the final interview process, the Council 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.

Deliverables:

- List of 3 to 5 finalists, confirming interview schedule and logistics.
- Video Interview.
- Summary of References.
- Results of background checks.
- Work Personality Index Select report.
- Intellect Profile report.
- Information Disclosure.
- Cover letter and resume.
- Press release.

STEP 7: OFFER & AGREEMENT

After interviews are complete, Pat will assist the City Council with deliberations. After deliberations, Pat will present the offer to the recommended candidate and negotiate the terms of the agreement based on the parameters established by the Council.

Deliverables:

- Present offer to recommended candidate.
- Negotiate agreement terms.
- DDA HR will contact those not selected.

STEP 8: FOLLOW UP

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

Deliverables:

- Periodic check in with new Administrator and Council representative.
- DDA HR offers follow up services including Leadership Development Mentoring, Performance Evaluation, and Strategic Planning. For more information on these additional services, see Addendum D.

TIMELINE

This timeline is tentative. The final timeline will be set after the City Council's decision to proceed. The dates **highlighted in yellow** indicate required Council participation.

ITEM	TASK	COMPLETION DATE
Decision by Council to proceed		December 2, 2024
Project Kick-off & Information gathering	<ul style="list-style-type: none"> Meet with staff, stakeholders, and each member of the Council Gather all pertinent background information Gather salary information and review job description Review scope of process 	December 18, 2024
Professional position profile	Develop position profile and advertisement.	December 30, 2024
Approve position profile and scope of work	Council approves profile, job description, salary range, scope of work, and timeline.	January 6, 2025
Candidate recruitment	<ul style="list-style-type: none"> Post position upon approval of profile Comprehensively advertise Direct outreach and recruitment of prospective candidates 	January 7, 2025- February 4, 2025
Screening of applicants	DDA HR will review and rank applicants based on job related criteria & desired attributes and select semifinalists.	February 5, 2025
Personality Index	DDA HR will administer a Work Personality Index Select to all semifinalists.	February 23, 2025
Video interview	Each semifinalist will complete a video interview.	February 23, 2025
Selection of finalists	<ul style="list-style-type: none"> Council selects finalists for interviews. DDA HR will notify candidates not selected as finalists. 	March 3, 2025
Background check of all finalists	Includes: <ul style="list-style-type: none"> Criminal background: county, state, national Sex offender registry Social Security number verification Education verification Credit check 	March 17, 2025
Reference check on all finalists	DDA HR will conduct reference checks with current and/or former employers on all finalists assessing each candidate's: <ul style="list-style-type: none"> Role and responsibilities Performance and strengths Leadership and management style Communication and interpersonal skills Community engagement Areas for improvement Overall fit with organization 	March 17, 2025
Intellect profile	DDA HR will administer an intellect profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.	March 17, 2025
Finalist packet	DDA HR will provide the Council information including: <ul style="list-style-type: none"> Summary of references Results of background checks Intellect Profile and Work Personality Index Select reports Video interview Resumes, etc. 	March 18, 2025
Interviews	DDA HR will prepare all interview materials and be present at all interviews and other functions to assist in facilitation. It is recommended that Council interviews be at a special meeting.	March 25, 2025 Special Meeting
Decision	Council will select candidate for offer.	March 25, 2025
Offer and agreement	DDA HR will present offer to and negotiate an agreement with the recommended candidate based on the parameters established by Council	March 28, 2025
Projected start date	New Administrator begins.	April 2025

