

CITY COUNCIL AGENDA

July 12, 2021 – 6:00 p.m. City Council Meeting City Council Chambers 310 Elm Street W. Norwood Young America, MN 55368

CITY COUNCIL

- Call Meeting of City Council to Order
 1.1 Pledge of Allegiance
- 2. Approve Agenda
- 3. Introductions, Presentations, Proclamations, Awards, and Public Comment

(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)

4. Consent Agenda

(NOTE TO THE PUBLIC: All items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one or more of the items is made prior to the motion being made. Anyone present at the meeting may request an item to be removed from the Consent Agenda for discussion. Please inform the City Council when they approve the meeting agenda of your request to have an item removed for discussion.)

- 4.1 Approve minutes of June 28 and July 2, 2021 meetings
- 4.2 Approve payment of Claims
- 4.3 Approve Stiftungsfest Temporary Liquor License
- 4.4 Approve Knights of Columbus Gambling Permit
- 5. Public Hearings
 - 5.1 Ordinance No. 339, An Ordinance Amending the Text of Chapter 8, Section 830 Parks
- 6. Old Business
- New Business
 - 7.1 Adopt Ordinance No. 339, An Ordinance Amending the Text of Chapter 8, Section 830 Parks
 - 7.2 Review Oak Lane Project Permanent Drainage and Utility Easements
 - 7.3 Approve Resolution 2021-16, Transfer General Fund to Oak Lane and 2nd Avenue SE Project Funds
 - 7.4 Approve awarding quote for City Administrator Search Firm
 - 7.5 Approve scheduling a Special City Council Meeting
- 8. Council Member & Mayor and Staff Reports
- Adjournment

The following informational items have been included in the Council packet for informational purposes, council review and discussion. No action is required by the City Council: June Building Permit Report.

UPCOMING MEETINGS / EVENTS

- July 14 Economic Development Commission 6:00 p.m.
- July 15 Senior Advisory Committee 9:00 a.m.
- July 19 Finance Committee 3:00 p.m.
- July 20 Parks and Recreation Commission 4:45 p.m.
- July 20 Taste of NYA Willkommen Memorial Park
- July 21 Safety Committee 2:00 p.m.
- July 26 Work Session, EDA, City Council 6:00 p.m.
- August 3 Planning Commission 6:00 p.m.
- August 9 Personnel Committee 5:00 p.m.
- August 9 City Council 6:00 p.m.

CITY COUNCIL MINUTES



June 28, 2021 – 6:00 p.m. City Council Hybrid Meeting

https://us02web.zoom.us/j/84259203471?pwd=QlInSTVIZW 1scFo1bmVncGpaVWFYUT09 Meeting ID: 842 5920 3471

Attendees: Carol Lagergren, Charlie Storms, Mike McPadden, Craig Heher, and Alan Krueger Staff Present: Steve Helget (City Administrator), Karen Hallquist (Economic Development Director), Tony Voigt (Public Service Director), and Angela Brumbaugh (Clerk-Treasurer),

Absent:

Others: Aaron Bean (via zoom), Bratsche (via zoom), Nick Anhult-Ehlers, Inc (via zoom), Jake Saulsbury-Bolton and Menk, Terry Zellmann, Dewey and Karla Hormann

1. Call Meeting of City Council to Order

Mayor Lagergren called the meeting to order at 6:04 pm. All Council members were present.

2. Approve Agenda

Helget stated under new business under 7.6 should say 2nd Avenue. Under 7.1 Nick Anhult from Ehlers will be a little late so would like to wait until he is able to zoom in. *Motion: CS/MM to approve the agenda as amended. Motion passed 5-0.*

3. Introductions, Presentations, Proclamations, Awards, and Public Comment

4. Consent Agenda

- 4.1 Approve minutes of June 14, 2021 meeting
- 4.2 Approve payment of Claims
- 4.3 Approve Street Closure Request for Taste of NYA
- 4.4 Approve Street Closure Request for Stiftungsfest Parade *Motion: CS/CH to approve consent agenda. Motion carried 5-0.*

5. Public Hearing

6. Old Business

6.1 Review COVID-19 Protocols Updates

Brumbaugh reminded the Council wanted to discuss each month if there would be a change to meetings and discontinue hybrid meetings.

Lagergren also wanted to go through what is currently being done for Covid protocol:

- Masks in City Hall are not required if fully vaccinated, recommended if you are not fully vaccinated.
- Rental Facilities are fully open.
- Pool is fully open.

Lagergren stated she knows most Cities are going back to face to face.

Motion: CH/AK approve going back to In-Person meetings and discontinue the hybrid meetings except for individual requests extraordinary circumstances starting with the July 12th meeting and going forward. Motion carried 5-0.

7. New Business

7.1 Resolution 2021-15, Providing for the Sale of General Obligation Bonds, Series 2021A

Anhult discussed the bond process and proceeds.

- We are seeking fixed-rate and tax-exempt financing for both Oak Lane and 2nd
 Avenue.
- Do not need any public hearing for the financing.
- City contribution of \$719,000 brings the amount down to \$1,665,000.
- As long as 20% of the bond is assessable then they can be considered public improvement bonds.
- Need to have \$333,000 worth of assessments for full amount to be public improvement bonds.
- Over 10-year time frame the cost of financing would be \$120,198 or 1.39%.
- If we do not have enough assessments, we can use utility Revenue Bonds (name only) for the remaining balance.
- If an 8-year bond, then \$104,731 interest or 1.35%.
- Closing would be August 19th and funds wired into the account.
- Typically, Ehlers recommends a 7-year call date. Anything shorter and the bidders would probably increase the interest rate.
- Approximately \$16,000 interest expense between 8 and 10 years.
- Estimates are using market data as new as last week. Included a small buffer of .15%.
- Consensus was to go with a 10-year bond at this time as the City can pay it off as early as 7 years.

Motion: CH/CS to approve Resolution 2021-15, Resolution providing for the Sale of up to \$1,635,000 General Obligation Bonds, Series 2021A. Motion passed 5-0.

7.2 Adopt Ordinance No. 336, Rezoning certain Lots South of Railroad Street and North of the Railroad from Faxon Road to Progress Street and to approve the Summary Publication

Smith-Strack stated this is something the Council requested the Planning Commission look at this.

- After the meeting it was recommended to bring it forward to Council for approval.
- Going from C-3 Downtown District to RC-1 Residential Commercial District. Lots standards and Parking standards will apply.
- Heher stated it was decided that it should be made more conducive to what is already there.
- More fitting of properties.

Motion: CH/AK to approve Ordinance No. 336 an Ordinance rezoning certain property south of Railroad Street and North of the Railway between Faxon Road and Progress Street from C-3 Downtown District to RC-1 Residential Neighborhood Commercial District. Motion passed 5-0.

Motion: CH/MM to approve the summary of Ordinance No. 336. Motion passed 5-0.

7.3 Adopt Ordinance No. 337, Amending Section 1230.08 of the City Code relating to Conditional Uses in the RC-1, Residential/Neighborhood Commercial District and to approve the Summary Publication

Smith-Strack stated while the Planning Commission was discussing the potential of rezoning what was rezoned there was a discussion about some entities coming forward and inhabiting some buildings that are currently vacant.

 One of the items that was brought up was auto, atv, and personal watercraft sales as they aren't allowed in the RC-1 district.

- Council had some concerns on-street parking and use of lot area when it was brought forward in a workshop session.
- The conditions are the volume of vehicles is self-limiting.
- Display area has to be on the lot and provide for parking.
- Must have an office in the building.
- There has to be a place in the building to do business and can't be completely online.
- Could have some minor auto repair but not more than 50% of the space.
- Public Hearing was held on June 1st with no feedback from the audience.

Motion: CH/CS to approve Ordinance No. 337, an Ordinance Amending Section 1230.08 of the City Code relating to Conditional Uses in the RC-1, Residential/Neighborhood Commercial District. Motion passed 5-0.

Motion: CH/MM to approve the summary of Ordinance No. 337 amending City Code Chapter 12 Land Use. Motion passed 5-0.

7.4 Adopt Ordinance No. 338, Amending Zoning District Intent Statement and to approve the Summary Publication

Smith-Strack stated Ordinance No. 338 is to help promoted consistency with the comprehensive plan and zoning ordinance. We have to be sure the plan and the code are consistent within two years.

- There was some discrepancy in the narrative between the future land use classification and the zoning use classification and the simple fix is to fix the zoning use intent classification.
- A sentence was added to tie it to the land use.
- Public hearing was held, and Planning Commission approved placing it into effect.

Motion: CH/CS to approve Ordinance No. 338, an Ordinance amending Chapter 1230 of the City Code by adding corresponding future land use classifications to zoning district intent statement. Motion passed 5-0.

Motion: CH/AK to approve the summary of Ordinance No. 338 amending Chapter 1230. Motion passed 5-0.

7.5 Approve Appraised Value of Industrial Blvd Property

Hallquist stated Andrew Wendlandt of Compeer Financial appraised the 4.76-acre Cityowned parcel on Industrial Blvd.

- This is the last buildable lot in the B1 District.
- 1.8 acres has no development restrictions.
- 2.96 acres is wetlands and unable to be built on.
- Comparisons done from Hutchinson, Waconia, Jordan, and Mayer.
- His suggested market value is \$211,500.
- The .77 acres doesn't bring any value to the land due to the trail and storm sewer.
- The relocation of the trail was discussed with Public Service Director, Tony Voigt.
- Does the City want to sell?
- Desired Sale Price?
- Cost of relocating the trail taken into consideration? It was decided the City Staff could take the trail out but would need to hire someone to replace it.
- Do we want a listing agent or use our City Attorney?
- Per our Attorney, there can be restrictions with selling the property although it may not be restricted in the zoning.

Motion: CL/CS to approve listing City-owned parcel ID 58.8500111 with the City as our own agent for the minimum sale price of \$211,500 with requirements of the Purchaser sharing their intended use of the property, not to include the resale of the parcel and a timeline to completion. Motion passed 5-0.

7.6 Discuss 2nd Street & Utility Improvement Project Phase II

Saulsbury discussed that they are working on 2nd Street phase I with Oak Lane starting in July.

- Format is the same as what was done for phase I.
- Estimated fee is \$17,600 which is similar to the Phase I. Some of the preliminary work was already done in Phase I and doesn't have to be repeated.
- Feasibility and Preliminary Design estimated fee is \$38,300.
- Public Hearing estimated fee is approximately \$18,000.
- Assumption is the lump sum assessment will be done as it was before.
- Total fee is \$63,700 including \$6,000 for an outside firm to do some geotechnical work.
- Rough schedule would have a public hearing in the fall.

Motion: CH/MM to approve Bolton & Menk's proposal to complete the 2nd Avenue SE Street & Utility Reconstruction Preliminary Design and Feasibility Study. Motion passed 5-0.

7.7 Discuss Sacket-Waconia Land Sale Price

Helget stated Sacket Waconia had talked about expanding their business and approached the City on purchasing land in the Industrial Park.

- At this time, Sacket-Waconia is not sure when they will do the expansion.
- Initially they only wanted 8 acres.
- Sacket-Waconia's concerns were to be land locked.
- City could use TIF on the building project.
- If the land is sold now, the land wouldn't qualify for TIF later.
- Sacket Waconia could sell the land later.
- Finance committee recommended 8 acres at \$0.50 per square foot and 6 acres for \$1.00 per square foot.
- Discussion was that they need to provide a site plan.
- Possibility of starting a new Industrial Park with more B-1 if this is sold.
- Needs to be platted as one lot and intent to be built on within 5 years.

Motion: CL/CS to offer the sale of Lots 2 and 3, Block 1 of the Tacoma West Industrial Park for 8 acres at \$0.50 per sq. ft. and 6 acres for \$1.00 per sq. ft. with the requirement that the current lot in addition to lots 2 and 3 be replatted, at purchaser's expense as one lot and the purchaser shows an intent to the City to build within 5 years with a minimum of a site plan to the City. Failure to provide a site plan within 5 years will result in an additional cost of the difference of \$1.00 per square foot and the \$0.50 per square foot.

7.8 Approve Highway 212 Trail Lighting Installation Project Change Order No. 2

Helget stated the original deadline for this year was June 30th and they will not make that. The request is to change the deadline to August 27th to give them plenty of time in case there are some unforeseen circumstances.

They feel it will take about 2-3 weeks.

Motion: CS/CH to approve the Highway 212 Lighting Installation Project Change Order No. 2. Motion passed 5-0.

7.9 Approve quote for painting exterior of Pavilion

Voigt state he requested quotes to have the exterior of the Pavilion painted. He received three quotes:

- Flint Painting \$5,930 but he didn't have his insurance at the time of the print, so it isn't submitted on our form yet. He asked for an additional \$450 for the additional insurance he would need to get. His total cost would be \$6,380.
- Fiedler Painting \$8,400
- Tip Top Painting \$18,500
- Deadline of project is August 20th to be completed before Stiftungsfest.
- Taste of NYA is July 20th.
- There are some volunteers to help prep.
- Flint stated they can get in done in 2 weeks, but a reminder of the Taste of NYA is around that time.

Motion: MM/CS to hire Flint Painting at a cost of \$6,380 to paint the Pavilion exterior. Motion passed 5-0.

7.10 Review 2021 Budget Quarterly Revenue/Expenditure and Investments Reports

Brumbaugh stated the revenue and expenditures go through May 31, 2021.

- General Fund Budget is \$2,474,220
- Revenue is at 9% and Expenses at 38.5%
- Taxes will be coming in the beginning of July.

8. Council Member & Mayor and Staff Reports

Heher (Planning Commission): Nothing new.

Krueger: (Senior Advisory and Stiftungsfest): Gave an update at the Senior Advisory. Helget made a presentation on the transportation for Elderly.

Storms (Parks and Rec): Added a new Parks Commissioner. Talked about Old Town Building, lighting, pool upgrades, Arbor Day Celebration, City ball field and animals. VFW asked to hang a flag at the Pavilion. Looking at spots. Next year's agenda looking at projects.

McPadden (EDC): No meetings

Lagergren (Mayor): Personnel is working on job descriptions. Transportation funding has been covered.

Helget (City Administrator): Nothing to add.

Motion: MM/CS to adjourn at 7:41 PM. Roll call vote. Motion passed 4-0.

Respectfully Submitted,	
	Carol Lagergren, Mayor
Angela K. Brumbaugh, Clerk-Treasurer	

CITY COUNCIL WORK SESSION Minutes

June 28, 2021 – 6:00 p.m.

EDA / City Council Meetings; followed by Work Session
Hybrid Meeting

https://us02web.zoom.us/j/84259203471?pwd=QlinSTVIZW 1scFo1bmVncGpaVWFYUT09

Meeting ID: 842 5920 3471



Attendees: Carol Lagergren, Charlie Storms, Mike McPadden, Craig Herer, and Alan Krueger Staff Present: Steve Helget (City Administrator), Karen Hallquist (Economic Development & Marketing Director), and Angela Brumbaugh (Clerk-Treasurer),

Absent:

Others: Karla Hormann (Parks and Rec Commission), Dewey Hormann, Terry Zellmann

1. Call Meeting of Work Session to Order

Mayor Lagergren called the meeting to order at 7:41pm. All Council Members were present.

2. Approve Agenda

Motion: CH/CS to approve the agenda. Motion passed 5-0.

3. Discuss Strategic Planning Session Summary

Lagergren stated we talked about working through some of the items discussed in the strategic planning session at workshops. Some of the big topics:

- Orderly annexation plan Steve will present in our August Workshop meeting
- This will show what is available in the Industrial Park and Housing Developments
- Prioritizing what kind of businesses we would like to see brought to town. High priorities and low priorities.
- Intent is so Karen and Steve can get a better handle of how the Planning Commission or Council will respond.
- Maybe can create a priority list and under which group such as dog park is under Parks, spot well under Utilities, etc.
- Objectives for Business Development Incentives.
- Downtown streetscaping.
- Discussed how we get Developers into town.
- Helget has been reaching out to Developers which is different than builders and he was
 just contacted by one today.
- Reaching out to other Cities to see what they are doing.

4. Discuss Willkommen Memorial Park Old Town Buildings

- Storms stated Parks has been talking a long time to figure out how to put specs out.
- Over the last two months we have been rejected by a couple of Engineers because they
 don't have time to draw up specs.
- Now looking at what if we tear it down and build new. What would the number be.
- Maybe some of the Engineers could give us an idea of the cost of rebuilding
- Harms stated Parks is concerned that it still has that Old Town look and feel.
- Voigt stated he met with another perspective consultant and told him we are trying to figure out between rebuild and repair.
- The stucco is a lot of extra labor.
- In 2016 we had an estimate of \$150,000-\$200,000 and the Engineer says we should take another 60% more. That didn't include door or windows.
- The Architect says the exterior is a phase of its own.

- Lagergren stated basically we need to get something out because it is going to take time to get this done including budgeting.
- Voigt stated he is exploring some other options that are more Architect based because the other three firms were too busy and couldn't give us anything.
- They (Architects) understand their specs and plans would be paid for and they would have to bid on the job like any other company.
- Architects felt it was fairly sound.
- Voigt asked if they could put a proposal together with a rough estimate. They have a copy of the plan from previous year.
- Lagergren asked if there is any cost. Voigt stated not at this point they are only working on proposals.
- It was discussed if we should put another \$100,000 in the budget so we have \$200,000 in the budget.
- The intent is probably not get it all done this year.
- Storms stated it may depend on the finishing of it. \$200,000 probably wouldn't include stucco.
- Asked about phasing and the Architects stated the entire exterior is one phase.
- The Architects do know it is very important for the exterior to look like it does now.
- Dewey Hormann attended the meeting representing the Young America Cardinals
- Cardinals are not opposed to tearing it down and starting over but they would like to be a part of the planning.
- Cardinals have many professionals that would be willing to help where they can.
- Cardinals would like to have a better equipped kitchen.

5. Adjournment

Motion: MM/CH to adjourn at 8:07 p.m. Motion passed 5-0.

Respectfully Submitted,		
	Carol Lagergren, Mayor	
Angela K. Brumbaugh, Clerk-Treasurer		



CITY COUNCIL SPECIAL MEETING Minutes July 2, 2021 – 8:00 a.m. City Council Special Meeting Minutes

Attendees: Carol Lagergren, Charlie Storms (via zoom), Craig Heher, Alan Krueger, Craig Heher, and Mike McPadden

Staff Present: Steve Helget (City Administrator), Karen Hallquist (Economic Development Director), Tony Voigt (Public Service Director), and Angela Brumbaugh (Clerk-Treasurer)

Others:

1. Call Special Meeting of City Council to Order

Mayor Lagergren called the meeting to order at 8:00 a.m. All members were present.

