



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: July 5, 2023

Subject: Public Works Director Conditional Offer

Pursuant to City Council direction, staff began a recruitment process for the City's next Public Works Director with the goal to provide the selected candidate time to overlap with Public Works Director Randall prior to his retirement.

City staff began the recruitment process in May with an application deadline of June 2. The City received 9 applications. Deputy Clerk Brown and I scored the applications and narrowed the list down to 7 for interviews. The first round of interviews were conducted on June 15. Participating in the interview panel was Police Chief Antoine, Recreation Director Okey, Building Official Baker, Public Works Lead Maintenance Worker Brett DeBoer, and me. We narrowed the application pool down to 3 semi-finalists, who were asked to come in for a second interview with Deputy Clerk Brown and me.

I am pleased to recommend Charles Lehn for the Public Works Director position. Mr. Lehn has a Bachelor's Degree in Business Management from St. John's University and a Master's Degree in Public Administration from Norwich University in Northfield, VT. He has worked in a variety of roles for the City of Champlin over the past 20 years including as a Public Service Worker from 2004-2006 before being promoted to Grounds Crew Lead from 2006-2012. He was then promoted to Parks and Facilities Manager, where he has served since 2013. In 2017, he filled in as the interim Public Works Director for a year while the incumbent was dealing with a terminal illness.

Mr. Lehn has significant project management experience, overseeing multiple park and trail projects including the Mississippi Crossings project, the City of Champlin's forestry program, and oversight of grounds maintenance for 400 acres of public lands. He has grant writing experience, including successfully receiving \$4 million in grants from the 2020 State Bonding Bill for Mississippi Point Park.

Mr. Lehn has a Class C Water license and a Class SC Wastewater License with the State of Minnesota. He also has a Class A driver's license with air brake, doubles and tanker endorsements. He also has a Minnesota Tree Inspector License, a Boiler license, a General Contractor license and a Minnesota non-commercial pesticide license.

Staff has completed the criminal background check on Mr. Lehn and found it clear. Several of Mr. Lehn's references were contacted and he received stellar reviews from those we spoke with.

Staff is recommending the City Council extend a conditional offer to Mr. Lehn, subject to successful completion of a DOT drug test. Staff proposes starting Mr. Lehn at Step 7 of the City's salary schedule, or \$118,643.97. This recommendation is due to the Mr. Lehn's extensive educational background and past experience. Staff also recommends Mr. Lehn accrue vacation at 3 weeks per year. All other benefits are standard as specified in the City's Personnel Policy. If approved, Mr. Lehn's first day with the City would be Monday, August 14.

The Department Heads and I are excited to have Mr. Lehn join our team with the City of Spring Lake Park. If you have any questions, please do not hesitate to contact me at 763.784.6491.