LIST OF SEARCH CLIENTS FROM THE PAST THREE YEARS

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

CITIES

Barnesville- Administrator
Benson- Manager
Breezy Point- Administrator/Clerk/Treasurer
Chatfield- Administrator
Corcoran- Administrator
Credit River- Administrator
Crystal- Manager
East Grand Forks- Administrator
Eden Valley- Public Works Director
Fairmont- Director of Public Works/Utilities-Engineer
Faribault- Administrator
Granite Falls- Finance Director
Hawley- Administrator
Inver Grove Heights- Comm. Development Director
Lake City- Asst. Public Works Director
Lakeville- Finance Director
Maple Lake- Administrator
Maple Plain- Administrator
Mayer- Administrator
Melrose- Director of Electric Operations
Mora- Administrator/Public Utilities GM
Morris- Manager
Mound- Manager
New Hope- Manager
New London- Clerk/Treasurer
Newport- Administrator
North Mankato- Administrator
North St. Paul- Manager
Norwood Young America- Administrator
Nowthen- Administrator
Olivia- Finance Director
Pelican Rapids- Administrator
Red Wing- HR Director, Finance & Accounting Manager
Richmond- Administrator/Treasurer
Rochester- Finance Director
Spring Park- Administrator/Treasurer
Staples- Economic Development Director
Stillwater- Community Development Director, Administrator
Waconia- Public Services Director

Wadena- Administrator
Waverly- Administrator/Clerk
White Bear Lake- Manager
Winsted- Administrator
Winthrop- Administrator

COUNTIES

Anoka- Administrator
Becker- Administrator, Asst. County Attorney
Beltrami- Human Resources Director
Cass- Chief Financial Officer
Cottonwood- County Attorney
Dakota- Manager
Faribault- Assistant County Engineer
Hennepin- Chief Financial Officer, Chief Human Resources Officer
Mahnomen- Administrator
Morrison- Administrator
Roseau- County Engineer
Steele- Administrator
Swift- County Engineer

OTHER ENTITIES

Albert Lea HRA- Executive Director
Arrowhead Library System- Executive Director
Dakota 911- Executive Director
Des Moines Valley Health and Human Services- Administrator
Kandiyohi County Economic Development- Executive Director
Kitchigami Regional Library System- Director
Middle Fork Crow River Watershed District- Executive Director
Mississippi Watershed Management Organization- Executive Director
Riley Purgatory Bluff Creek Watershed District- Administrator

DDA HR is currently conducting searches for the Cities of Crosby, Jackson, Mahtomedi, Red Wing, and Watertown, Minnesota, Benton, Cook, and Nobles County, Minnesota, and the Willmar Municipal Utilities.

FEE

The fee for the search process is \$24,000, payable at the completion of the search. This all-inclusive fee covers professional services and all expenses including consultant's travel, advertising, personality index, intellectual profile, background checks on all finalists, etc.

If the City 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 HR would be available to provide input and guidance on this item.

If the course of the full-service search process is followed as put forth in the approved scope of work and no candidate is selected, we will repeat the recruitment once at no additional professional fee. The City will only be responsible for paying an expense charge of \$5,000.

ASSURANCE

Recruiting local government leaders such as City Administrators can be particularly challenging these days due to several factors including demographic shifts, the perception and attractiveness of public sector jobs, compensation and benefits, the political and organizational environment, skills and experience mismatch, changing workforce expectations, and geographic and lifestyle factors.

To account for this, DDA HR has guarantees in place to reassure you that we are committed to your satisfaction and confidence in our ability to find the right candidate. Our goal has never changed – do the best job that we can and provide you the best possible candidates.

If the newly hired Administrator leaves the organization for any reason within the first 24 months of employment, DDA HR will conduct one additional search without charging professional service fees. The City will only be responsible for paying an expense charge of \$5,000.

REFERENCES

Mike Dodge, Mayor
City of Mayer
City Administrator Recruitment
Phone Number: 952-215-2639

Jeff Pilon, Mayor
City of Nowthen
City Administrator Recruitment
Phone Number: 763-639-9151

Brent Frazier, Mayor
City of Pelican Rapids
City Administrator Recruitment
Phone Number: 218-850-3770

Sean Mork, Mayor
City of Hawley
City Administrator Recruitment
Phone Number: 701-866-8262

ACCEPTANCE

Your signature below indicates acceptance of the terms of the proposal stated herein. Any deviations from the scope of work must be agreed upon in writing by the City and consultant.