1.1 The Pledge of Allegiance was recited.

2. Approve Agenda

Motion: MM/CH to approve the agenda, as submitted. Roll Call Vote. Motion passed 5-0.

- 3. Introductions, Presentations, Proclamations, Awards, and Public Comment
- 4. Public Hearing
- 5. Old Business

6. New Business

6.1 Accept Resignation of City Administrator

A resignation from Steve Helget has been included in the packet. Lagergren stated his last official day will be July 31, 2021, with any unused PTO being paid out and no additional benefits after July 31, 2021.

Motion: CH/AK to accept the resignation of Steve Helget, City Administrator effective July 31, 2021. Roll call vote. Motion passed 5-0.

6.2 Approve posting City Administrator position

Lagergren stated we have two options: we can create our own posting for the League of MN Cities website and other areas, or we can hire a consultant which usually takes about 3-6 months at a cost of \$15,000-\$20,000, with some additional expenses. Consulting firms would do the following:

- Create a profile and market the community.
- Screen the applicants.
- Work through the contracting with the city.
- Deadline for returning the Consulting RFQs would be on the next Council meeting.

There is also a packet from the League on the process for hiring an Administrator.

The consensus is to send out RFQs and look at consulting firms.

6.3 Approve updated job description for City Administrator Position

Lagergren stated the Personnel Committee is working on job descriptions and this is the most current. Each item is shown with a bullet in order to make them more user-friendly. Most items

are the same as the previous description, but the Nuisance Complaints have been added to the job description.

Motion: CH/MM to approve the amended job description for the City Administrator in the packet dated July 2, 2021. Roll Call Vote. Motion passed 5-0.

7.:	Adjourn	ment
		110114

Motion: MM/CH to adjourn at 8:14 a.m. Roll Call vote. Motion passed 5-0.

Respectfully Submitted,		
	Carol Lagergren, Mayor	—
Angela K. Brumbaugh, Clerk-Treasurer		



VOUCHER LIST / CLAIMS ROSTER and CHECK SEQUENCE

To Be Approved: July 12, 2021

Payroll EFT Check # Check #	506662 - 506668 -	506667 Council 506701 Reg Payroll	\$ \$	8,843.07 26,126.12
Voided Check Check #	<u>s</u>		\$	*
Prepaids Check #	-		\$	7 2
Claims Pendin Check # Wire Transfer	g Payment 32027 -	32084	\$	82,946.36
<u>Cardmember</u>	e-check			
		Grand Total	\$	117,915.55

CITY OF NORWOOD YOUNG AMERICA

eck# Che	ck Date	Vendor Name	Amount Invoice	ce Com	ment
100 CHECK	ING		TO THE REPORTS	rica Folio masima	*** . L : : :
32027	07/12/2	ABDO, EICK, & MEYERS			
E 101-415	00-301	Auditing and Acct g Servic	\$800.00	446187	FINANCIAL REPORTING FORM
		Total	\$800.00		THE WORLD REPORTED TO THE PORTED TO THE PORT
32028	07/40/04	MPIN PERSON TRANSPORT			
E 101-452	07/12/21 กณ≎วร	HEN BEDI GIAD IEGINIOE			
L 101-402	00-223	Repair/Maintenance Bldg/	\$4,210.00	68503	DONATION BENCHES
		Total	\$4,210.00		
32029	07/12/21	BOLTON & MENK, INC			
E 101-415		Engineering Fees	\$4,572.00	271093	INDUSTRIAL PARK
E 496-4310		Engineering Fees	\$855.00	271094	OAK LANE
E 101-4150		Engineering Fees	\$282.00	271096	MISC ENGINEERING
E 495-4310	00-303	Engineering Fees	\$3,725.50	271098	2ND AVE RECON & LIFT STATION
		Total	\$9,434.50		
32030	07/12/21	CARQUEST AUTO PARTS			
E 101-4220	00-221	Repair/Maintenance Equip	\$52.23	5927-232253	MICRO TOWELS, WIZARDS SHINE
E 101-4986	80-223	Repair/Maintenance Bldg/	\$3.66		RED SILICONE
E 101-4310	0-221	Repair/Maintenance Equip	\$20.31	5927-232540	
		Total	\$76.20		
32031	07/12/21	CARVER COUNTY ATTORN	IFYS OFF		
E 101-4150	0-307	Prosecution Contract	\$1,790.26		2ND QTR FINES
		Total	\$1,790.26		ZIAD QIV FINES
32032	07/12/21	CARVERLINK - CARVER CO) BPOADBA		
E 101-4194	0-321	Telephone	\$253,54		
E 601-4940	0-321	Telephone	\$130.89		
E 602-4945	0-321	Telephone	\$81.75		
E 101-4220	0-321	Telephone	\$137.42		
E 101-4310	0-321	Telephone	\$126.02		
E 101-4520	0-321	Telephone	\$54.01		
E 101-4986	0-321	Telephone	\$40.87		
E 101-4194	0-321	Telephone	\$171.77		
E 101-4310	0-321	Telephone	\$78.46		
E 101-4132	0-321	Telephone	\$78.46		
E 101-4140	0-321	Telephone	\$78.46		
E 101-4650		Telephone	\$26.15		
E 101-4210		Telephone	\$130.77		
E 101-4550	0-321	Telephone	\$130.77		
		Total	\$1,519.34		
32033	07/12/21	CENTERPOINT ENERGY			
E 101-41940	0-383	Gas Utilities	\$78.30		
E 101-42200	0-383	Gas Utilities	(\$3.20)		
E 101-43100	0-383	Gas Utilities	\$104.35		
E 101-45200		Gas Utilities	\$98.16		
E 601-49400	0-383	Gas Utilities	\$55.53		
E 602-49450)-383	Gas Utilities	\$327.34		

E 101 40	9860-383	Con I Milition	A		E W - 17
E 101-48	9860-383	Gas Utilities	\$551.87	_	
		Total	\$1,212.35		
32034	07/12/21	COMMERCIAL ASPHALT CO			
E 101-43	3100-224	Street Maint Materials	\$466.21	210615	HOTMIX
		Total	\$466.21	-	
32035	07/12/21	COMPLETE ENLANGIAL			
	3500-305	COMPEER FINANCIAL Other Professional Fees	\$4 E00 00	40440004	APPRAIR ALL COLORS
L 101 40	5000-500	Total	\$1,500.00	18440831	APPRAISAL ON CITY OWNED LOT
		IOldi	\$1,500.00		
32036	07/12/21	CORE AND MAIN			
E 603-49	9500-223	Repair/Maintenance Bldg/	\$2,527.90	P001639	GOLDFLO
E 601-49	9400-223	Repair/Maintenance Bldg/	\$738.38	P143555	CURB BOX
		Total	\$3,266.28	•	
32037	07/12/21	DROEGE, BRAD			
E 101-42		Operating Supplies	\$155.93		MEDICAL SUPPLIES
		Total	\$155.93	-	MEDICAL SUPPLIES
		ТОМІ	ψ100.93		
32038	07/12/21	FASTENAL COMPANY			
E 101-41	940-223	Repair/Maintenance Bldg/	\$139.59	MNCHA3634	SCREWS FOR TIN AT WILLKOMMEN
		Total	\$139.59		
32039	07/12/21	FDSAS			
E 101-42	200-210	Operating Supplies	\$501.00	2147	TRADITIONAL HELMET, CAIRNS
		Total	\$501.00		TO BITTO THE FILL IT, CAINING
32040	07/12/21	FLOW MEASUREMENT AND	CONTROL		
E 602-49		Repair/Maintenance Bldg/	\$534.00	1267	ELOW METER
		Total	\$534.00	1207	FLOW METER
			\$334,00		
32041	07/12/21	FRITZ, DANNY			
R 601-49	400-36200	Miscellaneous Revenues	\$189.37		OVERPAYMENT OF FINAL WATER BILL
		Total	\$189.37		
32042	07/12/21	GRAINGER			
E 601-49	400-223	Repair/Maintenance Bldg/	\$55.89	9947140738	TEMP WATER SERVICE PARTS
		Tota!	\$55.89		
32043	07/12/21	HEALTH PARTNERS			State of the state
G 101-21		Hospitalization/Medical In	\$11,001.31	106035263	INSTIDANCE
		Total	\$11,001.31	100030203	INSURANCE
		Total	\$11,001.31		
2044	07/12/21	HOME SOLUTIONS			
E 101-498		Repair/Maintenance Bldg/	\$13.49	A176345	PUSH BROOM
E 601-494		Repair/Maintenance Bldg/	\$5.12	A176346	WATER METER
E 101-419	-	Repair/Maintenance Bldg/	\$69.23	A176373	TRASH BAGS
E 101-419		Repair/Maintenance Bldg/	\$4.04	A176435	DUST PAN
E 101-498		Repair/Maintenance Bldg/	\$2.51	A176687	BUSHING
E 101-419	940-223	Repair/Maintenance Bldg/	\$57.13	A176830	FILTER
E 101-419		Repair/Maintenance Bldg/			

E 101 41040 000	Daniel Barrier	- 400 CC - 100 CC		mment
E 101-41940-223	Repair/Maintenance Bldg/	\$17.99	A177431	BLADE
E 101-45200-223	Repair/Maintenance Bldg/	\$14.00	A177441	COVER, TRAY LINER
E 101-41940-223	Repair/Maintenance Bldg/	\$29.31	B223983	ROPE, LINK
E 101-41940-223	Repair/Maintenance Bldg/	\$14.46	B224207	FILTER, BULBS
E 101-41940-223	Repair/Maintenance Bldg/	\$23.81	B224216	FILTER
E 101-41940-223	Repair/Maintenance Bidg/	\$5.66	B224223	CONNECTOR
E 101-49860-223	Repair/Maintenance Bldg/	\$36.66	B224304	PRIMER, CEMENT, ELBOW, COUPLING
E 101-49860-223	Repair/Maintenance Bldg/	\$7.63	B224315	COUPLINGS
E 101-49860-223	Repair/Maintenance Bldg/	\$47.62	B224344	CONCRETE MIX, CLIP, WIRE
E 101-49860-223	Repair/Maintenance Bldg/	\$6.10	B224345	CLINCHER, CLAMP
E 101-49860-223	Repair/Maintenance Bldg/	\$11.69	B224359	CONNECTOR
E 101-49860-223	Repair/Maintenance Bldg/	\$22.46	B224363	CONCRETE MIX
E 602-49450-223	Repair/Maintenance Bldg/	\$20.69	B224376	BOX FAN
E 101-45200-221	Repair/Maintenance Equip	\$8.54	B224442	PIPE CAP
E 101-49860-223	Repair/Maintenance Bldg/	\$7.46	B224574	FLUO TUBE
E 101-45200-223	Repair/Maintenance Bldg/	\$23.81	B224595	NIPPLE, SEAL TAPE, ADHESIVE
E 602-49450-223	Repair/Maintenance Bldg/	\$9.43	B224811	NIPPLE & ELBOW
E 101-49860-223	Repair/Maintenance Bldg/	\$2.69	B224818	POLY ADAPTER
E 101-41940-223	Repair/Maintenance Bldg/	\$35.08	B224871	VENT CAP, SCREWS
E 101-41940-223	Repair/Maintenance Bldg/	\$16.10	B224885	MISC HARDWARE
E 101-41940-223	Repair/Maintenance Bldg/	\$49.47	B225040	BULB
E 101-49860-223	Repair/Maintenance Bldg/	\$23.63	B225077	POOL PUMP
E 601-49400-223	Repair/Maintenance Bldg/	\$21.76	B225227	CONNECTOR, MISC HARDWARE
E 101-41940-223	Repair/Maintenance Bldg/	\$0.71	B225252	SEAL
E 101-41940-223	Repair/Maintenance Bldg/	\$8.45	B225435	TUBE
E 101-41940-223	Repair/Maintenance Bidg/	\$1.61	B225445	PLUG
E 101-49860-223	Repair/Maintenance Bldg/	\$7.53	B225608	POOL
	Total	\$638.45		. 332
32045 07/12/21	JESSE HACKBARTH CONS	TRUCTION		
E 101-42200-210	Operating Supplies	\$217.50	266	SOFTENED CALT
	Total	\$217.50	200	SOFTENER SALT
22046 07/40/04	100000			
32046 07/12/21	KWIK TRIP INC.	_		
E 101-43100-212	Motor Fuels	\$424.51		FUEL
E 101-45200-212	Motor Fuels	\$59.85		FUEL
	Total	\$484.36		
3 2047 07/12/21	LOCAL LAWN CARE			
E 101-41320-314	Contracts Payments	\$191.75	4798	LAWN ABATEMENT
E 101-41320-314	Contracts Payments	\$195.00	4950	STRIP MALL MOWING
	Total	\$386.75		
32048 07/12/21	LOFFLER - 131511			
E 101-41400-437	Maintenance Contract	\$1,945.44	3763106	copier fees
	Total	\$1,945.44	27 00 100	oobio: iees
	· Viui	φ1,949.4 4		
2049 07/12/21	MAC QUEEN EQUIPMENT			
E 600 40450 004	Repair/Maintenance Equip	\$310.00	P35515	IETTER TRUCK
E 602-49450-221	repair/viaintenance Equip	40.00	1 00010	JETTER TRUCK

32050 07/12/21	MAYER LUMBER CO.			
E 101-41940-223	Repair/Maintenance Bldg/	\$75.43	203007	SPORTS COMPLEX CONCESSION STA
	Total	\$75,43		OF OTTO COMM EEX COMCESSION STA
32051 07/12/21	MCKENZIE, DEBORAH			
R 101-49860-38073	Swimming Lesson Fees	\$35.00	-	SWIM LESSON REFUND
	Total	\$35.00		
32052 07/12/21	MENARDS			
E 602-49450-223	Repair/Maintenance Bldg/	\$169.00	41234	SUMP PUMP, TRANSFER PUMP, UTILIT
E 101-49860-223	Repair/Maintenance Bldg/	\$204 08	41224	BLADES
_ 101 10000 220	repair/violintenaries biogr	\$204.98	41234	SUMP PUMP, TRANSFER PUMP, UT!LIT BLADES
E 101-43100-223	Repair/Maintenance Bldg/	\$57.97	41234	SUMP PUMP, TRANSFER PUMP, UTILIT
	Table		-	BLADES
	Total	\$431.95		
32053 07/12/21	METRO VENT			
E 101-41940-223	Repair/Maintenance Bldg/	\$1,021.00	1893	AC UNITS AT CITY HALL & LIBRARY
	Total	\$1,021.00		
32054 07/12/21	METRO WEST INSPECTION	SERVICES		
E 101-42400-312	Building Inspection Fee	\$1,519.25	2896	BUILDING PERMITS
E 101-42400-328	Rental Dwelling Inspection	\$50.00	2896	RENTAL DWELLING
	Total	\$1,569.25		
32055 07/12/21	MID-COUNTY CO-OP OIL AS	SN		
E 101-43100-212	Motor Fuels	\$332.61	61732	DYED DIESEL
E 101-45200-212	Motor Fuels	\$166,30	61732	DYED DIESEL
E 601-49400-212	Motor Fuels	\$166.30	61732	DYED DIESEL
E 602-49450-212	Motor Fuels	\$166.30	61732	DYED DIESEL
E 101-42200-212	Motor Fuels	\$252.59	61732	DYED DIESEL
E 101-42200-212	Motor Fuels	\$29.40	61827	DYED DIESEL
E 601~49400-212	Motor Fuels	\$192.24	61827	DYED DIESEL
E 602-49450-212	Motor Fuels	\$192.24	61827	·
E 101-45200-212	Motor Fuels	\$192.24		DYED DIESEL
E 101-43100-212	Motor Fuels	\$384.47	61827	DYED DIESEL
	Total	\$2,074.69	61827	DYED DIESEL
22056 07/40/04		,		
32056 07/12/21 E 101-45200-418	MINI BIFF Other Postels (Riffe)	# 400.40		
E 101-45200-418	Other Rentals (Biffs)	\$122.40	A-123426	LEGION PARK
E 101-45200-418	Other Rentals (Biffs)	\$229.50	A-123794	SPORTS COMPLEX
_	Other Rentals (Biffs)	\$132.60	A-123795	FRIENDSHIP PARK
E 101-45200-418	Other Rentals (Biffs)	\$132.60	A-123818	PRAIRIE DAWN PARK
rm.,	Total	\$617.10		
3 2057 07/12/21	MINNESOTA VALLEY TESTIN	IG LAB		* **
E 602-49450-217	Lab Fees	\$37.10	1094593	PHOSPHORUS
E 602-49450-217	Lab Fees	\$37.10	1095825	PHOSPHORUS
E 602-49450-217				

CITY OF NORWOOD YOUNG AMERICA

32058 07/12/21	MN VALLEY ELECTRIC CO	PERATIVE		
E 602-49450-381	Electric Utilities	\$34.68		LIFT STATION
E 101-43100-381	Electric Utilities	\$100.37		STREET LIGHTS
E 601-49400-381	Electric Utilities	\$23.64		640 TACOMA BLVD
	Total	\$158.69	•	
32059 07/12/21	MRI SOFTWARE LLC			
E 101-43100-310	Other Professional Servic	\$44.95	SRNI100469	backgroung check
	Total	\$44.95	-	
32060 07/12/21	STAR Group, LLC			
E 101-45200-221	Repair/Maintenance Equip	\$18.86	306734	AIR FILTER
E 101-45200-221	Repair/Maintenance Equip	\$18.86	306735	AIR FILTER
E 101-49800-221	Repair/Maintenance Equip	\$26.30	306746	AIR FILTER
	Total	\$64.02		
3 2061 07/12/21	NELSON ELECTRIC MOTOR	REPAIR I		C. K.
E 602-49450-221	Repair/Maintenance Equip	\$2,011.00	1640	WEST COURT LIFT STATION
E 602-49450-221	Repair/Maintenance Equip	\$1,067.00	1641	ELM STREET LIFT STATION
E 602-49450-223	Repair/Maintenance Bldg/	\$965.00	1653	SERENITY LIFT
E 602-49450-223	Repair/Maintenance Bldg/	\$1,230.00	1654	RAILROAD LIFT
	Total	\$5,273.00		
3 2062 07/12/21	MENZEL, ALICIA			
E 101-41400-331	Travel/Meeting Expense	\$22.40		MILEAGE
E 101-41400-331	Travel/Meeting Expense	\$7.99		COFFEE FOR STRATEGIC PLANNING
	Total	\$30.39		
3 2063 07/12/21	NORTH AMERICAN SAFETY			
E 601-49400-211	Personal Protection Equip	\$57.00	INV58203	SAFETY HARNESS
E 602-49450-211	Personal Protection Equip	\$57.00	INV58203	SAFETY HARNESS
E 101-43100-211	Personal Protection Equip	\$57.00	INV58203	SAFETY HARNESS
	Total	\$171.00		
2064 07/12/21	NORWOOD ELECTRIC INC			
E 101-43100-380	Street Lighting	\$337.99	16985	REPAIR MAIN ST LIGHTS
E 101-45200-223	Repair/Maintenance Bldg/	\$85.00	17018	ABANDON WIRING
	Total	\$422.99		
2065 07/12/21	NORWOOD YOUNG AMERIC			
E 101-41300-350	Print/Publishing/Postage	\$41.58	841545	ALL SAINTS SIGN
E 101-41400-350	Print/Publishing/Postage	\$589.68	842663	2020 FINANCIAL REPORT
E 101-41400-350	Print/Publishing/Postage	\$34.02	842664	SECTION 830.10
	Total	\$665.28		
2066 07/12/21	OEM SERVICE CO, LLC			
E 101-42200-542	FD Equipment	\$1,297.22	032917	RESCUE 11
	Total	\$1,297.22		
2067 07/12/21	OPATRNY, EUGENE			
	Miscellaneous Revenues			

