

July 5, 2023

Sent via email only

Village Board of Trustees
Village of Kronenwetter
1582 Kronenwetter Drive
Kronenwetter, WI 54455

Dear President Voll and Members of the Board,

Thank you for the opportunity to submit a proposal to assist the Village of Kronenwetter with a search for your next Village Administrator. Our firm has extensive experience with local governments, and we thoroughly understand the complexities faced by Councils and Boards. 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, 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 Board 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 Village 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 elected body to make informed decisions on who to interview. DDA believes that the elected body should pick candidates to interview, not us. We will make sure the elected body 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 Board 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 Village Board.
- **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



VILLAGE OF KRONENWETTER

Village Administrator Search Proposal

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

July 5, 2023



Prepared by:
Pat Melvin
Management Consultant

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DESCRIPTION OF THE FIRM

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

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

We have provided executive search services to over 125 cities and counties. Therefore, we understand the current challenges, know hundreds of potential candidates, and have our finger on the pulse of hiring local government leaders.

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

APPROACH TO THE PROCESS

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

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

After the Board selects the finalists, these candidates will be fully researched, and all necessary hiring information will be available prior to the Board decision.

Communication with the Board is a high priority. In addition to our Consultant Pat Melvin being on site regularly, the Board will receive weekly email updates, and he will always be available for questions.

SERVICE TEAM

PAT MELVIN – PROJECT LEAD

Pat joined DDA 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.

City of Minnetonka Beach- City Administrator 2019-2021

City of Arlington – City Administrator 2017-2019

McLeod County – County Administrator 2008-2017

Wright County – Special Projects Administrator 1999-2008



Contact Information:

pat@daviddrown.com

612-920-3320 x116

3620 Northome Ave

Wayzata, MN 55391

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, Liza has conducted over 45 Administrator/Manager, Department and Executive Director searches.

Organizations/Affiliations

- Liza enjoys working with colleagues throughout the state 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.

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

In addition to conducting executive searches, Gary has done work with communities on sharing services, organizational analysis, strategic planning, and other management related work. Gary was instrumental in developing programs to assist new county administrators and presently mentors all new County Administrators. 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.

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



Contact Information:

gary@daviddrown.com

612-920-3320 x109

1327 Merrywood Court
Faribault, MN 55021

LIZ FOSTER

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

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



Contact Information:

liz@daviddrown.com

612-920-3320 x108

704 10th Ave SE
Austin, MN 55912

TIMELINE

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

**Dates highlighted require Board participation*

ITEM	TASK	COMPLETION DATE
Decision by Board to proceed		August 21, 2023
Information gathering	<ul style="list-style-type: none"> Gather all pertinent background information Gather salary information and review job description Meet with staff, stakeholders, and Board 	August 31, 2023
Professional position profile	Develop position profile and advertisement	September 18, 2023
Approve position profile	Board approves profile, job description, salary range, and hiring process	September 25, 2023
Candidate recruitment	<ul style="list-style-type: none"> Post position immediately upon approval of profile Comprehensively advertise Email and phone calls to prospective candidates 	September 26, 2023- October 24, 2023
Screening of applicants	DDA will review and rank applicants based on job related criteria and select semifinalists	October 25, 2023
Personality Index	DDA will administer a work-related personality index to all semifinalists	November 6, 2023
Video interview	Each semifinalist will complete a video interview	November 6, 2023
Selection of finalists	<ul style="list-style-type: none"> Board selects finalists for interviews DDA will notify candidates not selected as finalists 	November 13, 2023
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 	November 28, 2023
Reference check on all finalists	DDA will conduct reference checks with current and former employers on all finalists	November 28, 2023
Intellect profile	DDA will administer an intellect profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.	November 28, 2023
Finalist packet	DDA will provide the Board information including: <ul style="list-style-type: none"> Summary of references Results of background checks Personality index reports Video interview Resumes, etc. 	November 29, 2023
Interviews	DDA will prepare all interview materials and be present at all interviews and other functions.	December 6, 2023 Special Meeting
Decision	Board will select candidate for offer	December 6, 2023
Offer and agreement	DDA will negotiate agreement with selected candidate	December 8, 2023
Projected start date	New Administrator begins	January 2024
Follow up	DDA will follow up periodically with the new Administrator	January 2025