Client Representative Name: _____

Client Representative Signature: _____

Date: _____



Addendums

Addendum A: Sample Position Profile

Addendum B: Work Personality Index Information

Addendum C: Intellect Profile Information

Addendum D: Additional Services



CITY ADMINISTRATOR

Salary: \$75,088 to \$116,084



Céad Mile Fáilte

“A Hundred Thousand Welcomes to You”

Located in Wright County, Minnesota, the City of Maple Lake is home to approximately 2,240 residents. Maple Lake is what may be termed an ideal agricultural, home, church, and school town.

The history of the City of Maple Lake began in the mid 1850's. The town site of Maple Lake was established in 1858 with the establishment of a mail site. Rumors of the incorporation of the village of Maple Lake surfaced in 1888, but the actual incorporation was completed in 1890.

The City of Maple Lake is a small, close-knit and quaint community with an attractive and walkable downtown area. The City is home to several great service organizations including the Lions, the Chamber of Commerce, the American Legion, the Knights of Columbus, and many churches. The City also boasts a good school system, a number of recreational opportunities, and a welcoming business community.

Maple Lake is conveniently located on State Highway 55, approximately 30 miles from the Twin Cities and 25 miles southeast of St. Cloud. The Maple Lake Municipal Airport has an active Experimental Aircraft Association (EAA), and there is also a flight school that operates from the airport.

Maple Lake's population and business activity have been growing since the early 90s. The City is home to over 100 businesses that provide an all encompassing amount of services to its residents. Maple Lake's low tax, pro-business environment and high quality of life have attracted large employers such as PACE Industries, a full-service aluminum die casting, zinc die casting, and magnesium die casting manufacturer, Rhino, Inc., the 5th largest custom rotational molding manufacturer in the Midwest, and Bernatello's, a major frozen pizza producer. MP Utilities is the largest employer in Maple Lake.

The City is committed to promoting economic growth and a positive business climate. There is a group of industry and business owners who are actively engaged in improving the industrial park and promoting businesses from the community.



Maple Lake is home to the Maple Lake Public School District. The District serves approximately 875 preschool through 12th grade students. Both Maple Lake Elementary School and Maple Lake High School provide its students and staff with well-maintained, modern facilities with up to date technology. Maple Lake also has some of the finest indoor and outdoor athletic facilities in the area. Academic offerings are enhanced through partnerships with Southwest State University and Lake Superior College which allow the students to earn up to 37 college credits by completing college level courses at the high school. Maple Lake's membership in the Wright Technical Center, a cooperative public high school providing instruction in career, technical, and alternative education, provides students with access to 12 job related courses such as auto mechanics, medical careers, cosmetology, law enforcement, and firefighting.

St. Timothy's School is a Catholic school offering private education to approximately 111 students in preschool through 8th grade. St. Timothy's provides small class sizes, dedicated teachers, low tuition, and a rigorous academic program.

HEALTHCARE

Residents and visitors of Maple Lake are afforded comprehensive and quality healthcare in the nearby communities of Annandale, Buffalo, and Monticello.

Allina Health Annandale Clinic offers a number of services including Family Medicine, Gynecology, Internal Medicine, Psychology, Walk-In Care, Well-Child Exams, and much more. Allina Health Buffalo Clinic also provides those same services as well as ENT/Otolaryngology, Occupational Health, Pregnancy Care, and much more.

The Buffalo Hospital is a non-profit regional medical center that features services including the Penny George Institute for Health and Healing, a Birth Center, Emergency care, Inpatient care, Mammography, Orthopedics, the Courage Kenny Rehabilitation Institute, the Phillips Eye Institute, and more.

CentraCare in Monticello operates a hospital as well as a number of other facilities including the CentraCare - Monticello Specialty Clinic, CentraCare - Monticello Wound Care, Monticello Cancer Center, and CentraCare - Monticello Sleep Center.