CITY OF NORWOOD YOUNG AMERICA

neck#	Check Date	Vendor Name	Amount Invoi	ce Com	nment
		Total	\$57.07		1 . Z . Z T
32068	07/12/2	1 PROMOTION GRAPHICS		T 17 AVE	74. A.
E 10	1-42200-542	FD Equipment	\$926.00	20215879	RESCUE 11
E 10	1-42200-542	FD Equipment	\$897.00	20215887	RESCUE 11
		Total	\$1,823.00	-	
32069	07/12/2	1 RUPP, ANDERSON, SQUII	RES, PA		
E 10	1-41500-304	Legal Fees	\$954.00	13070	ATTORNEY FEES
		Total	\$954.00	•	
32070	07/12/2	1 SAM'S TIRE SERVICE	B-0444-4-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-	PER THE STATE STAT	
E 10	1-43100-221	Repair/Maintenance Equip	\$326.00	173960	FIX TIRE
		Total	\$326.00	-	
32071	07/12/2	1 R.E. SMITH OIL & TIRE CO	D., INC		
E 10	1-49800-212	Motor Fuels	\$190.19		
E 10	1-45200-212	Motor Fuels	\$66.03		
E 10	1-42200-212	Motor Fuels	\$161.96		FIRE DEPT FUEL
		Total	\$418.18	-	
20070	07/40/0	4			
32072 F 83	07/12/2 [:] 2 -4 5250-470	· · · · · · · · · · · · · · · · · · ·			
	3-45250-470	Donation Expense Donation Expense	\$310.56	60560	NYLOCK NUT, POWDERCOAT, CAD DRAWIN
L 05.	5-45250-470	•	\$310.56	60560	NYLOCK NUT, POWDERCOAT, CAD DRAWIN
		Total	\$621.12		
32073	07/12/2	***************************************	С		
E 10 ²	1-41320-305	Other Professional Fees	\$1,120.00	11 7 7	PLANNING CONSULTANT
		Total	\$1,120.00		
32074	07/12/2	sw corridor trans co	DALITION		
E 101	l-41110-433	Dues and Subscriptions	\$2,500.00		2021 DUES
		Total	\$2,500.00		
32075	07/12/2 ⁻	TWIN CITIES & WESTERN	RAILROAD		
E 101	I-43100-440	Lease	\$334.40	M900115-IN	ANNUAL FEE
E 101	I-43100-440	Lease	\$364.25	M900116IN	ANNUAL FEE
		Total	\$698.65	_	
32076	07/12/21	UNCOMN TAP LINE CLEA	NING		
E 101	-41940-223	Repair/Maintenance Bldg/	\$40.00	21361	PAVILION LINE CLEANING, GAS LINE &
		_		CHECKVALVE	CHECKVALVE
		Total	\$40.00		
32077	07/12/21				
E 602	-49450-210	Operating Supplies	\$529.91	646553	CHLORINE, METER SEALS
		Tetal	\$529.91		
		Total	4020.01		
32078	07/12/21				
	07/12/21 -49450-217			109281	COBD, TSS TESTING

07/09/21 1:15 PM Page 7

32079 07/12/21	VERIZON WIRELESS			
E 101-45200-321	Telephone	\$63.15		
E 101-43100-321	Telephone	\$147.36		
E 601-49400-321	Telephone	\$79.37		
E 602-49450-321	Telephone	\$179.20		
E 101-42200-321	Telephone	\$175.05		FIRE DEPT
	Total	\$644.13	-	
32080 07/12/21	VIVID IMAGE			
E 101-41400-437	Maintenance Contract	\$150.00	17734	UPDATES, MAINTENANCE, TECH SUPPOR
	Total	\$150.00	-	
32081 07/12/21	WM CORPORATE SERVICES, INC.			
E 101-45200-223	Repair/Maintenance Bldg/	\$485.08		219 WILSON
	Total	\$485.08		
32082 07/12/21	WEGNER, JAMES & DIANE			
R 601-49400-36200	Miscellaneous Revenues	\$84.83		OVERPAYMENT OF FINAL WATER BILL
	Total	\$84.83		
32083 07/12/21	WM MUELLER & SONS INC			
E 101-45200-223	Repair/Maintenance Bldg/	\$1,300.00	21-186	VETS PARKING LOT
E 832-45250-470	Donation Expense	\$4,094.50	21-186	VETS PARKING LOT
E 833-45250-470	Donation Expense	\$4,094.50	21-186	VETS PARKING LOT
E 101-43100-224	Street Maint Materials	\$1,025.28	266116	1/2 WEAR
E 101-43100-224	Street Maint Materials	\$381.91	266443	TAC OIL
E 101-43100-224	Street Maint Materials	\$252.00	266539	3/8 FINE
E 101-41940-223	Repair/Maintenance Bldg/	\$37.05	266616	SCREENED FILL
E 101-43100-224	Street Maint Materials	\$960.79	266617	TAC OIL
E 101-43100-224	Street Maint Materials	\$251.28	266732	3/8F FINE
E 101-43100-224	Street Maint Materials	\$529.44	266806	3/8 FINE
E 101-43100-224	Street Maint Materials	\$335.13	267044	TAC OIL
E 101-43100-224	Street Maint Materials	\$252.00	267088	3/8 FINE
E 101-43100-224	Street Maint Materials Total	\$335.85 \$13,849.73	267131	TAC OIL
32084 07/12/21	XCEL ENERGY			
E 101-43100-380	Street Lighting	\$103.35		313 CENTRAL AVE S
E 601-49400-381	Electric Utilities	\$2,802.06		104 3RD AVE SE
E 101-43100-381	Electric Utilities	\$81.06		300 FAXON ROAD N
	Electric Utilities	\$13.80		710 RAILROAD ST E
E 101-45200-381				- · • • • • • • • • • • • • • • • • • •
E 101-45200-381	Total	\$3,000.27		

07/09/21 1:15 PM Page 8

CITY OF NORWOOD YOUNG AMERICA

Check # Check Date Vendor Name	Amount	Invoice	Comment
Fund Summary	77.7 38.2 32 77		To all Marrie Telesco
10100 CHECKING			
101 GENERAL FUND	\$53,626.15		
495 2nd AVE LIFT STATION-STR RECON	\$3,725.50		
496 OAK LANE IMPR PROJECT	\$855.00		
601 WATER FUND	\$4,659.45		
602 SEWER FUND	\$8,742.24		
603 STORM WATER UTILITY	\$2,527.90		
832 DONATIONS - VFW	\$4,405.06		
833 DONATIONS - LEGION	\$4,405.06		
	\$82,946.36		



To:

Mayer Lagergren and Council Members

From:

Angela Brumbaugh, City Clerk/Treasurer

Date:

July 12, 2021

Subject: Temporary Liquor License for Stiftungsfest

Stiftungsfest Inc has requested a temporary liquor license for the celebration on August 26-29, 2021. Council approval will be contingent upon receipt of all required documentation, fees, and Sheriff's Department approval. We currently do have the application and check from Stiftungsfest, Inc. and will request approval from the Sheriff's Department. We are working on getting insurance paperwork to submit to Alcohol and Gambling Enforcement.

The Carver County Sheriff's Office will review all applications for any violations before they are sent to the Alcohol and Gambling Enforcement Division of the State for approval.

Recommended Motion:

Approve the liquor license applications for Stiftungsfest Inc, contingent on receipt of all required documentation, fees, and Sheriff's department approval.



To:

Mayer Lagergren and Council Members

From:

Angela Brumbaugh, City Clerk/Treasurer

Date:

July 12, 2021

Subject: Bingo Permit for Knights of Columbus

Ascension of Knights of Columbus is requesting a Bingo permit for August 28-29, 2021 during Stiftungsfest. In order for them to apply with MN Gambling they must have the City Council's approval.

Recommended Motion:

Approve the Application to Conduct Excluded Bingo for Ascension Knights of Columbus for August 28th and 29th.



TO:

Honorable Mayor Lagergren and City Council Members

FROM:

Tony Voigt, Public Service Director

DATE:

July 12, 2021

RE:

Allowing dogs on city owned Athletic Fields

At the June 14th regular City Council meeting, the Council scheduled a public hearing for their July 12th meeting for the purpose of considering an amendment to Section 830 of the City Code pertaining to prohibiting dogs on City owned athletic fields.

I was contacted earlier this spring regarding the number of dogs that have been witnessed on the City's athletic ballfields. It has been recognized as a frequent and increasing occurrence over the last few years. The primary concern is the amount of dog waste/feces that gets left on the ballfields. The request is to post signs not allowing dogs on the athletic fields. The Parks & Recreation Commission discussed this request at their May 18th meeting, and they unanimously recommend the City Council consider not allowing dogs on City owned athletic fields.

Enclosed is the proposed Ordinance No. 339, which amends Section 830 - Parks. The amendment includes adding under Section 830.02 a definition for an "Athletic Field" and adding under Section 830.10 (E) language prohibiting dogs and other pets onto athletic fields.

Suggested Motion:

Motion to adopt Ordinance No. 339, amending the text of Chapter 8, Section 830 - Parks, of the City Code.

ORDINANCE NO. 339

AN ORDINANCE AMENDING THE TEXT OF CHAPTER 8 Section 830 – Parks

THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA HEREBY ORDAINS:

Section 830 - Parks

830.01 Purpose and Application. The regulations of this Section shall apply to all City parks and other recreation areas under the jurisdiction of the City Council. The purpose of these regulations shall be to protect the City parks and recreation areas and all persons within the boundaries of those parks and areas and to further regulate the use of those parks and areas.

830.02 Definitions. For the purpose of this Chapter, the following words shall have the stated definitions:

Subd. 1 Park. "Park" shall mean those geographical areas within the City or under control of the City Council designated by them as being a part of the City park system.

Subd. 2 Park Manager. "Park Manager" shall mean the person designated by the City Council with responsibility for the operation and management of a particular park.

Subd. 3 Park Visitor. "Park Visitor" shall mean any person, firm, partnership, association, corporation, governmental unit, company or organization of any kind within a park.

Subd. 4 Vehicle. "Vehicle" shall mean any motorized, self-propelled, animal drawn or human powered conveyance.

Subd. 5 Motor Recreational Vehicle. "Motor Recreational Vehicle" shall mean any self-propelled, off-the-road, or all-terrain conveyance which shall include, but shall not be limited to, snowmobiles, minibikes, amphibious vehicles, motorcycles, go-carts, trail bikes or dune buggies.

Subd. 6 Intoxicating Liquor. "Intoxicating Liquor" shall mean any liquor which is intoxicating pursuant to Minnesota Law and includes ethyl alcohol, distilled, fermented, spirituous, vinous, and malt beverages containing in excess of 3.2 percent of alcohol by weight.

Subd. 7 Weapon. "Weapon" shall mean any device from which shot or a projectile of any type can be discharged by means of an explosive, gas or compressed air, otherwise propelled, which shall include, but shall not be limited to, firearms, bow and arrows, slings and springguns.

Subd. 8 Wildlife. "Wildlife" shall mean all living creatures, not human, wild by nature, endowed with sensation and power of voluntary motion, including quadruped, mammals, birds, fish, amphibians, reptiles, crustaceans and mollusks.

Subd. 9 Tobacco Product. "Tobacco Product" shall mean cigarettes, cigars, cheroots, stogies, perique, granulated, plug cut, crimpt cut, ready, rugged and other smoking tobacco; snuff, snuff flowed, Cavendish, clippings, cuttings, and sweepings of tobacco; and other kinds and forms of tobacco prepared in such a manner as to be suitable for chewing, sniffing, or smoking in a pipe; rolling paper or other tobacco-related devices. (Amended by Ord. 156, 9/22/03)

Subd. 10 Tobacco Use. "Tobacco Use" shall mean smoking, chewing, snuffing or otherwise inhaling or ingesting any tobacco products. (Amended by Ord. 156, 9/22/03)

<u>Subd 11 Athletic Field.</u> "Athletic Field" shall mean a piece of land prepared for recreational activities.

830.03 Disorderly Conduct. No person shall do any of the following knowing or having reasonable ground to know that it shall or shall tend to alarm, anger or disturb others or provoke an assault or breach of the peace:

- A. Engage in brawling or fighting; or
- B. Disturb an assembly or meeting not unlawful in its character; or
- C. Engage in offensive, obscene or abusive language or in boisterous and noisy conduct.

830.04 Littering. No person shall deposit, drop or abandon garbage, rubbish, offal, waste of any kind or other litter in or upon any waters or land within a park.

830.05 Fires. Whoever is culpably negligent in causing a fire to burn or get out of control and thereby creates an unreasonable risk and high degree of probability of damage or injury to another, and the property or person of another is damaged or injured or endangered thereby, shall be guilty of a misdemeanor.

830.06 Soliciting.

- A. No person shall distribute or disseminate leaflets, pamphlets or other printed material or use any mechanical or electrical device in a park for soliciting or advertising, except upon prior written consent of the City.
- B. No person shall carry or conduct any business or service within a park without the prior written approval of the City.

830.07 Use of Weapons.

A. No person shall possess any weapon within a park without authorization by the Council, and any unauthorized weapon shall be subject to seizure by the park manager or other authorized personnel to be disposed of in the same manner as weapons confiscated by the Minnesota Department of Natural Resources. B. No person shall discharge any weapon or explosive in a park or into a park from beyond park boundaries.

830.08 Horseback Riding. Horses shall be prohibited in any City park.

830.09 Vehicles and Recreation Vehicles.

- A. No person shall operate any motorized vehicle within a park, except upon roadways, parking areas, or other designated locations.
- B. Speed limit within parks shall be fifteen (15) miles per hour.
- C. It shall be unlawful to operate any two wheeled motorized vehicle within any park.

830.10 Animals.

- A. No person shall intentionally kill, trap, hunt, pursue or in any manner disturb or cause to be disturbed, any species of wildlife within a park, except that fishing may be permitted in designated areas.
- B. No person shall remove any animal living or dead, from a park, and any animal so taken shall be considered contraband and subject to seizure and confiscation.
- C. No person shall bring a dog, cat or other pet into a park unless caged or kept on a leash not more than six (6) feet in length, or tether any animal to a tree or other plant.
- D. No person shall permit a dog, cat or other pet to disturb, harass or interfere with any park visitor or a park visitor's property.
- E. No person shall bring a dog, cat or other pet onto a City owned athletic field,

830.11 Use of Park Shelters and Buildings. No person shall use any park shelter or building for his or her private personal use, or the use of his or her guests, without having first obtained a lease for such use from the City. Any use outside of the activities authorized by the lease shall be prohibited.

830.12 Meetings, Speeches, Demonstrations and Parades. No person shall conduct public meetings, assemblies, entertainment, parades, demonstrations, worship services or any other meeting of any organization within a park without first obtaining a lease for the park's facilities.

830.13 Park Hours. No one shall be permitted in any City Park before sunrise or after sunset except persons participating in an event for which a valid lease has been obtained under Subsection 830.11, may be in park facilities during other hours as set forth in the terms of the lease. (Amended by Ord. 137, 10-9-2000)

830.14 Tobacco Use. No person shall use any form of tobacco at or on any City-owned or operated outdoor recreational facility, including the restrooms, spectator and concession areas during organized youth activities in which participants consist primarily of minors. These facilities include Willkommen Park, Pool Park, Sports Complex, South Park, Kehrer Park, Friendship Park, Casper Circle Park, Skateboard Park and any future parks and recreational areas established by the City. *(Amended by Ord. 156, 9/22/03)*

guilty of a misdemeanor. The penalty for a misdemeanor or petty misdemeanor shall be as allowed by State law. (Amended by Ord. 156, 9/22/03)

SECTION 2. EFFECTIVE DATE. This ordinance shall be in full force and effect upon its passage and publication.

Adopted by the Norwood Young America City Council this 12th day of July 2021.

Carol Lagergren, Mayor

ATTEST:

Angela Brumbaugh, City Clerk/Treasurer

830.15 Enforcement. Any person found guilty of violating the provisions of Section 830 shall be

(SEAL)



TO:

Honorable Mayor Lagergren and City Council Members

FROM:

Steven Helget, City Administrator

DATE:

July 12, 2021

SUBJECT:

Oak Lane Project Permanent Drainage and Utility Easements

Jake Saulsbury, Bolton & Menk, will be present to review the three enclosed permanent drainage and utility easements that are being conveyed to the City for purposes of the Oak Lane project.

Recommended Motion:

No action is required.

PERMANENT DRAINAGE AND SANITARY SEWER EASEMENT

Date: Julie 18	, 2021
Date: Julie 18	, 2021

(State Deed Tax Exempt)

Eric L and Constance O Johnson, husband and wife (collectively, the "Grantor"), hereby grant(s), bargain(s), sell(s), and convey(s) to the City of Norwood Young America, its successors and assigns ("Grantee") a permanent easement for drainage and sanitary sewer purposes as follows:

- 1. Grantor's Property. Grantor is the owner in fee simple of that certain real property in the City of Norwood Young America, County of Carver, State of Minnesota legally described on attached **Exhibit A** ("Grantor's Property").
- 2. **Easement Area**. Grantee desires a permanent drainage and sanitary sewer easement over, under, upon and across that portion of Grantor's Property legally described on attached **Exhibit B** and depicted on **Exhibit C** (the "Easement Area").
- Easement. For valuable consideration, Grantor hereby grants, bargains, sells, and conveys to Grantee, its successors and assigns, a perpetual easement (the "Easement") for drainage and sanitary sewer purposes over, under, upon and across the Easement Area. The Easement includes, but is not limited to, the right to construct, install, erect, maintain, operate, repair, remove, reconstruct and replace drainage and sanitary sewer facilities of such size, type, character and manner as Grantee may determine, over, under, upon and across the Easement Area. This Easement includes the right to use and remove all earth, soil, rocks, fill, grasses and any other materials or objects within the Easement Area, unless otherwise set forth herein. Grantee agrees to obtain prior written permission from Grantor to (a) remove any trees, timber or shrubs from the Easement Area, or (b) install or construct any above ground improvements in the Easement Area. If, due to Grantee's actions permitted hereunder as determined by a licensed arborist, any trees or shrubs on Grantor's Property are significantly damaged or die and are within or adjacent to the Easement Area, Grantee shall be solely responsible for (c) removing the entirety of the dead or damaged tree or shrub, including any stump or root system, and (d) replacing the same with a new tree or shrub of like age, height and character, all within thirty days of being notified by Grantor of the damage or death. Grantee hereby provides a ten-year

warranty to Grantor on any replacement tree or shrub planted by it pursuant to this section. Grantor agrees not to use the Easement Area for any purpose that will interfere with the right and use granted by the Easement.