PROCESS DETAILS

STEP 1: INFORMATION GATHERING

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

Deliverables:

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

STEP 2: DEVELOPMENT OF POSITION PROFILE

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

Deliverables:

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

STEP 3: ADVERTISEMENT AND RECRUITMENT

DDA will comprehensively advertise the position and make direct contact with possible candidates who are not active job seekers or traditional candidates. 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.

Given the challenging job market as of recent, 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 platform offers us 100% visibility of all those members. The use of over 40 advanced recruiting filters, recommended matches, and up-to-date insights allow us to reach individuals that possess the desired backgrounds and/or experiences. It offers our job posts high visibility to both active and passive candidates across more than 50 million organizations and over 38,000 skills. At the same time, it allows us to personalize messages and connect with candidates in a career focused environment.

Local efforts (within Minnesota) will include:

- Direct outreach to candidates by all members of DDA search team
- 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
- University of Iowa
- University of Wisconsin
- University of South Dakota
- University of 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
- National Forum of Black Public Administrators
- Industrial Asset Management Council (IAMC)
- LinkedIn

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

We are known for our communication with both the applicant and our client which engages and informs both parties of each step. 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 4: INITIAL SCREENING AND REVIEW

DDA will complete a comprehensive analysis of every application received and determine approximately 8-12 semifinalists based on job related criteria to complete a video interview. Our clients have most notably been

pleased with the video interview component of our process. Video interviews allow our clients to determine whether they see the candidate as a good prospect for a final interview and gain additional insight on the candidate's education, experience, personality, as well as their ability to think on their feet, all of which has been said to help lay the foundation for the final interview process. Access to, and viewing of, this information is as simple as clicking on a link from the individual client's laptop, phone, or smart device in a location and at a time that is convenient for them. Candidate confidentiality when the Board is deliberating is maintained by assigning and referring to each semifinalist candidate as a number. Candidates are considered public once they are chosen as a finalist.

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

Deliverables:

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

STEP 5: SELECTION

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

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

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

Early in the search process, Pat will discuss interview possibilities including leadership staff participation or virtual and/or in-person options for community involvement through a meet and greet event or interview panel, stakeholder interviews, individual and/or full Board panel interviews, a community tour, lunch with organization leadership, or other functions.

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

Deliverables:

- List of 4-6 finalists, confirming interview schedule and logistics
- Leadership staff interview panel including summary of comments

- Video Interview
- Summary of References
- Results of background checks
- Personality Index
- Intellect Profile
- Information Disclosure
- Cover letter and resume

STEP 6: OFFER

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

Deliverables:

- Employment agreement
- DDA will contact those not selected

STEP 7: FOLLOW UP

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

Deliverables:

- Periodic check in with new Administrator and Board representative

LIST OF SEARCH CLIENTS FROM THE PAST THREE YEARS

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

CITIES

Aitkin- Administrator
Albert Lea- Manager
Barnesville- Administrator
Benson- Manager
Breezy Point- Administrator/Clerk/Treasurer
Cannon Falls- Public Works Director
Corcoran- Administrator
Credit River- Administrator
Crookston- Administrator
Crystal- Manager
Fairmont- Public Works Director
Hawley- Administrator
Lake City- Administrator, Ambulance Director
Mahnomen- Administrator
Mayer- Administrator
Monticello- Administrator
Mora- Administrator/Public Utilities General Manager
New Hope- Manager
New Prague- Administrator
Newport- Administrator
North Mankato- Administrator
North St. Paul- Manager
Norwood Young America- Administrator
Nowthen- Administrator
Olivia- Finance Director
Paynesville- Administrator/Economic Development Director
Pelican Rapids- Administrator
Pequot Lakes- Administrator
Redwood Falls- Finance Director
Richmond- Administrator/Treasurer
Spring Park- Administrator/Treasurer
St. Anthony Village- Manager
Staples- Clerk/Finance Director
Stillwater- Administrator
Wadena- Administrator
Waseca- City Manager, Finance Director
Watertown- Administrator
White Bear Lake- Manager
Winsted- Administrator
Winthrop- Administrator