There is no shortage of recreational opportunities in the City of Maple Lake. Sharing the same name as the City it is located in, Maple Lake offers water enthusiasts the opportunity to swim at the City-owned beach, go boating, water skiing, wakeboarding, and fishing.

The City hosts a number of annual events that interest all ages. The Gear-Head Get Together has become Maple Lake's largest event of the year and one of the most unique "car shows" in the state and perhaps the country. This event takes place on the third Saturday of August in downtown Maple Lake and is meant to bring mechanical-minded folks together to show off some of their unique creations whether that be a car, truck, boat motor, motorcycle, lawn mower, chainsaw, commercial vehicle, or any other mechanical device. Food, beverages, and live music are also featured at this event.

Another big event in the City is the St. Patrick's Day Festival. This annual event features an annual craft sale, a 5K race known as the Irish Scamper, a parade, a coronation of the new Ambassadors, and more.

The Annual Fishing Derby draws thousands to the community and includes a vintage snowmobile show, artic plunge, the official ice fishing derby, an ice auger drilling contest, an award ceremony, and an after party.

The annual Makers and Growers Market occurs one Sunday a month and consists of a cottage baker and farmer's market. It is an artisan event with a food truck and live music.

Maple Lake is also home to the Maple Lake Lakers, a Minnesota amateur baseball team. The Lakers play at its 1950s baseball park, Irish Stadium. Maple Lake co-hosted the 2019 State Amateur Baseball Tournament.



The Maple Lake City Council consists of a Mayor and four Council members. The Mayor serves a two year term, and the Council members serve four year terms. The Council is assisted in its decision making process by several advisory boards and commissions including the Park Board and the Planning Commission.

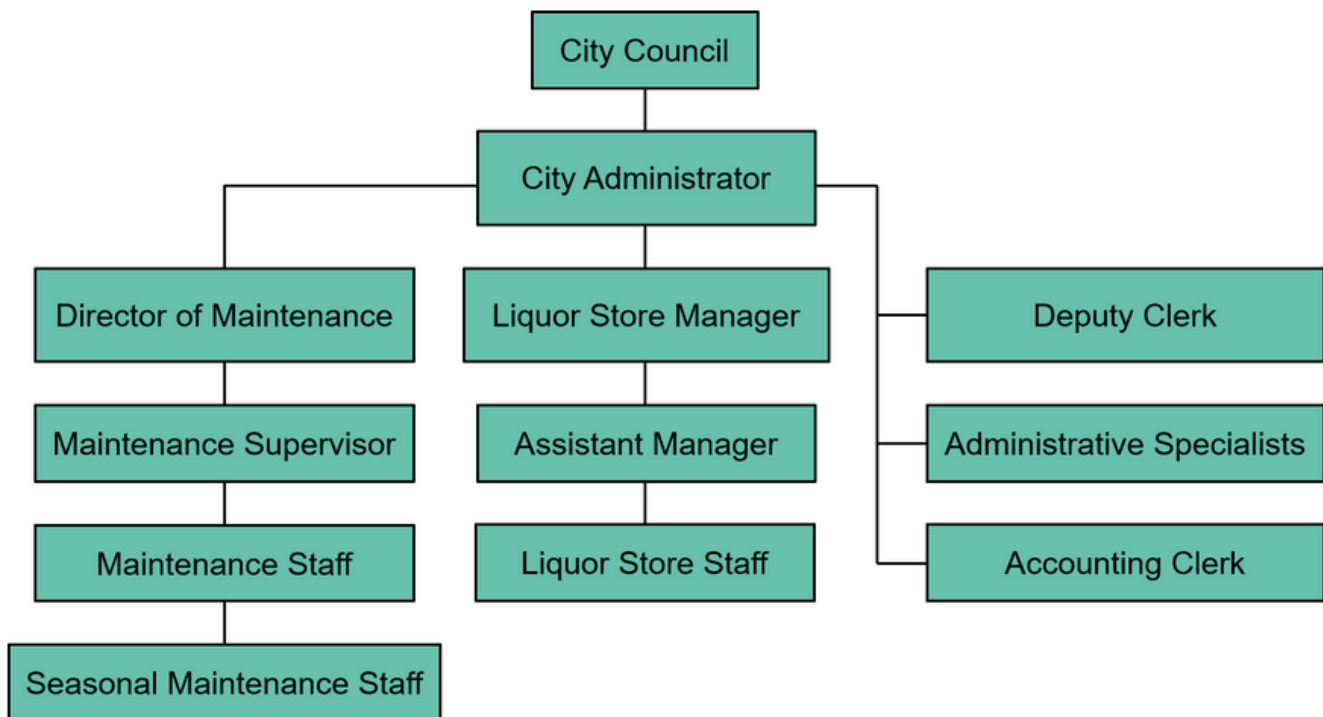
Under the coordination of the City Administrator, the Administration Department conducts the day to day operations of the City. The Administrator is appointed by the City Council.