- 4. **Ownership of Improvements**. Grantor acknowledges and agrees that any and all improvements constructed or installed under the authority of the Easement shall be the property of Grantee, other governmental entities or utilities entitled to use the Easement Area, or their successors and assigns, as their interests may appear.
- 5. **Warranty of Title**. Grantor represents and warrants to Grantee that Grantor is the only owner of fee simple title to the Property and that there are no undisclosed mortgages, contracts for deed, leases, rental agreements, occupancy agreements, easements, encumbrances or other verbal or written agreements that would prevent the granting of the Easement by Grantor.
- 6. Successors and Assigns. The Easement shall run with Grantor's Property and shall be binding upon Grantor and Grantor's heirs, successors and assigns. Grantee may not assign its interest in the Easement, nor may it permit any other utilities or service providers to place their improvements in the Easement Area, without the prior written permission of Grantor.
- 7. **Governing Law.** This instrument shall be construed and governed by the laws of the State of Minnesota.

IN WITNESS WHEREOF, Grantor has executed this instrument effective the day and year first above written.

GRANTOR:

Eric L Johnson

Constance O Johnson

STATE OF MINNESOTA

)ss.

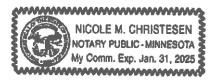
COUNTY OF CARVER

The foregoing instrument was acknowledged before me this 18 day of June 2021, by Eric L Johnson, married to Constance O Johnson, Grantor.

NICOLE M. CHRISTESEN NOTARY PUBLIC - MINNESOTA My Comm. Exp. Jan. 31, 2025 Notary Public

STATE OF MINNESOTA)
)ss.
COUNTY OF CARVER)

The foregoing instrument was acknowledged before me this 16 day of June 2021, by Constance O Johnson, married to Eric L Johnson, Grantor.



Notary Public (Chrustersen

THIS INSTRUMENT WAS DRAFTED BY:

City of Norwood Young America 310 Elm St W P.O. Box 59 Norwood Young America, MN 55368 Phone 952-467-1800

EXHIBIT A

Grantor Property Description

Real property in Carver County, Minnesota, described as follows: Lot Two (2), Block One (1), OAKRIDGE, Carver County, Minnesota.

EXHIBIT B

Easement Area Description

PROPOSED EASEMENT DESCRIPTION:

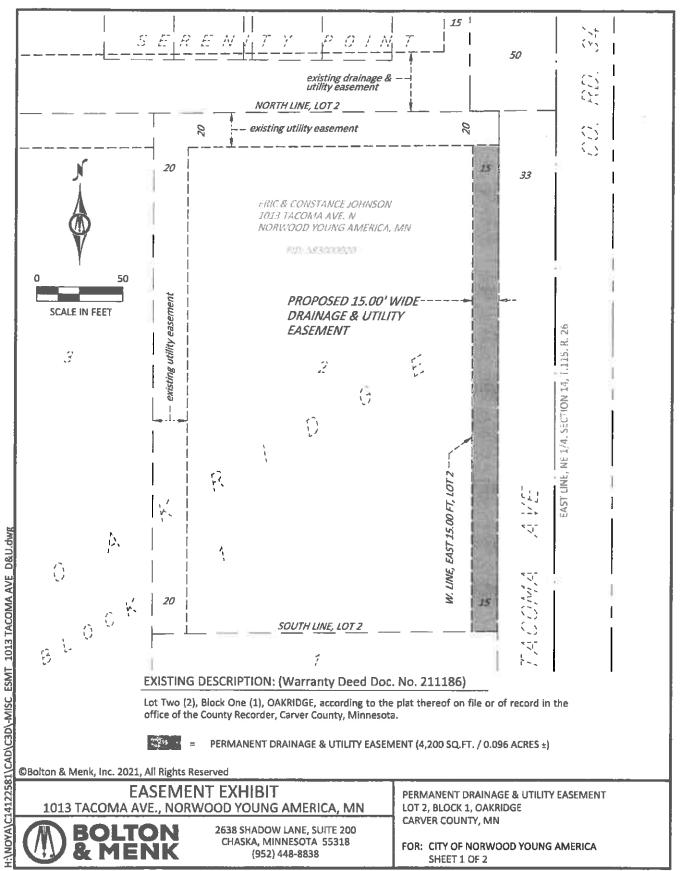
A permanent, non-exclusive easement for drainage and sanitary sewer purposes over, under and across the East 15.00 feet of Lot Two (2), Block One (1), OAKRIDGE, according to the recorded plat thereof on file or of record in the office of the County Recorder, Carver County, Minnesota.

EXCEPTING therefrom, existing utility easement over the northerly portion thereof as dedicated in the OAKRIDGE plat.

Subject to easements and restrictions of record, if any.

EXHIBIT C

Easement Exhibit



JOB NUMBER: 122581

FIELD BOOK:

DRAWN BY: EJR

PERMANENT DRAINAGE AND UTILITY EASEMENT

Date:	2021
(State Deed Tax Exempt)	

Scott R Timm and Linda S Hoskins, single persons (collectively, the "Grantor"), hereby grant(s), bargain(s), sell(s), and convey(s) to the City of Norwood Young America, its successors and assigns ("Grantee") a permanent easement for public drainage and utility purposes as follows:

- 1. Grantor's Property. Grantor is the owner in fee simple of that certain real property in the City of Norwood Young America, County of Carver, State of Minnesota legally described on attached Exhibit A ("Grantor's Property").
- 2. **Easement Area**. Grantee desires a permanent drainage and utility easement over, under, upon and across that portion of Grantor's Property legally described on attached **Exhibit B** and depicted on **Exhibit C** (the "**Easement Area**").
- 3. **Consideration**. As full and complete valuable consideration for the conveyance of said Easement, the Grantee shall pay Grantor the sum of \$2,270.00.
- 4. **Easement**. For valuable consideration, Grantor hereby grants, bargains, sells, and conveys to Grantee, its successors and assigns, a perpetual and assignable easement (the "Easement") for public drainage and utility purposes over, under, upon and across the Easement Area. The Easement includes, but is not limited to, the right to construct, install, erect, maintain, operate, repair, remove, reconstruct and replace drainage and utility facilities of such size, type, character and manner as Grantee may determine, over, under, upon and across the Easement Area. This easement includes the right to use and remove all earth, soil, rocks, fill, trees, timber, shrubs, grasses and any other materials or objects within the Easement Area. Grantor agrees not to use the Easement Area for any purpose that will interfere with the right and use granted by the Easement.
- 5. **Ownership of Improvements**. Grantor acknowledges and agrees that any and all improvements constructed or installed under the authority of the Easement shall be the property

of Grantee, other governmental entities or utilities entitled to use the Easement Area, or their successors and assigns, as their interests may appear.

- 6. Warranty of Title. Grantor represents and warrants to Grantee that Grantor is the only owner of fee simple title to the Property and that there are no undisclosed mortgages, contracts for deed, leases, rental agreements, occupancy agreements, easements, encumbrances or other verbal or written agreements that would prevent the granting of the Easement by Grantor.
- 7. **Successors and Assigns.** The Easement shall run with Grantor's Property and shall be binding upon Grantor and Grantor's heirs, successors and assigns.
- 8. **Governing Law.** This instrument shall be construed and governed by the laws of the State of Minnesota.

IN WITNESS WHEREOF, Grantor has executed this instrument effective the day and year first above written.

GRANTORS:

Scott & Timm

Vinda S Hoskins

STATE OF MINNESOTA

)ss.

COUNTY OF CARVER

The foregoing instrument was acknowledged before me this 2021, by Scott R Timm and Linda Hoskins, single persons, Grantor.

1

iotary Public

THIS INSTRUMENT WAS DRAFTED BY:

City of Norwood Young America

310 Elm St W

P.O. Box 59

Norwood Young America, MN 55368

Phone 952-467-1800

JESSICA M S.
NOTARY PUBLICMY COMMISSION EXT

EXHIBIT A

Grantor Property Description

Real property in Carver County, Minnesota, described as follows:

Lot 1, Block 1, OAKRIDGE SECOND ADDITION, Carver County, Minnesota.

AND

Lot 9, Block 1, OAKRIDGE ADDITION, Carver County, Minnesota.

EXHIBIT B

Easement Area Description

PROPOSED EASEMENT DESCRIPTION:

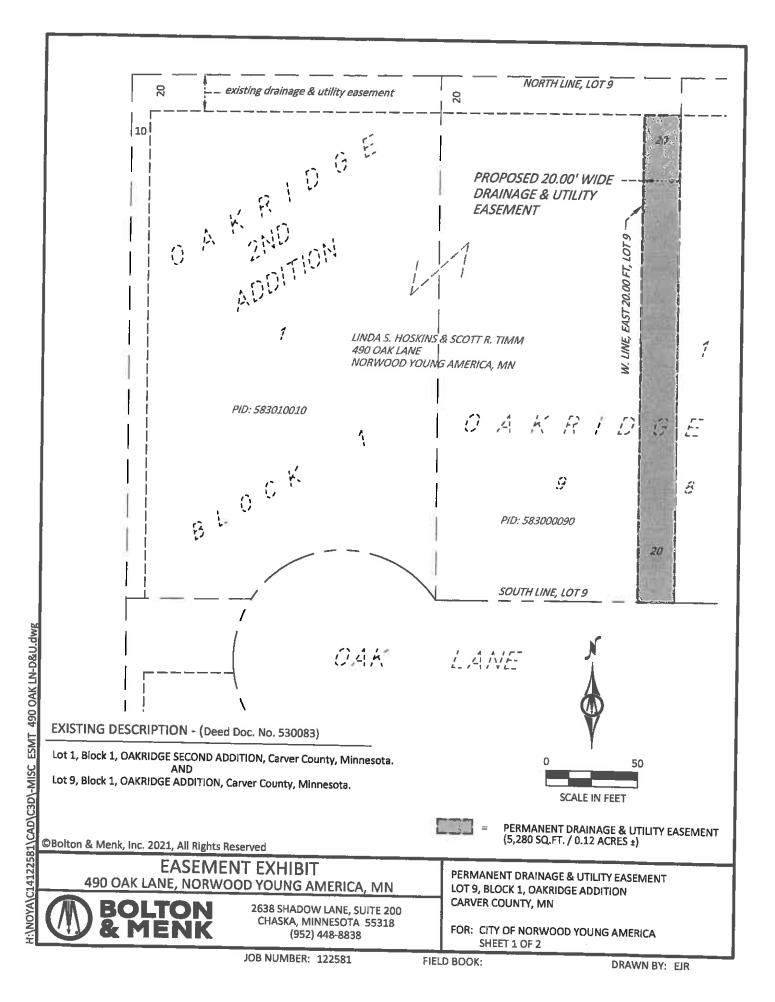
A permanent, non-exclusive easement for drainage and utility purposes over, under and across the East 20.00 feet of Lot 9, Block 1, OAKRIDGE ADDITION, according to the recorded plat thereof, Carver County, Minnesota.

EXCEPTING therefrom the existing utility easement over the northerly 20 feet thereof as dedicated in said OAKRIDGE ADDITION.

Subject to easements and restrictions of record, if any.

EXHIBIT C

Easement Exhibit



PERMANENT DRAINAGE AND SANITARY SEWER EASEMENT

Date:	2021	
(State Deed Tax Exempt)		

Kevin A and Nicole K Murphy, husband and wife (collectively, the "**Grantor**"), hereby grant(s), bargain(s), sell(s), and convey(s) to the **City of Norwood Young America**, its successors and assigns ("**Grantee**") a permanent easement for drainage and sanitary sewer purposes as follows:

- 1. Grantor's Property. Grantor is the owner in fee simple of that certain real property in the City of Norwood Young America, County of Carver, State of Minnesota legally described on attached Exhibit A ("Grantor's Property").
- 2. **Easement Area**. Grantee desires a permanent drainage and sanitary sewer easement over, under, upon and across that portion of Grantor's Property legally described on attached **Exhibit B** and depicted on **Exhibit C** (the "**Easement Area**").
- 3. **Easement**. For good or valuable consideration, Grantor hereby grants, bargains, sells, and conveys to Grantee, its successors and assigns, a perpetual easement (the "Easement") for drainage and sanitary sewer purposes over, under, upon and across the Easement Area. The Easement includes, but is not limited to, the right to construct, install, erect, maintain, operate, repair, remove, reconstruct and replace drainage and sanitary sewer facilities of such size, type, character and manner as Grantee may determine, over, under, upon and across the Easement Area. This easement includes the right to use and remove all earth, soil, rocks, fill, grasses and any other materials or objects within the Easement Area. Grantor agrees not to use the Easement Area for any purpose that will interfere with the right and use granted by the Easement. Grantee agrees to obtain prior written permission from Grantor to remove any trees, timber or shrubs from the Easement Area, and to install or construct any above ground improvements in the Easement Area.
- 4. **Ownership of Improvements**. Grantor acknowledges and agrees that any and all improvements constructed or installed under the authority of the Easement shall be the property of Grantee, other governmental entities or utilities entitled to use the Easement Area, or their successors and assigns, as their interests may appear.

- Warranty of Title. Grantor represents and warrants to Grantee that Grantor is 5. the only owner of fee simple title to the Property and that there are no undisclosed mortgages, contracts for deed, leases, rental agreements, occupancy agreements, easements, encumbrances or other verbal or written agreements that would prevent the granting of the Easement by Grantor.
- Successors and Assigns. The Easement shall run with Grantor's Property and shall 6. be binding upon Grantor and Grantor's heirs, successors and assigns. Grantee may not assign its interest in the Easement, nor may it permit any other utilities or service providers to place their improvements in the Easement Area, without prior written permission of Grantor.
- Governing Law. This instrument shall be construed and governed by the laws of the State of Minnesota.

IN WITNESS WHEREOF, Grantor has executed this instrument effective the day and year first above written.

GRANTOR:

STATE OF MINNESOTA

)ss.

COUNTY OF CARVER

The foregoing instrument was acknowledged before me this 312021, by Kevin A and Nicole K Murphy, husband and wife, Grantor.

THIS INSTRUMENT WAS DRAFTED BY:

City of Norwood Young America

310 Elm St W

P.O. Box 59

Norwood Young America, MN 55368

Phone 952-467-1800

My Comm. Exp. Jan. 31, 2025

EXHIBIT A

Grantor Property Description

Real property in Carver County, Minnesota, described as follows: Lot 1, Block 1, OAKRIDGE, Carver County, Minnesota.

EXHIBIT B

Easement Area Description

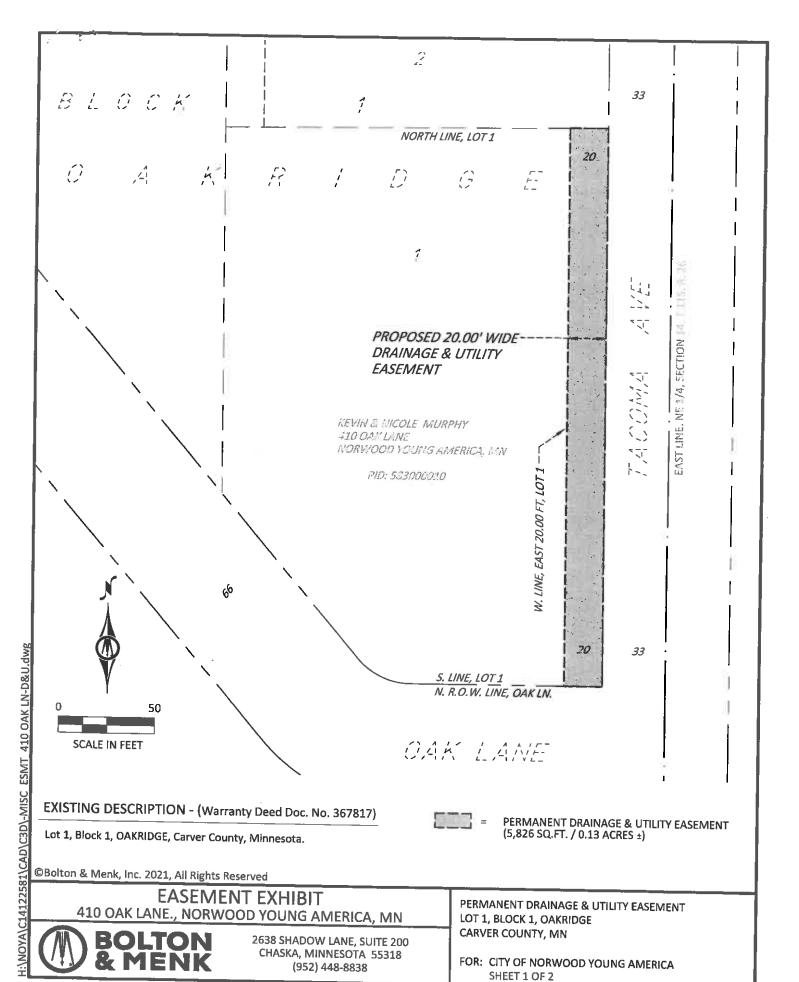
PROPOSED EASEMENT DESCRIPTION:

A permanent, non-exclusive easement for drainage and sanitary sewer purposes over, under and across the East 20.00 feet of Lot 1, Block 1, OAKRIDGE according to the recorded plat thereof, Carver County, Minnesota.

Subject to easements and restrictions of record, if any.

EXHIBIT C

Easement Exhibit



JOB NUMBER: 122581

FIELD BOOK:

DRAWN BY: EJR



more than a place, it's home.