COUNTIES

Beltrami- Administrator
Cook- Administrator
Hubbard- Administrator
Jackson- Administrator
Kandiyohi- Administrator
Kittson- Administrator, Engineer
Le Sueur- Administrator, Environmental/Planning & Zoning Administrator
Mahnomen- Administrator
Morrison- Administrator
Nicollet- Administrator
Roseau- Engineer
Waseca- Public Works Director/Engineer

OTHER ENTITIES

Albert Lea Economic Development Agency- Executive Director
Albert Lea HRA- Executive Director
Brainerd HRA- Executive Director
Dakota 911- Executive Director
Des Moines Valley Health and Human Services- Administrator
Kitchigami Regional Library System- Executive Director
Metro-INET- Executive Director
Middle Fork Crow River Watershed District- Executive Director
Mississippi Watershed Management Organization- Executive Director
Prairie Lakes Youth Programs- Executive Director
Red Wing HRA- Executive Director
Riley Purgatory Bluff Creek Watershed District- Administrator

DDA is currently conducting searches for the Cities of Chatfield, East Grand Forks, Lakeville, Maple Plain, Morris, and Red Wing, Minnesota, Hennepin County, Minnesota, the Albert Lea Housing and Redevelopment Authority, and the Metropolitan Mosquito Control District.

FEES

The fee for the search process is \$25,000, payable at the completion of the search. This all-inclusive fee covers professional services and all expenses including travel, advertising, personality index, intellectual profile, background checks on all finalists, etc.

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

ASSURANCE

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

REFERENCES

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

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

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

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



Sample Position Profile



CITY OF NEW HOPE



City Manager

Salary: \$149,229 to \$181,559

WELCOME TO NEW HOPE, MN!



The City of New Hope, located in Hennepin County, was incorporated in 1953 as a Plan B Statutory city. It is a thriving residential community of approximately 22,000 residents. The City is an inner-ring suburb northwest of Minneapolis, is fully developed, and is known for its well-kept residential neighborhoods with more than 8,700 housing units and a wide variety of housing units types including single-family, twin homes, and medium and high density. Approximately 59 percent of the housing stock is single-family units, and 41 percent is multiple-family units.

The City recently completed a single-family housing development known as Windsor Ridge in the last parcel of undeveloped property. Ironwood, a luxury apartment complex, was recently constructed adjacent to the City's golf course. New Hope boasts many options for senior housing. There are three long-term care facilities in the City as well as assisted living complexes and apartments.

New Hope provides ample employment opportunities with 480 commercial and industrial businesses offering more than 10,000 jobs within the City. The City's major employers include Independent School District 281, Minnesota Masonic Home/North Ridge Care Center, Hy-Vee (first in the metro), Horwitz (mechanical contractor), and Padagis (pharmaceutical manufacturing). The City has four major industrial park areas and six shopping centers/areas.

The City is striving to increase momentum to continually increase the tax base while providing the highest level of services to residents, businesses, and property owners.

Live, Work, and Play!

THE ORGANIZATION



The Mayor and City Council are the legislative and policy-making body for the City of New Hope and serve the community at large. The Mayor presides over council meetings and represents the City at public events and in intergovernmental relationships. In all other ways, the Mayor and Council members have the same authority and responsibilities.