The Public Works Department is responsible for several functions including Parks, Streets, Airport, and Utilities.

The Maple Lake Municipal Airport has a single 2,800 foot runway and encompasses approximately 56 acres. There is also float plane potential.

The Maple Lake Fire Department provides the delivery of fire, medical, rescue, and life safety emergency services for the Maple Lake fire district.

Maple Lake Wine & Spirits is managed by the City of Maple Lake. Profits from the liquor store directly support public services and projects.



Budget Summary

	2023	2024
General Government	518,944	509,118
Public Safety	607,520	751,876
Streets and Highways	384,112	506,364
Sanitation	148,000	161,371
Culture and Recreation	148,159	160,775
Economic Development	44,750	59,150
Total General Fund Expenditures	\$1,851,485	\$2,148,654



Position Summary

The City Administrator is the chief administrative officer of the City. This position is responsible for planning, organizing, and managing all municipal activities in accordance with statutes and directives from the City Council. The position has the authority and responsibility to ensure a coordinated and efficient effort to meet goals and objectives established by the City Council. The City Administrator is responsible for coordinating all of the day to day affairs of city government including the supervision of all employees and the implementation of Council policies. Work is performed with latitude for independent action and decision making under the policy guidance of the City Council.

Duties include, but are not limited to, the following areas:

Statutory Duties

- Oversees and coordinates the operation of all departments.
- Establishes programs, goals and objectives to accomplish work.
- Evaluates potential projects, programs, and services to determine feasibility and community impact.
- Makes recommendations to the City Council.
- Analyzes the use and acquisition of technology to enhance the efficiency and effectiveness of city services.

Supervisory Duties

- Supervises all City staff directly or indirectly.
- Acts as the personnel officer for the City and serves as final authority on all personnel actions, subject to approval of the City Council.
- Coordinates and oversees the hiring process for City employees.
- Makes recommendations regarding organizational structure and staffing.
- Coordinates annual performance reviews.
- Oversees all personnel policies and actions.
- Maintains personnel files.

Election

- Oversees local elections in accordance with State and County requirements including serving as head election judge.

Customer Service

- Promotes positive interactions between City staff and the public.
- Regularly interacts with legislators, local leaders, and state and county officials.
- Serves as the liaison to businesses and community groups.