TO:

Mayor Lagergren and City Council Members

FROM:

Angela Brumbaugh, Clerk-Treasurer

DATE:

July 12, 2021

RE:

Resolution 2021-16 to transfer of Funds for 2021 Projects - Oak Lane and 2nd Ave SE

With the current projects of Oak Lane and 2nd Ave SE, the Council has talked about paying \$719,000 from reserves instead of bonding the entire amount. The Total Cost of the project is \$2,314,000:

\$820,000 (35% of the entire project cost)

2nd Ave SE -

\$1,494,000 (65% of the entire project cost)

If we transfer funds based on the percentage of the project, the following would be transferred to each one:

Oak Lane - \$254,788.25 2nd Ave SE - <u>\$464,211.75</u> \$719,000.00

Amount Transferred from each fund:

Fund 320 Fund 101 Fund 498	2013 Infrastructure Fund 2020 General Fund Incre Street Improvement Pro	ase		\$ 51,938.68 \$ 355,061.32 \$ 312,000.00	
	* We had rounded this to is the entire balance to c to the General Fund for c	lose the fund. ⁻	ast information v The remaining \$6	\$ 719,000.00 we gave but this 51.32 was added	
Oak Lane-Fund 496 2nd Ave SE-Fund 495	A .	Fund 320 6 \$ 18,405.24 6 \$ 33,533.44 \$ 51,938.68	Fund 101 \$ 125,821.21 \$ 229,240.11 \$ 355,061.32	Fund 498 \$ 110,561.80 \$ 201,438.20 \$ 312,000.00	\$ 464,211.75

If you recall, Steve had written the following on the memo for Resolution 2021-15 dated June 28, 2021:

RECOMMENDATION:

Approve Resolution 2021-16, Resolution approving interfund transfers from the General Fund, 2013 Infrastructure fund, and Street Improvement Project Fund to the Oak Lane and 2nd Avenue SE Project Funds.

[&]quot;In respect to the General Fund cash reserves, the State Auditor's Office recommendation is the City should have in reserve 35-50% of its General Fund operating budget. Fifty percent of the current budget is about \$1,237,000. Taking into consideration the payoff of the 2013B General Obligation Bonds of which about \$510,000 was from the General Fund and utilizing the \$355,000 net increase from 2020, the total General Fund balance will be about \$1,390,000 which exceeds the recommended 50%."

RESOLUTION 2021-16

RESOLUTION APPROVING INTERFUND TRANSFERS FROM THE GENERAL FUND, 2013 INFRASTRUCTURE FUND, AND STREET IMPROVEMENT PROJECT FUND TO THE OAK LANE AND 2nd AVENUE SE PROJECT FUNDS

BE IT RESOLVED by the City Council of Norwood Young America, Carver County, Minnesota as follows:

WHEREAS, the completed 2020 General Fund had an increase of \$355,761 after the 2020 Audit was completed; and

WHEREAS, the Street Improvement Project Fund has a fund balance of \$312,000 after the budgeted transfer for 2021; and

WHEREAS, the 2013 Infrastructure Fund has a current balance of \$51,938.68 which may be utilized for sanitary sewer related improvements; and

WHEREAS, the City Council approved prior to bonding, spending down the project costs for the 2021 Oak Lane and 2nd Avenue projects utilizing, the General fund, the 2013 Infrastructure fund, and the Street Improvement Project fund for a combined total of \$719,000.

NOW THEREFORE, BE IT RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby directs the City Clerk/Treasurer to transfer \$355,061.32 from the General Fund (101), \$51,938.68 from the 2013 Infrastructure Fund (320), and \$312,000 from the Street Improvement Project Fund to the Oak Lane Project Fund (496) and the 2nd Avenue SE Project Fund (495).

Adopted by the City Council this 12th day of July 2021.

	Carol Lagergren, Mayor	
Attest:		
Angela Brumbaugh, City Clerk/Treasurer		



Date: July 12, 2021

To: Members of the City Council

From: Carol Lagergren, Mayor and Angela Brumbaugh, City Clerk

Re: Recommendation to Hire Consultant

Attached please find three quotes for the Consultant position. The Scope of Work for the consultant includes the following:

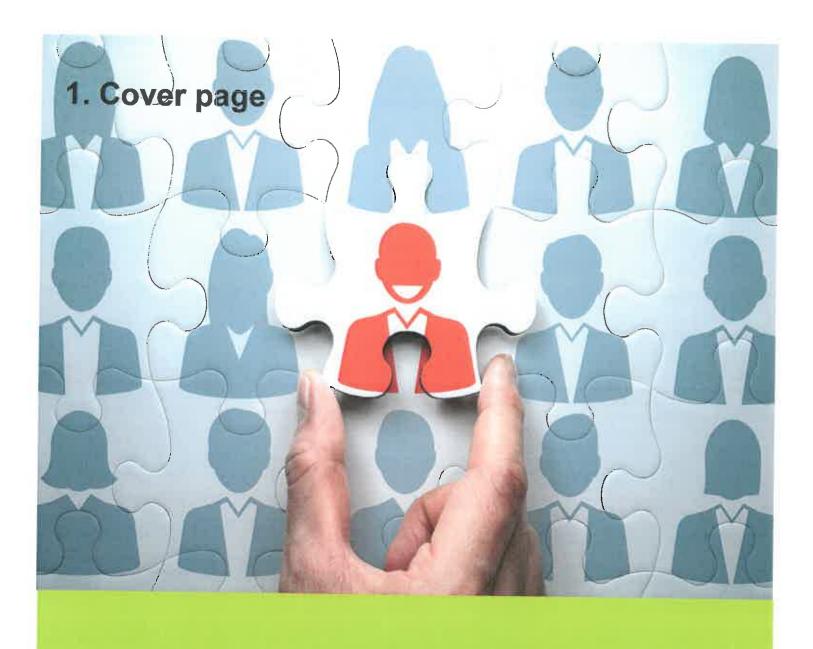
- Conduct informational interviews with relevant stakeholders to determine the
 expertise the City will require of candidates. It is very important that input in this
 process is inclusive and includes the wide range of diversity and cultures that
 represent our city.
- 2. Create a proposed timeline from initial interviews to completion of contract negotiations.
- 3. Develop a comprehensive position profile for the advertisement and recruitment process.
- 4. Meet with Norwood Young America City Council to present the hiring process and timeline for discussion and approval.
- Arrange for advertisements in a variety of publications, including but not limited to diverse platforms, League of Minnesota Cities and other state- and nationwide publications.
- 6. The consultant will accept and acknowledge applications. At each stage, and upon completion of the search, the consultant will notify applicants who were eliminated from further consideration.
- 7. Recruit and recommend a diverse list of candidates who are highly qualified professionals with leadership and vision for the community.
- 8. Conduct initial application evaluations, including scoring applicants and conducting initial interviews,
- 9. Narrow the candidate pool down to a group of between 6 to 8 qualified candidates and work with the City Council to develop the list of candidates for final round interviews.
- Schedule final interviews with city staff and City Council, including managing all correspondence with applicants and provide input into selection of interview format and development of interview questions.
- 11. Assist City Council with final candidate selection, including communication with candidate about the offer process and conditions of employment,

Quotes are as follows:

- Baker Tilly \$24,500
- Gov HR \$22,000 (does not include travel and accommodations for candidates interviewed.)
- DDA \$21,000

Recommendation: Motion to hire DDA at a cost of \$21,000

Norwood Young America



City of Norwood Young America, Minnesota

Quote to provide executive search consulting services

July 9, 2021



Patty Heminover, Director Baker Tilly US_LLP 380 Jackson Street, Suite 300 St_Paul, MN 55101 T_+1 (651) 968 7841 E_patty heminover@bakertilly.com

Contents

1. COVER PAGE	
2. COVER LETTER	
I MISSION, VISION AND VALUES	13
II EXPERIENCE	9.11 · . (
3. STATEMENT OF PROPOSED WORK	1:
I METHODOLOGY	
II. TIMELINE	. 2
III BUDGET AND DELIVERABLES	21
APPENDIX I: SAMPLE BROCHURE	
APPENDIX II: SAMPLE EXCERPT OF TTI REPORT	vi





Baker Tilly US, LLP 380 Jackson Street, Suite 300 St. Paul, MN 55101

T: +1 (651) 223 3000 F: +1 (651) 223 3046 bakertilly.com

2. Cover letter

July 9, 2021

Ms. Angela Brumbaugh Human Resources Director City of Norwood Young America P.O. Box 59 Norwood Young America, MN 55368

Dear Ms. Brumbaugh:

Baker Tilly US, LLP ("Baker Tilly") appreciates the opportunity to submit the following quote for executive recruitment consulting services to the City of Norwood Young America (the "City") to help you identify your next City Administrator. We believe that our record of successfully placing qualified and very accomplished professionals, along with our extensive experience providing executive recruitment services to cities, counties and other public-sector organizations nationwide, will be beneficial for your recruitment and will allow us to find the candidate who has the traits, skills, experience and overall competence you desire for your organization.

We know that you have options when it comes to selecting a recruitment firm. However, we believe that our unique approach, highly regarded customer service practices, and our record of identifying and recruiting top level executives in similar roles, sets us apart from our competitors. Additionally, we offer the following unique features:

- Customized profile development: working with members of the City Council and designated staff, we develop a customized candidate profile based on the required, desired and preferred qualifications, traits and attributes you seek in the individual you interview or hire for your next City Administrator. We strive to understand how Norwood Young America's current and anticipated needs and organizational priorities will shape your recruiting and selection requirements; then we collaborate with you to develop a nationwide or regional marketing, recruiting and outreach campaign. This approach has proven to effectively allow us to identify, attract and recruit highly qualified candidates for your review.
- Proprietary management/leadership assessment: relying on exclusively licensed predictive analytics tools (using data to determine patterns and forecast future outcomes and trends), we administer assessments to selected applicants to help us identify human potential in each of the candidates we present to you. Results are "Real," "Impactful," and "Powerful." Furthermore, these results can provide you with more profound insights into the candidate's management traits and leadership styles based on scientific data.
- Recorded video interviews: we ask selected candidates (semi-finalists) to complete a recorded, one-way video interview, using questions developed from your "candidate profile," which gives your review team an additional tool to evaluate the semi-finalists before inviting them to a face-to-face interview.
- Proprietary online application management: our exclusively licensed, proprietary online application system enables us to efficiently manage applicant flow, classification and allows us to communicate with each applicant quickly and effectively. We communicate in real time with applicants, thereby engaging and informing them of each step, search related assignment and corresponding timeline throughout the process. Our system also allows us to access, review and evaluate thousands of prior applicants or individuals who have manifested interest in similar positions. Generally, these are individuals who may not be actively seeking a job, but who may be open to "the right opportunity." This is another benefit and advantage we provide to our clients, which enables us to access a larger number of active and passive job seekers.

i. Mission, vision and values

History of the firm

Baker Tilly is a nationally recognized firm with a long history of service to clients located throughout the country. For 90 years, Baker Tilly has understood that our business demands absolute integrity, a belief in the value of trusted relationships and a willingness to collaborate with every client. We will strive to continue to deepen and enhance our relationship with Norwood Young America as we seek to become your Value Architect.

Executive recruitment for public and non-profit clients has been a part of Baker Tilly's portfolio of advisory services for more than 30 years. Within Baker Tilly, our executive recruitment team consists of 10 recruitment consultants and project coordination staff available to meet your executive recruitment needs. Each consultant assigned to this recruitment has experience working with cities, counties, special districts and school districts and the many different disciplines that comprise the Norwood Young America organization. Baker Tilly's consultants bring an experienced, participatory and energetic perspective to each engagement. Our unique approach and personal touch are reflected in our internal standard to provide outstanding services that exceed your expectations. Since 2016, our combined consultant team has conducted nearly 400 executive searches.

The Baker Tilly project team will collaborate with the City Council and the City's designated staff as your technical advisor to ensure that the recruitment process for your next City Administrator is conducted in a thorough and professional manner consistent with "best practices" in the public sector executive recruitment space. Our objective is to generate highly qualified candidates and assist you with the screening and evaluation of these candidates.

Since our firm's beginning, we have emerged as a leader in human resource management consulting and executive recruitment. It is our 30+ years of consulting experience, coupled with our unique approach and personal touch that drives our internal standard for delivering only outstanding services and leading-edge products.

Commitment to Diversity, Inclusion and Belonging for Success (DIBS)

At Baker Tilly, diversity, inclusion and belonging is who we are rather than what we do. Creating an environment where all team members are valued empowers us to bring our authentic selves to work each day. When our contributions reflect our individual best, we achieve better results for Norwood Young America.

Belonging is a core Baker Tilly value. We foster a deep level of mutual respect where each one of us feels seen, heard, valued and connected. Each team member commits to upholding a diverse and inclusive workplace driven by fairness, compassion and equality.

Throughout the firm, you will find our DIBS philosophy and practices embedded into everything we do. We hire people who bring new perspectives and experiences. We embrace our differences and believe a more open, connected world serves everyone better. DIBS is the lens that helps us see things more broadly and lights the path for us to follow. This benefits our people, our clients and our communities.

We choose to embed DIBS into all aspects of our business – from strategy to operations.

From how we recruit, develop and promote team members, to the way we serve clients, manage projects and treat each other.

Day in, day out.







DIBS steering committee

Supporting Opportunity, Advancement and Retention for all (SOAR)

Growth and Retention of Women (GROW)







PRIDE team member network

Racial Equity Action Plan (ACTION) and focus on social justice

Baker Tilly Foundation support for racial justice advocacy





Tone from the top: CEO Action for Diversity & Inclusion

NexGen: joining workforce generations

Our core values

Throughout our relationship with the City, we will be guided by our firm's core values. Our core values are what we believe and what we expect from each other. They guide our decisions, inspire our actions and gauge how we do business. They're shorthand for what we stand for – and what we stand against. Our core values are fundamental and timeless and come to life through our own experiences and personal expression.

Baker Tilly shares many of the same values as Norwood Young America and we believe this to be an integral part of why we will work well together. Throughout our relationship with the City, we will be guided by our firm's core values — principles that guide our behaviors and choices and help us strive for excellence in everything we do.



BELONGING

We foster a deep level of mutual respect where each one of us feels seen, heard, valued and connected. We commit to a diverse and inclusive workplace upheld by fairness, compassion and equality.



COLLABORATION

We are at our best when we work together. We build on our collective strength to achieve more than we can as individuals.



INTEGRITY

We do the right thing, for the right reason, every day. Honesty, trust and keeping our promises are paramount to our success.



PASSION

We put forth our best effort every day for the benefit of our people, our clients and our firm. There is a sense of urgency and relentless energy in everything we do. We love our profession and take great pride in it.



STEWARDSHIP

We invest for the future with the intention of leaving everything better. We strive to make a positive difference and leave a proud legacy.

Stewardship Day is a day of service when team members come together across the firm to serve communities where we live and work. This annual tradition give us a shared experience and impacts remarkable organizations that make a difference every day.

In 2020, the COVID-19 pandemic caused us to rethink our approach to Stewardship Day given the realities of social distancing, staggered statemandated safer-at-home policies and our own policies around in-person gatherings. This year, instead of a single day event across our organization, Baker Tilly encouraged team members to engage in *Acts of Stewardship*, highlighting community volunteering and outreach that was done locally in virtual groups



We look forward to the day we can come together to help our communities in person.

Firm mission statement

"To serve as a Value Architect™ to our clients"

Vision statement

"Become America's Finest Professional Services Firm"

ii. Experience

Project team member experience

The Baker Tilly project team is designed specifically for the City of Norwood Young America.

The project team represents experienced professionals who will be working on your City Administrator recruitment. Our service team is selected to meet four very specific objectives for the City: 1) it represents the staff who will be directly responsible for your projects; 2) it provides a range of expertise to cover the range of service requirements; 3) it provides a national perspective of experience and institutional knowledge to achieve your future objectives; and 4) it represents the commitment to take personal and professional responsibility for the services and outcomes for the City of Norwood Young America.



Project team leader

Consultant

Patricia Heminover, Director



380 Jackson Street, Suite 300, St. Paul, MN 55101 T: +1 (651) 223 3058; E: patty.heminover@bakertilly.com

Qualifications: Patty is a director with Baker Tilly's executive recruitment team. She is responsible for managing and conducting executive recruitment engagements for the firm to ensure their integrity, timeliness and adherence to budget parameters. Patty has been with the firm since 2010. She has more than 20 years of government experience, most recently as superintendent of South St. Paul Schools in South St. Paul, Minnesota. She brings considerable experience developing budgets, leading organizational and process improvements and successfully overseeing conflict resolution. Patty was also South St. Paul Schools' director of human resources and finance, prior to serving as its superintendent. She served for three years as the co-superintendent of schools for Cleveland Public Schools in Cleveland, Minnesota, after working as its director of human resources and business services for six years. Patty has received a School Finance Award, technology leadership awards and helped establish the first K-12 International Baccalaureate School District in Minnesota. She earned a Master of Education, Administration from Minnesota State University.

Additional project team members

Consultant

Chuck Rohre, Firm Director



2500 Dallas Parkway, Suite 300, Plano, TX 75093 T: +1 (214) 466 2436; E: chuck.rohre@bakertilly.com

Qualifications: Chuck is firm director with Baker Tilly's executive recruitment practice group. He is responsible for managing and conducting executive recruitment engagements for the firm to ensure their integrity, timeliness and adherence to budget parameters. He also directs the professional and support staff of the practice to ensure best practices, quality control and customer service goals are met. Chuck has more than 35 years of experience in managing and consulting in both the private and public sectors. He has served as police chief and director of public safety for North Texas municipalities with populations ranging from 9,000 to more than 200,000. Chuck has an extensive and successful track record of completed searches across the nation, especially in Texas, Colorado, Arizona and the Midwestern region. He has led more than 400 recruitment engagements in 27 states. Chuck holds a master's degree in Human Relations and Management as well as a Bachelor of Science degree in Career Development from Abilene Christian University.

Consultant

Art Davis, Director



5440 West 110th Street, Suite 300, Overland Park, KS 66211 T: +1 (816) 868 7042; E: art.davis@bakertillv.com

Qualifications: Art is a director in Baker Tilly's executive recruitment practice. He is responsible for managing and conducting executive recruitment engagements for the firm to ensure their integrity, timeliness and adherence to budget parameters. He has more than 30 years of experience in local government, executive recruitment and organizational management. Art has served as a city administrator in Missouri and in other local government positions in Kansas. He specializes in providing executive recruitment and organizational management consulting services for cities, counties and not-for-profits. Art earned a Master of Public Administration from the University of Kansas as well as a Bachelor of Arts, Political Science and Public Administration from William Jewell College.

Consultant

Sharon Klumpp, Director



380 Jackson Street, Suite 300, St. Paul, MN 55101 T: +1 (651) 223 3053; E: sharon.klumpp@bakertiily.com

Qualifications: Sharon is a director with Baker Tilly's executive recruitment team. She is responsible for managing and conducting executive recruitment engagements for the firm to ensure their integrity, timeliness and adherence to budget parameters. She has worked on behalf of local governments for more than 35 years and partnered with them to build strong organizations. Sharon has served in city administration roles in Minnesota and Michigan and

executive positions for two large local agencies. She specializes in providing executive recruitment, organizational management, and facilitation services to local governments and nonprofits. Sharon holds a Master of Public Administration from the University of Kansas as well as a Bachelor of Arts in Political Science from Miami University.