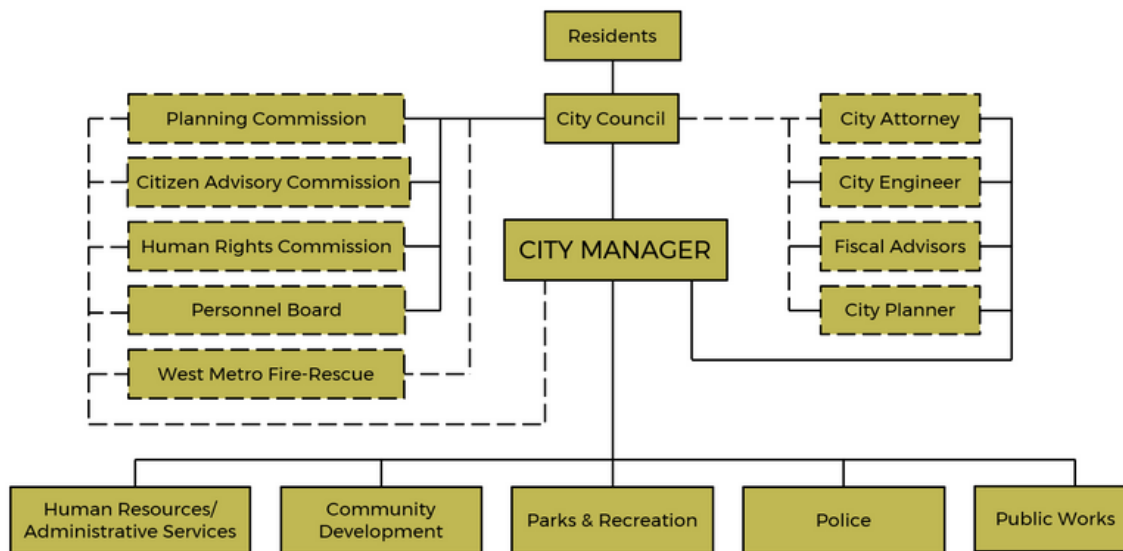


The City Council strives to engage and involve residents in the decision-making process through effective communication, input at meetings, public hearings, neighborhood meetings, advisory commissions, and participation in civic and business organizations and community groups. The Council seeks insight and recommendations from several advisory commissions including the Citizen Advisory Commission, Human Rights Commission, Personnel Board, and the Planning Commission.

General services provided by the City of New Hope include administration, human resources, communication, finance, licensing, planning, redevelopment, public safety, engineering, streets, utilities, forestry, parks, and recreation. The City operates under a Civil Service personnel system. There are approximately 100 regular staff, and about half of the City's workforce is represented by three unions. West Metro Fire-Rescue District, formed in 1998 through a joint powers agreement, provides quality fire and safety services to the cities of New Hope and Crystal.

The City has a 2023 annual operating budget of \$48 million, debt service of \$4.8 million (\$43 million total outstanding debt as of 12/31/22), and an AA credit rating. The property tax levy for 2023 is \$19,053,316 (an increase of 4.51% over last year). A ten-year capital plan is updated annually to determine department needs and project future debt.

ORGANIZATIONAL STRUCTURE



BUDGET SUMMARY

	2022	2023
General Fund		
General Government	2,329,586	2,426,061
Public Safety	9,276,503	10,058,585
Public Works	1,598,929	1,616,757
Parks and Recreation	2,974,175	3,133,804
Total General Fund	\$16,179,193	\$17,235,207
Economic Development Authority	847,980	824,811
Park Infrastructure	1,230,000	1,948,000
Street Infrastructure	1,128,371	5,272,095
2015A GO TIF Bonds (City Center)	204,929	203,887
2015B GO Imp Bonds (Northwoods South)	171,811	170,496
2016A GO Imp Bonds (Northwoods North)	233,968	234,724
2017A GO Bonds (Police Dept/City Hall)	1,599,925	1,599,925
2018A GO Tax Abatement Bonds (Pool and Park)	813,906	808,906
2019A GO Tax Abatement Bonds (Pool and Park Ph. 2)	440,450	444,150
Total Expenditures for Tax Supported Funds	\$22,850,533	\$28,742,201
Sanitary Sewer	3,740,516	3,722,548
Water	5,894,905	10,852,121
Solid Waste Management	248,578	318,164
Golf Course	436,178	596,197
Ice Arena	1,342,846	2,478,733
Storm Water	1,425,783	1,445,940
Street Lighting	120,706	625,706
Total Expenditures for Non-Tax Supported Funds	\$13,209,512	\$20,039,409
Total Expenditures for All Operating Funds	\$36,060,045	\$48,781,610
Central Garage (operations and replacement)	3,233,192	3,109,219
Information Technology	1,080,390	1,093,611
Total Expenditures for Internal Service Funds	\$4,313,582	\$4,202,830