Desired Attributes

- Experience and knowledge in multiple areas of city government including hiring and training of personnel with proven management success.
- Strong financial background and experience including budgeting, capital improvement planning, and grant writing. Some accounting knowledge is preferred.
- A leader who will take initiative and be proactive in managing City operations and prepare for staffing needs.
- A leader who builds trusting relationships and has a good local government network.
- Strategic individual able to assist the Council in setting goals and promote a shared vision for the City.
- Strong communication skills, including social media knowledge, to keep the Council, staff, and the public informed.
- An energetic and personable leader who will create a positive and professional work environment.
- Strong organizational awareness to know staff workloads and recommend structural changes to create efficiencies.
- Administrator who can empower, develop, mentor, and hold staff accountable.
- Knowledgeable in planning and able to assist in strategic growth and development of the community.
- Administrator who will be active within the community to promote planning/zoning/economic development and engage with residents.
- An individual who understands working in a small office with competing demands and the need to prioritize and delegate tasks.
- An individual with some small-town experience who understands the challenges of being a leader and can take criticism.
- An analytical individual who is able to do research, gather information, and make sound recommendations to the Council.
- An individual who possesses high emotional intelligence and is reliable.



City: Maple Lake, Minnesota

Position: City Administrator

Salary: \$75,088 to \$116,084

Application Deadline: May 1, 2024

Job Summary: The City Administrator is the chief administrative officer of the City. This position is responsible for planning, organizing, and managing all municipal activities in accordance with statutes and directives from the City Council.

Qualifications: Bachelor's degree in Public Administration, Business, Finance, Accounting, or related field, and two (2) years of experience in a general office environment with proficiency in Microsoft applications and zoning practices and procedures in municipal government. Three (3) years of experience in municipal government, economic development experience, Municipal Clerk Certification, and experience with Caselle Clarity are desired.

Apply: Visit <https://daviddrown.hiringplatform.com/204996-maple-lake-city-administrator/829160-application-form/en> and complete the application process by May 1, 2024. Finalists will be selected on May 21, 2024, and final interviews will be held on June 13, 2024.

Please direct any questions to Pat Melvin at pat@daviddrown.com or 612-920-3320 x116.



DDA

Human Resources, Inc.
a David Drown Associates Company

DDA Human Resources, Inc.

Wayzata Office
3620 Northome Avenue
Wayzata, MN 55391

Phone: 612-920-3320 x116

Fax: 612-605-2375

pat@daviddrown.com
www.ddahumanresources.com

Psychometrics

Assessment Description

The Work Personality Index®-Second Edition, an updated version of the Work Personality Index®, is a work-oriented personality inventory that assesses the personal characteristics and tendencies that influence an individual's job performance. Comprised of 198 items rated on 5-point scales, the Work Personality Index®-Second Edition takes approximately 25 minutes to complete. It identifies behaviors that predict work success as well as individual strengths and weaknesses. The assessment is well-suited for use in selection as well as coaching and development.

What the WPI Measures

The WPI assesses 21 personality traits that directly relate to work performance

- Energy
- Ambition
- Leadership
- Social Confidence
- Persuasion
- Initiative
- Flexibility
- Multi-Tasking
- Outgoing
- Teamwork
- Concern for Others
- Democratic
- Dependability
- Persistence
- Rule Following
- Attention to Detail
- Planning
- Innovation
- Analytical Thinking
- Self-Control
- Stress Tolerance
- Management and Leadership Potential (*Select Report Only*)
- Sales Potential (*Select Report Only*)

WPI Reports

Select Report

- Provides results on each scale and supplemented with a narrative explaining the individual's results and their implications for the workplace.

The results on the WPI scales are presented as Sten Scores, which range from 1 to 10 with an average of 5.5. These scores compare the responses on the WPI items to those of a large sample of working adults. The number in the middle of the circle indicates the candidate's score on the scale. The range of scores is shown below.



Elite Intellect Profile



Assessment Description

The Elite Intellect Profile is an assessment of cognitive ability and measures the ability to be trained, solve problems, and comprehend complex relationships. Designed for selection, it is comprised of 40 multiple-choice items and has a 12-minute time limit.

Research from the testing literature regarding intelligence consistently shows that cognitive ability is a valid predictor of job performance, learning ability and training success, across most, if not all, jobs. The Elite Intellect Profile (EIP) helps employers accurately test a candidate's level of general cognitive ability. More specifically, the test measures the individual's potential to be trained, to effectively and efficiently solve problems, to communicate clearly and to comprehend complex relationships.