Consultant

Anne Lewis, Director



8219 Leesburg Pike, Suite 800, Tysons, VA 22182 T: +1 (703) 923 8214; E: anne.lewisl@bakertilly.com

Qualifications: Prior to joining Baker Tilly, Anne served as an Assistant County Administrator for a Virginia county, a Deputy City Manager and an Assistant City Manager for two Virginia cities. Over the last 17 years, her experience in local government has also included positions as an Emergency Management Deputy Director, Public Information Officer, Human Resources Manager, Parking Authority Executive Director, Housing Director, Transit Director and Convention & Visitors Bureau Executive Director. She also has had responsibility for parks, recreation and community services, information technology, animal services, general services and legislative programs. She specializes in providing executive recruitment services to local governments and nonprofits. Anne holds a Master of Science as well as a Bachelor of Science from Shenandoah University.

Consultant

Edward G. Williams, Ph.D., Director



2500 Dallas Parkway, Suite 300, Plano, TX 75093 T: +1 (214) 842 6478; E: edward.williams@bakertilly.com

Qualifications: Edward has more than 20 years of collective experience in human resources and organizational development at various levels and across various disciplines including, state and municipal government, community and educational institutions. His areas of expertise include human development, process improvement, workforce planning, executive recruiting, strategic planning, management and leadership development, classification, compensation, performance management, employee recognition, employee wellness and benefits administration. He has served as director of human resources and organizational development, for the City of Missouri City; deputy personnel director, State of Missouri and Training and performance consultant for the Metropolitan Community Colleges Business and Technology Center in Kansas City, Missouri. Edward holds a Ph.D. in Educational Leadership and Policy Analysis from the University of Missouri, Educational Specialist degree in Higher Educational Administration; Master of Higher Education Administration, and Bachelor's in Education from the University of Missouri. He is bilingual and proficient (reading, writing and speaking) in the Spanish language.

Project Support

Michelle Lopez, Senior Recruitment Analyst



380 Jackson Street, Suite 300, St. Paul, MN 55101 T: +1 (651) 223 3061; E: michelle.lopez@bakertilly.com

Qualifications: Michelle is a senior recruitment analyst with Baker Tilly's executive recruitment practice group. She joined Baker Tilly in 2017 as a client development specialist, aiding the client representatives in the public finance group. She joined the executive recruitment practice group as a recruiting coordinator in May 2018. Her responsibilities include conducting research, organizing assignments and workflow, coordinating information and resources, and assisting candidates and clients through all phases of an executive recruitment. Michelle has an Associates in Arts degree and more than 10 years of experience supporting various departments, including information technology and human resources. She is currently pursuing a Bachelor of Science degree in Project Management.

References

Patty Heminover is the designated project lead for the City Administrator recruitment. Feel free to contact any of the individuals listed below to verify the quality of work Baker Tilly provides to each client as part of these recently completed executive recruitment projects.

		City of Willmar, MN	
Name	Marv Calvin	Title	Mayor
Phone	320-212-2171	Email	mcalvin@willmamn.gov
		ity of Oakdale, MN	
Name	Christina Volkers	Title	City Administrator
Phone	651-730-2705	Email	Chris.volkers@ci.oakdale.mn.us
	Cit	ty of Scottsbluff, N	E
Name	Raymond Gonzales	Title	Retired Mayor
Phone	308-631-0947	Email	rgonzales@kelleybean.com

Recent projects

The following is a list of executive recruitments recently conducted by members of the Baker Tilly team.

List of	relevant projects: 2016 to pr	esent		
Year	Client	State	Proje€	Population
Current	Carrboro	NC	Town Manager	21,230
Current	Clearwater	FL	City Manager	115,159
Current	College Park	MD	City Administrator	32,196
Current	Corpus Christi	TX	Assistant City Manager	323,733
Current	Inver Grove Heights	MN	City Administrator	34,344
Current	North Kansas City	МО	City Administrator	4,477
Current	Rockville	MD	Deputy City Manager	66,940
Current	Shakopee	MN	Assistant City Administrator	40,731
2021	Evansville	WI	City Administrator/Finance Director	5,378
2021	Long Grove	IL	Village Manager	7,956
2021	Moline	IL	City Administrator	41,902
2020	Boone County	IL	County Administrator	53,513
2020	Eau Claire	WI	City Manager	68,866
2020	Fairmont	MN	City Administrator	10,126
2020	Front Royal	VA	Town Manager	15,239
2020	Herington	KS	City Manager	2,304
2020	Kansas City	MO	City Manager	488,943
2020	Lake Ozark	MO	Asst City Admin/Comm Eco Dev Director	1,792
2020	Maple Plain	MN	City Administrator	1,807
2020	Matanuska-Susitna Borough	AK	Borough Manager	108,317
2020	Missouri City	TX	City Manager	74,705

List of	relevant projects:	2016 to present		
Year	Client	State	Project	Population
2020	Moose Lake	MN	City Administrator	2,798
2020	Oakdale	MN	City Administrator	28,083
2020	Rochester	MN	City Administrator	114,011
2020	Scottsbluff	NE	City Manager	14,874
2020	St. Joseph	МО	City Manager	74,959
2019	Beeville	TX	City Manager	12,937
2019	Cloquet	MN	City Administrator	11,938
2019	Hobbs	NM	City Manager	37,764
2019	Lake Lotawana	MO	City Administrator	2,099
2019	Norman	ОК	City Manager	122,843
2019	Paris	TX	City Manager	24,800
2019	Park City	KS	City Administrator	7,499
2019	Port Arthur	TX	City Manager	53,937
2019	Willmar	MN	City Administrator	19,628
2018	Addison	TX	City Manager	15,368
2018	Asheville	NC	City Manager	89,121
2018	Ashland	OR	City Administrator	21,636
2018	Avondale	AZ	City Manager	82,881
2018	Belle Plaine	MN	City Administrator	6,838
2018	Billings	MT	City Administrator	110,323
2018	Burnsville	MN	City Manager	61,434
2018	Christiansburg	VA	Town Manager	21,533
2018	Grand Rapids	МІ	City Manager	192,294
2018	Herington	KS	City Manager	2,362
2018	Kingman	AZ	City Manager	29,029
2018	Maricopa	AZ	City Manager	46,903
2018	Middleburg	VA	Town Administrator	828
2018	Mora	MN	City Administrator/Public Utilities GM	3,453
2018	Salina	KS	City Manager	46,994
2018	Shawnee	KS	City Manager	64,323
2018	York	PA	Business Administrator	43,859
2017	Berthoud	co	Town Administrator	5,807
2017	Christiansburg	VA	Town Manager	21,533
2017	Cloquet	MN	City Administrator	11,938
2017	Dickinson	TX	City Administrator	19,595
2017	El Dorado	KS	City Manager	12,852
2017	Glenview	IL	Village Manager	45,417
2017	Lake Havasu City	AZ	City Manager	53,743
2017	Littleton	СО	City Manager	44,275
2017	Manassas Park	VA	City Manager	16,149

List of	relevant projects: 2016 to pres	sent		
Year	Client	State	Project	Population
2017	Morehead City	NC	City Manager	9,203
2017	Mounds View	MN	City Administrator	12,525
2017	Oldsmar	FL	City Manager	13,913
2017	Orono	MN	City Administrator	8,009
2017	Riviera Beach	FL	City Manager	33,263
2017	Rochester	MN	City Manager	110,742
2017	Roxbury Township	NJ	Township Manager	23,324
2016	Cary	NC	Town Manager	151,088
2016	Charter Township of Kalamazoo	MI	Township Manager	20,918
2016	Christiansburg	VA	Town Manager	21,533
2016	Circle Pines	MN	City Administrator	4,953
2016	Commerce	TX	City Manager	8,276
2016	Crested Butte	CO	Town Manager	1,519
2016	Deerfield Beach	FL	Assistant City Manager	78,041
2016	Denton	TX	City Manager	123,099
2016	Dumfries	VA	Town Manager	5,168
2016	Fredericksburg	VA	City Manager	28,132
2016	Greensboro	NC	Assistant City Manager	279,639
2016	Hayden	CO	Town Manager	1,801
2016	Jersey Village	TX	City Manager	7,862
2016	Mankato	MN	Deputy City Manager	40,641
2016	Medford	OR	City Manager	77,677
2016	Mooresville	NC	Town Manager	34,887
2016	Moorhead	MN	City Manager	39,398
2016	Moose Lake	MN	City Administrator	2,787
2016	North Branch	MN	City Administrator	10,087
2016	Rosweli	NM	City Manager	48,611
2016	Shakopee	MN	Assistant City Administrator	39,167
2016	Virginia	MN	City Administrator	8,661
2016	Warsaw	VA	Town Manager	1,498
2016	Wayzata	MN	City Manager	4,217
2016	Williamsburg	VA	Assistant City Manager	15,206

This quote details our approach, expertise, references and pricing for this executive recruitment. Our team would consider it a professional privilege to provide these services to the City of Norwood Young America.

Very truly yours,

BAKER TILLY US, LLP

Chuck Rohre Firm Director

M: +1 (214) 608 7477

E: chuck.rohre@bakertilly.com

Patty Heminover

Director

T: +1 (651) 968 7841

E: patty.heminover@bakertilly.com

3. Statement of proposed work

The recruitment will be national and inclusive in nature, with a candidate pool of diverse, experienced and talented individuals.

i. Methodology

Our understanding of Norwood Young America's needs

We understand the City of Norwood Young America is looking for a timely, effective, efficient, responsive, well-managed and thorough search process to recruit and identify highly qualified candidates for your next City Administrator.

Baker Tilly will work with the City Council, City staff and other designated stakeholders to understand the desired qualities and professional capabilities that are most important to your organization for this recruitment. This information helps us present the City of Norwood Young America and the vacancy to well-regarded candidates, emphasizing the opportunities for leadership and professional growth as well as presenting Norwood Young America as a vibrant and thriving community in which to live and work.

We recognize that there is significant competition for experienced local government administrators today. For this reason, we work with you to develop a recruitment strategy that includes an aggressive marketing, recruiting and candidate outreach campaign. As you know, a successful recruitment often depends upon the ability to reach successful executives who may not necessarily be in search of new employment opportunities. Thus, we use existing resources to inform and encourage qualified professionals to apply for opportunities with your organization. We believe that these efforts are critical to ensuring that the City receives a qualified candidate pool.

Baker Tilly manages and tracks applicant information and provides regular communications, updating the applicants on the status of the recruitment. Our communications are always professional and respectful.

We take pride in our ability to provide the City with comprehensive information about each candidate we present, expanding beyond applications and resumes, to better understand their professional experience, the leadership and management style they will bring to your organization, and their motivation for pursuing this career opportunity. We also assist you in the preparation of interview questions, interview day scheduling, planning and structuring as needed. Additionally, we are available to you and present throughout each interview session and are able to facilitate your deliberations and negotiations with the top candidate.

Recruitment solutions during the Covid-19 Pandemic

In response to the COVID-19 Pandemic, the Baker Tilly executive recruitment team leader will work closely with Norwood Young America's designated point of contact to develop alternative methods to complete all aspects of our established search processes using existing technologies and ensure the overall safety of all involved, which may include virtual or telephonic meetings, interviews or conversations.

As such, we will creatively collaborate with your organization to provide you with access to critical information you may need to make your hiring decisions. Additionally, we can utilize our capability for video conferencing during meetings, candidate interviews, etc.

When the time arrives for the City Council to interview candidates, we may encourage and support the steps established or recommended by local, state or federal guidelines, public health and medical professionals, including social distancing guidelines and protocols.

Baker Tilly has successfully organized several successful virtual and on-site interview processes following the prescribed social distancing protocols and best practices. As such, Patty Heminover is able to provide corresponding on-site support and assistance, if requested.

Remote work

For Baker Tilly, the safety of our people is paramount. We are committed to playing our part in containing COVID-19 by practicing responsible social distancing. As of this writing, our firm is allowing many professionals to work remotely. Because Norwood Young America expects and deserves tailored, personalized service, we recognize that this policy may cause concern. Please understand that we are prepared to deliver an exceptional service experience remotely if necessary.

The City's engagement team has various tools enabling them to assist you from any location. Baker Tilly professionals each receive their own laptop and remote access credentials to connect to our internal network from outside the office. When Baker Tilly and the City are not able to meet in person, we have web conferencing software – including Zoom and WebEx – to quickly set up online meetings. We also use Microsoft Teams, which facilitates easier communication and project management.

Additionally, we use Huddle, a secure cloud collaboration software, to work together anywhere, anytime and on any device. Huddle provides a platform for Norwood Young America and Baker Tilly to come together, share files, assign tasks, and track activity in a secure



environment. Using Huddle as a central hub of activity means we all spend less time organizing documents, chasing approvals and searching through email — and more time achieving tangible results. The platform also enables real-time communication, meaning the status of your engagement will always be available. We also use Microsoft Teams, which facilitates easier communication and project management.

Proposed solution to meet Norwood Young America's needs

The recruitment will be conducted out of our St. Paul office. Patty Heminover will serve as the project team leader. Our process includes five major tasks:

1. Recruitment brochure development and advertising

 We schedule and meet with Norwood Young America's elected officials, appointed management team members and key stakeholders, as requested, to understand your desired needs, strategic directions, overall candidate expectations and to develop a candidate profile

2. Execution of recruitment strategy and identification of quality candidates

- Using the approved profile, we develop a colorful, appealing brochure and embark on a national or regional targeted recruitment campaign
- Additionally, we simultaneously launch a direct applicant outreach campaign targeting eligible prospects identified via our extensive searchable applicant database
- Using our proprietary applicant tracking system, we communicate and update applicants on key processes and corresponding search progress

3. Screening of applications, recommendation of semi-finalists and selection of finalists

- Once we identify the most promising applicants, we ask them to complete our due diligence questionnaire and a candidate questionnaire while the project team conducts a comprehensive web and social media scan to elicit information that could be relevant to employment
- These applicants also complete a recorded, one-way video interview of selected questions designed to secure
 a different perspective on the applicant's overall qualifications
- We provide you with a Semi-Finalists Report of the top candidates, which includes resumes, cover letters and due diligence questionnaire responses
- Selected finalists complete a management and leadership style and strengths assessment (personality and behavior analysis) to provide us with important information about their styles, temperament, preference, etc.

Conducting background checks (criminal, civil, credit and driving record), reference checks and academic verifications

- Background records checks and academic verification
- References

5. Final interview process

- Once the City Council identifies its top 3-5 finalists, we work with you and the finalists to coordinate all aspects
 of the interview process
- Employment offer assistance and feedback

Recruitment approach

Task I. Recruitment brochure development and advertising

The development of a comprehensive recruitment brochure that includes a profile of the ideal candidate is an important first step in your recruitment process. This profile includes the required academic training, professional experience, leadership, management and personal characteristics related to the success of the candidate in the position of City Administrator. The recruitment brochure will also include a profile that captures the essence of Norwood Young America as a highly-attractive venue for the successful candidate to live and work.

To prepare the recruitment brochure, the project team leader will come on site to meet with the City Council, City staff and other designated stakeholders to discuss the required background, professional experience, and management and leadership characteristics for your City Administrator. We meet individually (or collectively depending upon your preference) with members of the City Council to broaden our understanding of the position's leadership and management requirements, current issues, your strategic priorities and your expectations for the City Administrator. [See example of a recruitment brochure in **Appendix** I.]

Information obtained from these meetings, coupled with our review of the job description and other City documents, is used to prepare a position and candidate profile. The completed profile will be approved by the City before recruitment begins. The position and candidate profile will be central to our recruitment strategy and outreach to potential candidates.

The project team will also work with the City to develop an advertising and marketing strategy to notify potential candidates about the vacancy and conduct an open recruitment that encourages applications from a talented and diverse pool of candidates. Our team will place ads in appropriate professional publications, websites and local print media, such as the League of Minnesota Cities, and other state and nationwide publications, and coordinate with City staff to include information about the search on the City's social media platforms. Additionally, Baker Tilly has a high-traffic website which includes an exclusive location dedicated to encouraging potential candidates to upload their resumes. The aggressive advertising and marketing campaign for top talent will include national, state, regional and local elements as determined during our initial meetings with Norwood Young America's representatives. Our customized mailing list, selected from our extensive database and contacts collected at appropriate public-sector conferences, will be utilized to further promote the City Administrator position.

Project milestone	Deliverables	Timeline
Position profile and recruitment brochure development	 Interviews with the City Baker Tilly receives information on Norwood Young America's budgets, organizational charts, images, logos, etc. Develop draft documents (recruitment brochure, advertisement, marketing letter and timeline) 	2 weeks
Approve brochure, commence advertising and distribute marketing letter	 Brochure sent to the City for final approval Commence advertising and distribution of recruitment brochure 	1 week

Task II. Execution of recruitment strategy and identification of quality candidates

Utilizing the information developed in Task I, Baker Tilly will identify and reach out to individuals who will be outstanding candidates for the position of City Administrator. Often, well-qualified candidates are not actively seeking new employment and will not necessarily respond to an advertisement. However, if a potential candidate is presented with the opportunity directly and in the proper manner, he or she may apply. We take pride in our ability to locate highly qualified candidates across the nation based on the professional contacts and relationships we have developed and maintained over many years.

These efforts will be supplemented by the creation of a customized database utilizing our extensive, interactive applicant database for the City Administrator position. This will provide the Baker Tilly team with the ability to customize applicant flow and tracking, communication with applicants and conduct database inquiries for candidates based on characteristics important to the City such as geographic location, particular experience, expertise and credentials.

During this part of the process the project team will work with the City Council and designated City staff to reach consensus on the leadership and management style for the ideal candidate. Our research will determine the key competencies, work values and leadership/management style for the City Administrator and match the candidates to each attribute.

While recruitment is under way, the project team will work with a team of up to 10 subject matter experts (SMEs) who know what successful performance in the City Administrator position looks like to reach consensus on the desired leadership and management style for the ideal candidate. We ask the SMEs to complete a 30-minute, on-line questionnaire. When aggregated, these responses generate a benchmark that prioritizes the key competencies, work values and leadership/management style attributes for this position, creating a framework for assessing candidate fit with Norwood Young America. Later in the process, finalists for the position are asked to complete a companion questionnaire that allows us to match candidates' competencies, work values and leadership/management style to the benchmark. [See sample excerpt of TTI report in **Appendix II**.]