- Recipient of GFOA's "Certificate of Achievement for Excellence in Financial Reporting" for 13 consecutive years.
- Street Infrastructure Levy supports street projects (no assessments for taxable properties).
- Long-term capital plan guides expenditures.



RECREATION & EVENTS

New Hope offers many recreational activities for its residents. The City has an extensive system of 18 City parks, three school parks, one nine-hole par-three golf course, an outdoor performance center, aquatic park, and an ice arena with two sheets of ice. The Parks and Recreation Department offers activities such as dance, gymnastics, swim lessons, team sports for youth and adults, sports camps, skating lessons, playground programs, activities for families, and adult trips to exciting locations.

New Hope's outdoor pool features a shallow water area with zero-depth entry, fast and slow body slides, current channel, vortex pool, tot slide and play features. The eight-lane, 50-meter pool offers one- and three-meter diving boards, a drop slide, and wibit (floatable play). Other amenities include a sun turf area, chaise lounge seating, a bathhouse, and concession area.

The New Hope Ice Arena offers year-round use of ice time for youth and adult recreational league hockey, skating lessons, and tournaments. Open skating along with available skate rentals, special events, and an indoor walking area are also popular programs. The arena is also home to the New Hope Dance Program, Armstrong Cooper Youth Hockey Association, both the Boys and Girls Armstrong/Cooper High School Hockey teams, and Charleston Overspeed Training.

The New Hope Village Golf Course is a carefully-maintained nine-hole, par-three course that has seven holes with bunkers and a collection of water hazards that make it a challenge for beginners and experienced golfers alike. The clubhouse features a pro shop, snack bar, and indoor seating area with televisions and a fireplace, and an outdoor seating area with patio tables and umbrellas. During the golf season, offerings include leagues, lessons, tournaments, open golf, and pavilion rentals. The clubhouse is also available for rentals and special programming throughout the remainder of the year.

New Hope's performance center features natural built-in seating, an open grassy area for chairs, and a covered stage. This facility hosts concerts, movies in the park, City programs and special events, and is home to the Off Broadway Musical Theatre.

Each year, New Hope's Parks and Recreation Department also hosts a variety of special events including Bike Rodeo, Vehicle Fair, Young Mudder, Wet and Wild Water Day, and Trick or Trot.





ROBBINSDALE AREA SCHOOLS

Students of New Hope are served by the highly regarded Robbinsdale Area School District. Robbinsdale Area Schools takes pride in a strong tradition of achievement in academics and the arts. College-bound graduates of Robbinsdale Area Schools have traditionally scored above the state and national averages on the ACT exam.

The district serves approximately 13,000 K-12 students and a large population of preschool and adult learners with the mission of developing caring, creative, and productive citizens. The district covers seven communities with a population of more than 100,000 residents and 47,000 households in the northwest suburbs including all or parts of New Hope, Brooklyn Center, Brooklyn Park, Crystal, Golden Valley, Plymouth, and Robbinsdale.

The district operates 10 elementary schools for students in grades K-5 including Meadow Lake, Sonnesyn, and Robbinsdale Spanish Immersion schools located in New Hope, two middle schools for grades 6-8 located nearby in Plymouth and Robbinsdale, two high schools for 9-12 including Cooper located in New Hope and Armstrong in Plymouth, and Highview Alternative Program at Sandburg Middle School in Golden Valley.

The district also has an extensive community education program.

NORTH EDUCATION CENTER

North Education Center (District 287) was created by 13 Twin Cities area school districts to provide innovative specialized educational services to approximately 315 students ages 5 to 18 with unique needs.