What the Elite Intellect Profile Measures

- Verbal Reasoning
 - Verbal Reasoning measures the degree to which the individual is likely to understand logical relationships among written or spoken words, including word comprehension and associations. This ability is especially important for jobs requiring quick and fluid thinking and jobs requiring that conclusions be drawn from moderate to complex verbal or written communications.
- Mathematical and Logical Reasoning
 - Mathematical and Logical Reasoning measures the degree to which the individual is likely to reason logically and to understand and solve basic to more complex mathematical, logical and abstract problems. While research has shown that logical reasoning is important for most jobs, this ability is especially critical for jobs requiring analytical problem solving
- Overall Mental Aptitude

Elite Intellect Profile Report

The candidate's raw and norm-based percentile score on each scale is reported and supplemented with extensive interpretive information. Also included in the report are the IQ equivalency scores for the Total Score and the degree of fit between the Total Score and the job the individual is applying for with respect to the intellectual requirements of the job.

Elite Intellect Profile is a copyright and mark owned solely by PsyMetrics, Inc.

Goal Setting/Strategic Planning - cost varies based on scope of work

Many organizations, and especially those with new leadership, will find it beneficial to bring their leadership team together to discuss and set goals and strategies for the organization's future. Bart Fischer, a DDA HR Management Consultant, can assist in providing this service for your organization. The objective of this process is to have a clear direction and action steps for the leadership team to work towards over the next several years.

Areas of discussion and focus for a goal and strategies setting process/session include:

- Team Building
- The opportunity for individuals to express their desires and goals for the organization and community
- The opportunity for others to listen and hear the desires and goals of each individual participant
- Focused discussion and prioritization of individual goals and strategies into a clear direction and action steps for the community's future
- A list of prioritized goals and strategies for the organization that is fluid, useable, and does not sit on the shelf



For more information on a goal and strategy setting session for your leadership team and organization, please contact your assigned Management Consultant or Bart Fischer at 612-920-3320 x119 or bart@daviddrown.com.

Leadership Development Mentoring - \$5,000/year

DDA HR is committed to helping foster a successful relationship between an organization and their newly appointed City Administrator. Our Leadership Development Mentoring service offers the opportunity for DDA HR to work with the new Administrator to navigate through issues or challenges that arise and share valuable knowledge, help them develop and/or refine skills, and guide them toward their purpose to succeed as a public administrator.

- Trusted Advice and Mentorship
- Professional & Personal Development
- Networking & Valuable Connections
- Clarity of Purpose
- Shared Experiences
- Alignment with Council Goals
- Refocus & Reenergize
- Developing Leadership Skills and Emotional Intelligence



For more information on our Leadership Development Mentoring service, please contact your assigned Management Consultant or Bart Fischer at 612-920-3320 x119 or bart@daviddrown.com.

Performance Evaluations - cost varies based on scope of work

A successful community is often built on good leadership. This leadership is not the achievement of a single person but rather a strong team of leaders working and communicating with staff and residents to deliver effective and efficient services that provide value to residents. Utilizing communication to build trusting relationships between the Administrator/Manager and Board/Council is more critical than ever to a community's success.

DDA HR can assist your organization with performance evaluations in any of the following ways:

- Create a new performance evaluation process based on a thorough review of the needs of the organization
- Reviewing and improve an existing performance evaluation process with specific goals in mind, i.e. retention of employees, succession planning, gaining additional input, identifying more relevant criteria, etc.
- Conducting the performance evaluation process
- Providing training for supervisors and managers on how to effectively evaluate performance and establish upcoming goals



For more information on our Performance Evaluation service, please contact your assigned Management Consultant or Pat Melvin at 612-920-3320 x116 or pat@daviddrown.com.