Each candidate submitting a resume is sent a timely acknowledgement by our team, including an approximate schedule for the recruitment. Throughout the recruitment process, communications are maintained with each candidate regarding information about the recruitment progress and their status in the process. We take pride in the many complimentary comments made by candidates regarding the level of communication and the professional manner in which they are treated during our recruitments.

Project mileston	Deliverables	Timeline
Execution of recruitment strategy and candidate outreach	 Online data collection and profile development Development of interactive, searchable applicant database for recruitment of the City Administrator Baker Tilly performs direct outreach to prospective candidates identified in the recruitment strategy Utilization of extensive applicant database to identify applications and review applicant pool for competencies/demographics 	4-5 weeks

Task III. Screening of applicants and recommendation of semi-finalists

In Task III the project team, under the direction of Patty Heminover, will screen the candidates against the criteria within the position and candidate profile and develop a list of semi-finalists for recommendation to the City Council. We will then narrow the list to a group of 10-15 semifinalists for review and select finalists on the basis of written candidate questionnaires, early due diligence information, consultant phone interviews and recorded, one-way video interviews.

Another unique aspect of our recruitment process is our use of online recorded interviews for the screening process. Responses are timed and questions are not provided in advance. This tool allows our team to develop a more comprehensive understanding of each candidate's ability to "think on their feet," as well as their personal and professional demeanor. Our team will provide an online link for the City Council and designated City staff, as well as others who have input into the hiring decision, allowing them to review and later discuss the recorded responses. This provides your organization with additional candidate assessment tools that can be customized to fit the unique needs of the City of Norwood Young America.

Throughout the process, you will have access to our Master Applicant List (MAL), which will provide pertinent data for each applicant.

Project milestone	Deliverables	Timeline
Applicant screening and recommendation of semifinalists	 Baker Tilly compares applications to the approved candidate profile, developed in our searchable applicant database Most promising applicants are asked to complete candidate questionnaires and provide due diligence information Media, internet and social media scan for information pertinent to future employment Top 10-15 candidates identified as semi-finalists Semi-Finalist Report is prepared, including the brochure, master applicant list, cover letter and resume of candidates to be considered Baker Tilly and the City Council review video interviews Project team leader meets with the City Council to review recommended semi-finalists City Council selects finalists for on-site interviews Finalists complete candidate management style assessment, responses are reviewed and interview questions are developed 	2-3 weeks

Task IV. Conducting background checks, reference checks and academic verifications

When the City Council approves of a group of finalists for on-site interviews, Baker Tilly will begin the process of conducting reference checks, background checks and academic verifications. A Confidential Reference Report is prepared for each finalist to complete our understanding of his/her management and leadership characteristics and professional work performance.

Background checks will include information from the following areas:		
Consumer credit	Bankruptcy	
City/county – criminal	State district Superior Court - criminal	
City/county - civil litigation	State district Superior Court – civil	
Judgment/tax lien	Federal district - criminal	
Motor vehicle driving record	Federal district – civil litigation	
Educational verification	Sex offender registry	

To ensure that our quality standards are maintained, we require a minimum of 10-15 business days between the time that you select the finalists for on-site interviews and when we submit the candidate documentation for your final interview process.

Project mileston	Deliverables	Timeline
Design final process with City for on-site interviews with finalists	Baker Tilly confirms interviews with candidates Travel logistics are scheduled for candidates	1-2 days
Background and reference checks and academic verification	Baker Tilly completes background checks, reference checks and academic verifications for finalists	2-3 weeks

Task V. Final interview process

Upon completion of Task IV, we will work with the City Council and City staff to develop the final interview process, including the use of virtual platforms as requested. We customize the final interview process according to the needs and functions of the position and according to your preference, instructions and directives to include steps that are important to you, our client. As such, the final interview process may include meetings with the department heads, a City tour and the opportunity for a meet and greet, if requested by the City. In advance of the interviews, we will provide documentation on each of the finalists which will provide the highlights of their leadership/management profile (Gap Analysis) as well as a summary of the results of the reference checks, background checks and academic verifications. In addition, the Final Report will include guidelines for interviewing the candidates, suggested interview questions and a candidate assessment process for your interview panel(s).

The project team leader will be available during the final interview process to answer questions about the candidates and, if requested, assist with the final evaluation of the candidates. In addition, we will assist you with the development of a compensation package and related employment considerations and assist with the negotiation of an employment agreement.

Project milestone	Deliverable s	Timeline
Final Report prepared and delivered to the City	 Final Report is prepared; including brochure, interview schedule, cover letter, resume, candidate questionnaire, suggested interview questions, candidate assessment form and management style probing questions 	1 day
On-site interviews with finalists	 Interviews are scheduled Recruitment project team leader attends client interviews and is available to participate during deliberations of candidates 	1-2 days
Offer made/accepted	 If requested, Baker Tilly participates in candidate employment agreement negotiations Baker Tilly notifies candidates of decision Baker Tilly confirms final process close out items with the City of Norwood Young America 	1-2 days

Our strategy for recruitment of diverse candidates

Our corporate core values and work environment reflect our broader social aspirations for a diverse workforce, equal opportunity and cross-cultural respect. We have established strong and credible networks with minority and female leaders nationwide. In addition, we are corporate members of the National Forum for Black Public Administrators (NFBPA) and the Local Government Hispanic Network and are on their National Corporate Advisory Council. We participate in their membership events on a regular basis.

To that end, we take responsibility for diversity in our organization, our recruitment strategy and our candidate pools. In this recruitment, we will use our established networks to make direct and personal contacts with prospective minority and female candidates and encourage them to consider the City of Norwood Young America's City Administrator position. Because of our performance record in presenting a diverse applicant pool, these prospective candidates know they will be fairly considered in the process.

Baker Tilly is committed to ensuring equitable participation in our business and employment opportunities without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status or sexual orientation. As a leader in the executive recruitment industry, we take positive actions to prevent and to remedy any discriminatory effects of business and employment practices.

Why Baker Tilly is ideally suited to serve Norwood Young America

There are many reasons Baker Tilly has distinguished itself from peers in public sector executive recruitment. What makes Baker Tilly different from other firms? Our executive recruitment solution truly begins with your needs. The City of Norwood Young America deserves to work with a provider that goes beyond checking your recruitment boxes through proactive, responsive insights, a tailored approach and communication. We encourage you to consider how the unique combination of our qualifications make us the right fit to serve the City—today and for years to come.

We are experienced and passionate about what we do

Baker Tilly executive recruitment consultants are highly experienced and passionate about local government since all have spent a significant part of their professional careers in senior leadership positions for cities, counties and school districts. Our team has recruited and placed more than 1,400 executive-level positions within cities, counties, school districts and public and not-for-profit organizations since 2000.

We are focused on exceeding your expectations

We believe in local government and want to assist the City of Norwood Young America organization in building a great team. We want your organization to hire us again based on the success we achieve the first time we work together

We believe that "ethical business practices" are a catalyst for success

These practices include operating with transparency, responsiveness and sensitivity to the culture of your organization while pursuing an unrelenting commitment to high quality and professional services.

We believe in diversity

Our corporate core values and work environment reflect our broader social aspirations for a diverse workforce, equal opportunity and cross-cultural respect. We take responsibility for diversity in our organization, our recruitment strategy and our candidate pools. We are corporate members of the National Forum for Black Public Administrators (NFBPA) and the Hispanic Network and are on their National Corporate Advisory Council.

We conduct a timely, high-quality recruitment that is within budget,

For an all-inclusive, not-to-exceed professional fee that includes the cost of professional services by the project team leader, the project support staff and all project related expenses such as advertising, preparation of a recruitment brochure, background, reference and academic verification checks and travel expenses for up to three on-site visits. We work with you to establish a timeline, respond to Norwood Young America's needs and to unexpected circumstances that may develop during the course of a recruitment in order to expedite the recruitment, but not at the expense of finding high quality candidates for the City.

We utilize the latest technologies that uniquely sets us apart

Technology plays an important role in the Baker Tilly executive recruitment process. From our proprietary video interview system and our management/leadership style assessment analysis to our proprietary online application system, we efficiently manage candidate information and provide the City Council with unique information about each candidate's leadership and management style and ability to respond extemporaneously to video questions.

We offer a "Triple Guarantee" that commits Baker Tilly to Norwood Young America's success

- We remain focused to assist with your executive recruitment until you make an appointment
- We guarantee your executive recruitment for 12 months against termination or resignation for any reason or we come back to fill the City Administrator position for no additional professional fee
- We will not directly solicit any candidates selected under this contract for another position while the candidate is employed with your organization

Benefits to Norwood Young America

Selecting Baker Tilly to conduct your executive recruitment provides you with the following benefits:

Comprehensive and structured process

Our process is comprehensive and seamless, reflecting our years of interaction with local government employers and prospective candidates.

Transparency

Baker Tilly comes to the City of Norwood Young America without having any preconceived notions or expectations about the City and prospective candidates. The Baker Tilly team works closely with the City to make sure the process is transparent.

Confidentiality

Prospective candidates know that their application will be kept confidential, allowing them to express interest in the City Administrator position without jeopardizing their current employment. Our reputation for ensuring candidate confidentiality as permitted by state and local law means that the City can count on maximizing the number of qualified candidates interested in the position.

Candidate recruitment

Baker Tilly actively recruits qualified candidates, drawing from our extensive personal and professional connections with capable individuals around the state, region and nation and assuring the City of Norwood Young America of its access to established managers and rising stars. The ability to widely recruit for prospective candidates is one of the primary benefits of using Baker Tilly.

Focused use of the City's time

Baker Tilly's comprehensive process incorporates the active participation of City Council members at key steps in the process. Our process keeps decision makers fully advised and informed of all aspects of the process without requiring them to expend large amounts of time on the recruitment process or to put aside other pressing issues facing the City.

Minimize staff disruption

Baker Tilly's search process also minimizes disruptions to Norwood Young America's staff, some of whom may have additional duties in this time of transition. Because conducting a thorough recruitment can be time-consuming. Baker Tilly's involvement allows staff to stay focused on their primary and assigned functions.

Thorough evaluation of candidates

The City of Norwood Young America seeks a City Administrator of sound professional and personal character. Baker Tilly's process includes a thorough evaluation of the final candidates, including detailed information from references and a careful review of background records.

ii. Timeline

Below is an estimated timeline for the executive recruitment process. You will be asked during the first on-site meeting to review and approve a timeline for the recruitment project. It is our intent to conduct the recruitment expeditiously, but not at the expense of finding high-quality candidates for you.

City of Norwood Young America, Minnesota Executive Recruitment Preliminary Timeline

The following timeline represents a preliminary schedule for your executive recruitment based on a commencement date of July 26, 2021. Actual target dates will be developed in consultation with and approved by the City Council.

Project milestone	Deliverables	Target Date
Profile development, advertising and candidate outreach	 Baker Tilly completes interviews to develop candidate profile and recruitment brochure; the City approves ad placement schedule and timeline Baker Tilly sends draft recruitment brochure to the City The City returns draft recruitment brochure (with edits) to Baker Tilly Baker Tilly commences executive recruitment advertising and marketing Online data collection and profile development 	August - September
Applicant screening and assessment and recommendation of semi-finalists	 Baker Tilly commences formal review of applications; most promising candidates complete questionnaires Candidates complete recorded interview online Baker Tilly completes formal review of applications and sends selected resumes to the City Council for review Candidates' recorded interviews are presented Baker Tilly meets with the City Council and recommends semi-finalists; the City Council selects finalists for on-site interviews Finalists complete candidate management style assessment and responses are reviewed and interview questions are developed 	September
Comprehensive background check, academic verifications and reference checks completed for finalists	Baker Tilly completes reference checks / background checks/ academic verification on finalists	September/October
On-site Interviews with finalists	 Baker Tilly sends documentation for finalists to the City Council The City Council conducts on-site interviews with finalists 	October
Employment offer made / accepted	The City Council extends employment offer to selected candidate	TBD

iii. Budget and deliverables

The all-inclusive professional fee to conduct the recruitment is provided below.

Professional fee

The all-inclusive professional fee includes the cost of professional services by the project team leader, the project support staff and all project-related expenses such as advertising, preparation of the recruitment brochure, printing, candidate background, reference and academic verification checks and travel expenses for on-site visits. Travel expenses incurred by candidates for on-site interviews with the client are not the responsibility of Baker Tilly and are handled directly by the client organization.

The all-inclusive professional fee will be billed in four installments: 30% of the fee will be billed at the beginning of the recruitment; 30% at the implementation of Phase I; 30% at the implementation of Phase II; and 10% upon acceptance of an offer by the candidate.

All questions regarding the professional fees and project-related expenses should be directed to Patty Heminover at patty.heminover@bakertilly.com or via phone at (651) 968 7841.

Phase	Description of Professional Services	Fee
Phase I	Task 1 Candidate profile development/advertising/marketing (includes one day on site by lead consultant) lead consultant hourly rate – approximately 14 hours research/project management staff hourly rate – approximately 16 hours	\$3,150 \$1,700
Task	Task 2 Identify quality candidates lead consultant hourly rate – approximately 14 hours research/project management staff hourly rate – approximately 16 hours	\$3,150 \$1,700
Task 3	Task 3 Preliminary screening & initial report to client lead consultant hourly rate – approximately 18 hours research/project management staff hourly rate approximately 20 hours	\$4,150 \$2,000
Phase II Task 4	Task 4 Reference checks, background checks, assessments and academic verifications lead consultant hourly rate – approximately 11 hours research/project management staff hourly rate – approximately 12 hours	\$2,500 \$1,300
Phase III	Task 5 Final process/on-site interviews with finalists (includes two days on site by lead consultant) lead consultant hourly rate – approximately 14 hours research/project management staff hourly rate – approximately 16 hours	\$3,150 \$1,700
Conclusion	Acceptance of offer by candidate	
	TOTAL ALL-INCLUSIVE PROFESSIONAL FEE	\$24,500*

Optional services

Optional services for consideration	Fee
At the City of Norwood Young America's option, Baker Tilly will conduct a web-based survey to determine key community-wide issues and priorities that could be considered in the selection of a new City Administrator. This survey is completed by community leaders, citizens and City employees and would alter the project timeline.	\$1,650
On rare occasions, Baker Tilly is asked to provide additional search services that are not included in this scope of service or to provide more than three on-site visits to the City of Norwood Young America. Additional work specifically requested by the City which is outside of the scope of this project will be invoiced at the hourly rate of \$220 plus expenses. Baker Tilly will submit a written explanation of the additional services to be provided and the estimated hours that will be required prior to commencing any additional services.	\$220 per hour plus expenses

Triple guarantee

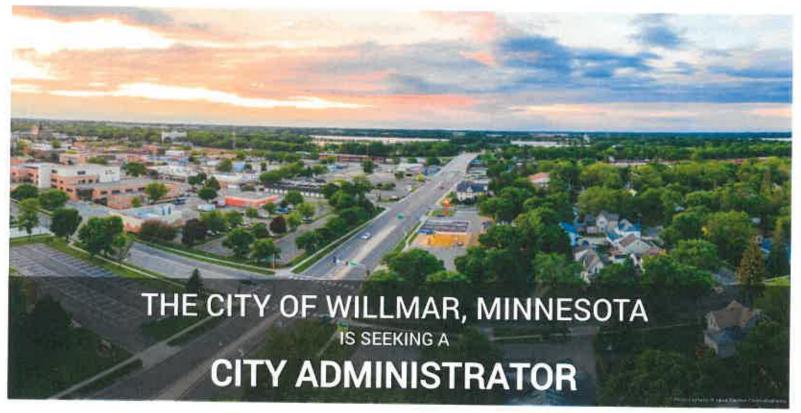
Our Triple Guarantee is defined as:

- A commitment to remain with the recruitment assignment until you have made an appointment for the fees and tasks quoted in this quote. If you are unable to finalize selection from the initial group of finalists, Baker Tilly will work to identify a supplemental group until you find a candidate to hire.
- Your executive recruitment is guaranteed for 12 months against termination or resignation for any reason. The replacement recruitment will be repeated with no additional professional fee, but will include project-related expenses. Candidates appointed from within your organization do not qualify for this guarantee. This guarantee is subject to further limitations and restrictions of your state laws.
- 3. Baker Tilly will not directly solicit any candidates selected under this contract for any other position while the candidate is employed with your organization.

Negotiations

If selected, we will provide the City of Norwood Young America with our standard engagement terms. Should the City wish to provide alternate terms or proceed on the basis of its own format agreement, we would require the ability to negotiate mutually acceptable terms and conditions prior to executing a final contract.

Appendix I: sample brochure



The Community

The City of Willmar is seeking an experienced leader to replace its current City Administrator who will soon retire. Mr. Gramentz served as an interim administrator and was later appointed to the position to assist the City with planning for the new City Hall facility and getting the \$30 million in Local Option Sales Tax recreational projects through design, bidding and into the construction phase.

Surrounded by lakes, rolling hills, and rich farmland, Willmar is located 100 miles west of the Saint Paul-Minneapolis metropolitan area. With all of the friendly neighborliness of a small town, Willmar is the regional center for West Central Minnesota and the Kandiyohi County seat. Covering 14 square miles, the City has an estimated population of 20,272.

Willmar is situated at the intersection of U.S. Highways 12 and 71; it is connected to St. Cloud via Minnesota 23 and to western Minnesota via Minnesota 40. Railroads, which have dominated Willmar's history, continue to provide an important economic connection for Willmar's farm and non-farm products through the Burlington Northern Santa Fe Railway. Other transportation services include the Willmar Municipal Airport, Greyhound Bus Lines, and Central Community Transit.

The City of Willmar functions as a regional center for retail trade, medical care, education, and small manufacturing. Agriculture is the region's leading industry. The City's largest employer is Jennie-O Turkey Store, owned by Hormel. The diversity of the City's economic base has provided steady growth and stability, enabling the area to weather economic downturns.

On December 31, 2017, the City of Willmar entered into an Operating Lease Agreement with CentraCare Health Systems and Carris Health, LLC. Under the agreement, the City agreed to lease and transfer the operations of Rice Memorial Hospital, Rice Care Center, Rice Home Medical, and Rice Hospice to Carris.



Forum News Service





Recreation

The Willmar Lakes Area attracts locals and tourists who come to enjoy recreation, fishing, and other water sports. Golfing is available at the area's three 18-hole and two 9-hole courses.

The area boasts over 41 city, county, and state parks, many with trail systems for hiking, biking, and horseback riding, and one that hosts the fabulous Dorothy Olson Aquatic Center which offers fun for all ages. Robbins Island is Willmar's largest regional park spanning 55 acres. The island hosts seven shelters, a soccer field, disc golf course, a swimming beach, shore fishing, public boat access, and Destination Playground, one of the largest fully accessible playgrounds in the U.S.