ESCUELA ÉXITOS

Escuela Éxitos is an English and Spanish language immersion charter school that prepares students for success in an increasingly diverse and global economy.





MAJOR RESPONSIBILITIES

- Works closely with the City Council, performs research on agenda items, reports on City affairs and problems, and presents recommendations for City Council consideration.
- Keeps the Council fully advised of all significant matters and effectively presents all items which require Council action or approval.
- Responds promptly and effectively to Council requests.
- Prepares and submits an annual budget for the City Council and keeps the City Council advised of the financial condition of the City and makes recommendations as needed to ensure prudent financial management. Assists with annual review of the City's capital improvement plan, pavement management plan, and long-term financial plan.
- Attends and participates in discussions at all meetings of the City Council and of other official City bodies as appropriate.
- Leads the City's senior management team to ensure overall effective integration of departmental activities and effective implementation of City Council policies.
- Supervises and assesses the performance of department heads and other direct reports; appoints and removes all City personnel; carries out disciplinary actions.
- Sets goals and strategies; creates a positive organizational climate for the City.
- Ensures City code and Council directives are correctly interpreted, communicated, and implemented.
- Ensures the effective and efficient delivery of quality city services and that citizen requests/concerns are properly handled.
- Cultivates positive relationships with City staff, residents, and businesses.
- Works collaboratively with other public agencies including schools, cities, counties, etc.; participates in community events and connects with businesses.
- Serves as the Emergency Management Director.
- Serves on the West Metro Fire-Rescue District Board of Directors, Joint Water Commission (JWC) Board of Directors, and the Hennepin Recycling Group (HRG) Board of Directors.
- Performs other job-related responsibilities as appropriate or directed by the Council.

DESIRED ATTRIBUTES



- Skilled at interpersonal relationships and able to understand, communicate, and engage effectively with the Council, management team, staff, and residents.
- Promotes transparency with the Council, staff, and residents.
- Has a proven and successful track record in local government.
- Has strong finance and budgeting experience and knowledge; has good business acumen and values input when making decisions.
- Respects the expertise of staff; gives them wide latitude and holds them accountable for results.
- Is a trusted advisor with the fortitude to present recommendations that may not be popular.
- Empowers staff to do their best work; instills a sense of pride in working for the City of New Hope.
- Is open-minded, willing to listen, and takes time to fully understand issues.
- Possesses high integrity and a commitment to do what is best for the community.
- Values collaboration and can develop a good network.
- Has the ability to empower, delegate, and hold the management team to high standards.
- Values the development of current staff for potential advancement opportunities.
- Has good organizational awareness and ability to assess departmental needs.
- Recognizes and values diversity within the community and works to advance diversity, equity, and inclusion in the City.
- Has knowledge and experience in redevelopment to improve housing, businesses, and industries within the City.
- Is a proactive leader that will help develop the Council's vision and promote it.
- Has a continuous improvement mindset, attention to metrics, and is focused on short and long-term goals.
- Understands each department's role in providing quality services.

POSITION ANNOUNCEMENT



CITY: New Hope, Minnesota
POSITION: City Manager
SALARY: \$149,229 to \$181,559
APPLICATION DEADLINE: March 14, 2023



JOB SUMMARY

Performs complex professional work providing leadership to city staff; helping the City Council define, establish, and attain overall goals and objectives of local government; hiring and supervising city staff and managing all functions through department heads; developing and implementing strategic plans; delivering quality services to citizens in compliance with all legislative, judicial, and administrative obligations; and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Council. Organizational supervision is exercised over all personnel within the organization.

MINIMUM QUALIFICATIONS

Master's degree with coursework in Public Administration, or related field, and considerable experience working in local government in a leadership position, or an equivalent combination of education and experience.

APPLY

Visit <https://daviddrown.hiringplatform.com/148696-new-hope-city-manager/566107-application-form/en> and complete the application process by March 14, 2023. Finalists will be selected on April 10, 2023, and final interviews will be held on May 2, 2023.

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