In winter, over 200 miles of groomed trails are available for snowmobiling and cross-country skiing while Sibley State Park and the Prairie Woods Environmental Learning Center are favorite spots for snowshoeing.

Organized sports include baseball, softball, football, hockey, volleyball and soccer. Community education and recreation programs provided through a long-standing collaboration between the City and the School District offer activities ranging from aquatics and ice-skating to programs that explore the performing arts. Numerous events, concerts, and festivals occur throughout the year, including Rockin' Robbins, Willmar Fests and the Kandiyohi County Fair.



Education

Public education services are provided by Willmar Public Schools, Independent School District 347. The District had a 2020/2021 enrollment of 4,200 students in kindergarten through grade 12. It employs approximately 635 certified and non-certified staff and operates three elementary schools, a middle school, a senior high school, and an alternative learning center. Willmar also provides other educational options, including Community Christian School, a K-12 private school, and Dream Technical Academy, a public charter school for grades 7-12.

Post-secondary education programs are provided by Ridgewater College, which offers two-year associate degree programs and comprehensive general education that is fully transferable to four-year colleges and universities. Through its campuses in Willmar and Hutchinson, Minnesota, Ridgewater College serves more than 5,500 students and offers over 100 educational programs.

Pioneerland Library System, with headquarters in Willmar, has over 32 member libraries serving residents in nine West Central Minnesota counties.

The Organization

The City of Willmar is governed by a Home Rule Charter adopted in 1901. The City operates under a weak Mayor-Council form of government, in which the Mayor is elected to a four-year term of office and the eight Council members are elected, two from each of the City's four wards, to overlapping four-year terms. City elections are held concurrently with general state elections.

The City of Willmar is focused on its values and commitment to being responsive, efficient, innovative, open, neighborly and servicing for the greater good of the community and region.

The Position

The City of Willmar is seeking an experienced leader to replace its current City Administrator who will soon retire. Mr. Gramentz served as an interim City Administrator and was later appointed to the position to assist the City with planning for the new City Hall facility and getting the \$30 million in Local Option Sales Tax recreational projects through design, bidding and into the construction phase.

The position is appointed by, and reports to, the City Council and serves at its pleasure. As the City's top appointed official, the City Administrator is responsible for managing city operations and services, with the exception of Willmar Municipal Utilities (electric and water). The position supervises a staff of 111 regular employees and a \$43.8 million budget for all City funds.

Desired Capabilities

- Experience in economic development and fostering business-community relationships with the City and the surrounding jurisdictions while being adept at how the City can craft meaningful and sustainable economic development initiatives that are a benefit to the City.
- The ability to provide leadership to ensure the City's long-term fiscal health through sound budget management and long-range plans to grow the City's tax base and maintain infrastructure.
- Strong understanding of local government roles and responsibilities and a commitment to support and assist the City
 Council in its policy role; earns the trust of the City Council and staff by openly sharing and exchanging information
 and contributing to a deeper understanding of the issues confronting the City.
- Exceptional ability to provide administrative insights to the City Council and staff; able to firmly and diplomatically
 present professional views and carry out decisions in a timely, professional and impartial matter.
- Outstanding communication skills, both orally and in writing, with the ability to interrelate with the public, City Council, staff, and other stakeholders; strong ability to present to audiences ranging from staff to the community at large.
- Extensive knowledge of municipal operations and general practices including current developments and innovations relevant to local government.
- The ability to effectively delegate authority and responsibility while maintaining appropriate levels of accountability
 and operational control; able to set clear expectations for department heads and provide them with the latitude to
 manage operations while holding them accountable for results; builds a cohesive City staff team.
- Skilled at bringing people together to build partnerships to share resources and address common problems; supports the City's role as a regional center by working collaboratively with area local governments, schools and other organizations.
- The ability to approach every initiative and project in a collaborative manner; exhibits the highest levels of integrity and ensures the long-term success of the City of Willmar.
- The ability to respond proactively to opportunities and challenges and encourage new ideas on how municipal services are provided; finds ways to use technology to leverage innovation.
- The ability to establish trust quickly with others and relate to all members of the community; genuinely embrace and promote diversity and inclusion and other cultural competencies; visible in the community and recognized as a community resource.
- Have a collaborative and open, friendly personality and management style and establish trust quickly with others; know how to deal with conflict in a constructive manner.





High Priorities and Opportunities

Willmar's next City Administrator will address the following priorities during the first six to 24 months on the job.

New City Hall—The City of Willmar is proposing to design a new joint City Hall/Community Center Facility to serve the community well into the future. The City Administrator will need experience in managing the design and construction of a facility.

Infrastructure—On November 6, 2018 the voters of Willmar approved a \$30 million Local Optional Sales Tax to fund multiple community projects including a new events and recreation center, a new community center, additional athletic fields, upgrades to Robbins Island and Swansson Field, and stormwater improvements. It is expected for the new City Administrator to quickly gain an understanding of the bond's purpose and to ensure efforts are made to move projects forward and on budget.

Connecting with Council, Employees and the Community—Communication and transparency with City Council, employees, residents, businesses, and all stakeholder organizations are critical skills for the next City Administrator. Strong listening abilities and a genuine desire to engage the community in problem-solving is expected. Attending community meetings and being present and visible in the City is essential.

Organizational Management—The new City Administrator will evaluate its workforce, organizational structure, processes and procedures to ensure exceptional customer service delivery.

Qualifications and Experience

Bachelor's degree in public administration, business administration, finance or a related field, Master's degree preferred, and seven or more years of management and supervisory experience in positions of similar complexity, preferably in local government. Equivalent combination of education and experience will be considered. Qualified candidates will be proven leaders with a broad knowledge of municipal functions, a strong background in organizational management, finance, human resource management, and a demonstrated ability to increase operating efficiencies and redesign service delivery. Must have exceptional communication and interpersonal skills and the ability to engage the City Council, staff and community in defining and achieving the City's long-term direction.

Compensation and Benefits

Competitive starting salary based on the successful candidate's qualifications and experience will be offered, with the range extending from \$136,500 to \$177,450. The City of Willmar offers a comprehensive and outstanding array of employee benefits, including fully paid group health insurance and up to \$6,000 employer HSA contribution.



Application and Selection Process

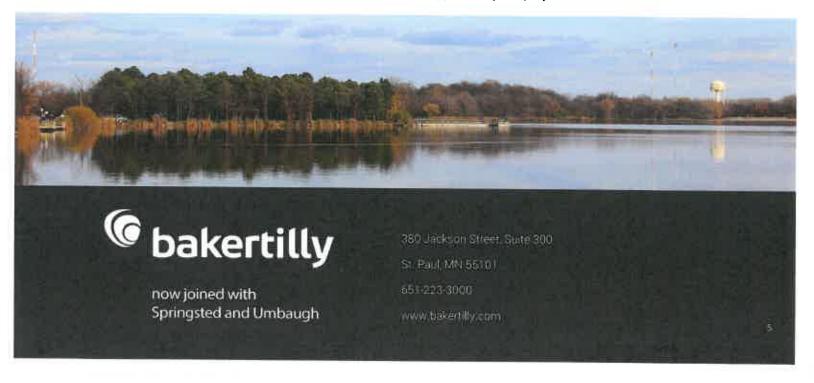
Qualified candidates please submit your cover letter and resume online by visiting our website at:

https://bakertillv.recruitmenthome.com/postings/2839

This position is open until filled; first review of resumes occurs on March 15, 2021. Following this date, applications will be screened against criteria outlined in this brochure. On-site interviews will be offered to candidates named as finalists, with reference checks, background records checks, including credit history, and academic and employment verifications conducted after receiving candidate's consent. For more information, please contact **Patty Herninover** at patty.herninover@bakertillv.com or **651-223-3058**.

Visit https://www.willmarmn.gov/ for more information about the City of Willmar.

The City of Willmar is an Equal Opportunity Employer.

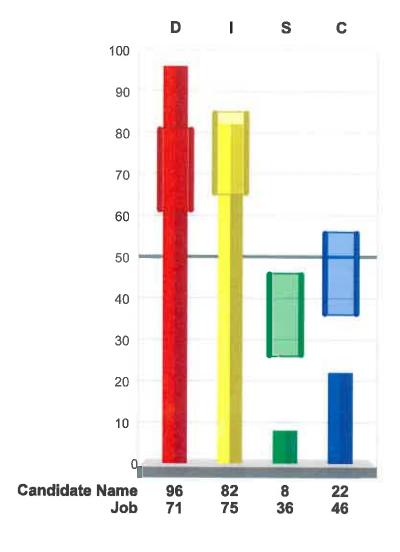


Appendix II: sample excerpt of TTI report



Workplace Behaviors® Candidate Name

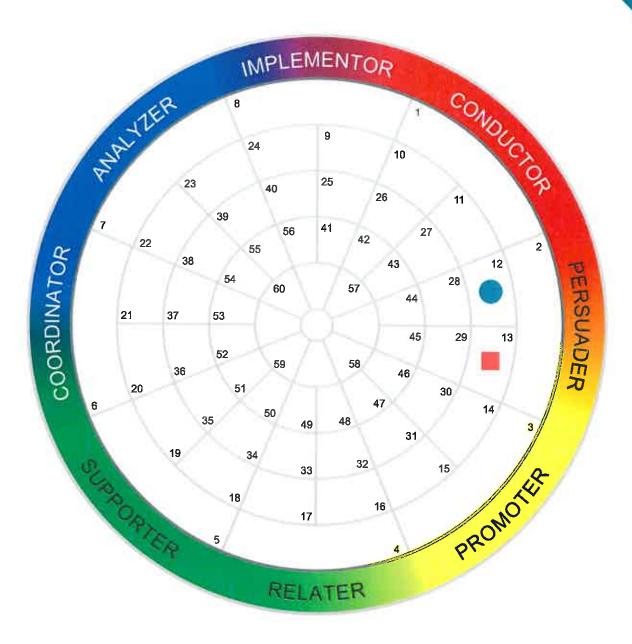
The following graph is designed as a visual comparison between the position and the applicant for each behavioral factor. The highlighted area denotes the position-related score for each behavioral factor. The applicant's score is denoted by the darker red, yellow, green and blue line. The closer the applicant's score aligns to the position's score, the better the applicant will perform in the position with respect to behavior.



Baker Tilly



The Success Insights® Wheel



Job - (13) PROMOTING PERSUADER

Candidate - (12) CONDUCTING PERSUADER



Comparison Analysis For Consulting and Coaching

Job Competencies Hierarchy	Zone Range	Person
1. Customer Focus	91 — 100	50
2. Teamwork	74 — 100	67
3. Interpersonal Skills	72 — 92	73
4. Influencing Others	86 — 100	68
5. Flexibility	83 — 100	78
6. Creativity and Innovation	66 — 84	62
7. Leadership	75 — 93	85

Primary Driving Forces Cluster	Zone Range	Person	
1. Collaborative	35 — 57	6	
2. Selfless	40 — 62	61	
3. Harmonious	35 — 57	0	
4. Receptive	22 — 45	29	

Job Behavioral Hierarchy	Zone Range	Person	
1. Competitive	73 — 100	90	
2. Interaction	60 — 84	90	
3. Versatile	54 — 74	100	
4. Frequent Change	52 — 72	92	

Exact match	Fair compatibility	
Good compatibility	Poor compatibility	Over-focused

Norwood Young America, Minnesota

City Administrator

Recruitment Proposal July 8, 2021



Contact: Laurie Pederson
630 Dundee Road
Suite 225
Northbrook, IL 60062
847-380-3198
Ipederson@GovHRusa.com



Table of Contents

About Us	3
Our Team	4
References	
Scope of Services	6
Project Timeline	
Full Scope Project Cost	
Summary of Guarantee	
Contract Signature Page	
Optional Services	
Consultant Full Biography	15



About Us

A note about COVID-19 — We are carefully monitoring recommendations from the federal, state and local governments and working with clients as they begin to reopen. Before COVID we made extensive use of technology for video interviews with candidates and meetings with clients. We have utilized these during COVID and can combine technology with appropriate in person meetings to assist clients in cost effective recruiting processes.

GovHR is a public management consulting firm serving local government clients and other public-sector entities across the country. Our headquarters are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public and non-profit sectors. GovHR offers customized executive recruitment services, management studies and consulting projects for local government and organizations who work with local government. Please note the following key qualifications of our firm:

- Since our establishment in 2009, our consultants have conducted more than 700 recruitments in 41 states, with an increase in business of at least 30% each year. Twenty-eight (28%) of our clients are repeat clients, the best indicator of satisfaction with our services.
- Surveys of our clients show that 94% rate their overall experience with our firm as Outstanding and indicate they plan to use our services or highly recommend us in the future.
- Our state of the art processes, including extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensure a successful recruitment for your organization.
- Our high quality, thorough recruitment brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates.
- We are committed to providing you with a pool of candidates that reflects the diversity of your community. We support the following organizations with our time as well as provide financial resources: National Forum for Black Public Administrators, Local Government Hispanic Network, League of Women in Government and Engaging Local Government Leaders.

About the Owners

GovHR is led by Heidi Voorhees, President, and Joellen Cademartori, Chief Executive Officer

Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 17 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as the Village Manager for the Village of Wilmette, illinois.

Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services. She has worked in Massachusetts, North Carolina, and Illinois.



Our Team

Recruitment Consultant & Main Point of Contact:

Charlene Stevens
Senior Vice President
320-262-0303
CStevens@GovHRusa.com

Proposal Inquiry:

Laurie Pederson
Administrative Services Director
847-380-3198
LPederson@GovHRusa.com

GovHR Owners:

Heidi J. Voorhees
President
847-380-3243
HVoorhees@GovHRusa.com

Joellen J. Cademartori
Chief Executive Officer
847-380-3239

JCademartori@GovHRusa.com



References

The following references can speak to the quality of service provided by GovHR.

Waconia, MN (City Administrator, 2021) Jackie Schulze, Assistant City Administrator 201 South Vine Street Waconia, MN 55387 952-442-3103 jschulze@waconia.org

Windsor Heights, IA (City Administrator, 2020) Dave Burgess, Mayor 1145 66 Street Windsor Heights, IA 50324 515-720-9250 Mobile 515-279-3662 Office dburgess@windsorheights.org

Muscatine, IA
(City Administrator, 2020)
Stephanie Romagnoli, Human Resources Manager
215 Sycamore Street
Muscatine, IA 52761
563-264-1550
sromagnoli@muscatineiowa.gov



Scope of Services – Full Scope Recruitment

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search. GovHR clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

Phase I: Position Assessment, Position Announcement & Brochure

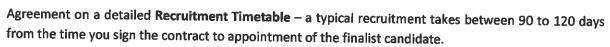
One-on-one or group interviews will be conducted with stakeholders identified by the client to develop the Recruitment Brochure. We have a variety of other options for gathering input:

- > Dedicated email and surveys to obtain feedback from stakeholder groups
- Public Forums conducted by our consultants

A combination of the above items can be used to fully understand community and organizational needs and expectations for the position.

Development of a Position Announcement to be placed on websites and social media

Development of a thorough Recruitment Brochure for client review and approval



Phase II: Advertising, Candidate Recruitment & Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry — we typically have 6,000 visits to our website <u>each month</u>. Finally, we develop a database customized to your recruitment and can send an email blast to thousands of potential candidates.

Phase II will include the following:

- GovHR consultants will personally identify and contact potential candidates in person, via email, and also via telephone.
- Develop a database of potential candidates from across the country unique to the position and to the client, focusing on:
 - Leadership and management skills
 - Size of organization
 - Experience in addressing challenges and opportunities also outlined in Phase I
- The database will range from several hundred to thousands of names and an email blast will be sent to each potential candidate.





Scope of Services - Continued

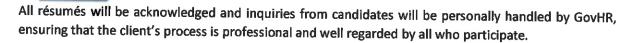
- > Placement of the Position Announcement in appropriate professional online publications:
 - Public sector publications & websites
 - > Social media
 - LinkedIn (over 15,000 connections)
 - Facebook
 - Twitter
 - Instagram
- GovHR will provide you with a list of advertising options for approval



PHASE III: Candidate Evaluation & Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure
- > Candidates will be narrowed down to those candidates that meet the qualification criteria
- Candidate evaluation process:
 - o Completion of a questionnaire explaining prior work experience
 - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate
 - o References (at least 2 references per candidate will be contacted at this time)
 - o Internet/Social Media search conducted on each finalist candidate



Phase IV: Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- GovHR will provide an electronic file which contains the candidates' materials with a "mini" résumé for each candidate so that each candidate's credentials are presented in a uniform way.
- Client will receive a log of all applicants and may review résumés if requested.
- > Report will arrive in advance of the Recruitment Report Presentation.

GovHR will spend approximately 2 hours with the client reviewing the recruitment report and providing additional information on the candidates.



Scope of Services - Continued

Phase V: Interviewing Process & Background Screening

Phase V will include the following steps:

GovHR will:

- > Develop the first and second round interview questions for your review and comment
- > Coordinate candidate travel and accommodations
- Provide you with interview books that include:
 - Candidates Credentials
 - Set of questions with room for interviewers to make notes
 - Evaluation sheets to assist interviewers in assessing the candidate's skills and abilities

Background screening* will be conducted along with additional references contacted:



*Per state and federal regulations

GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. GovHR consultants, if requested, will be present for all the interviews, serving as a resource and facilitator.

GovHR will coordinate a 2-Step Interview process. The first round interviews will include five or six candidates. The second round interviews will include two or three candidates. GovHR will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- > Tour of client facilities
- Interviews with senior staff



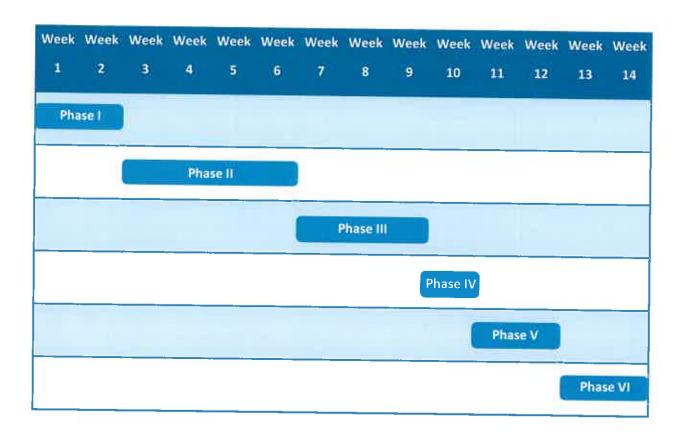
Scope of Services - Continued

Phase VI: Appointment of Candidate

- GovHR will assist you as much as you request with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- GovHR will notify all applicants of the final appointment, providing professional background information on the successful candidate.



Project Timeline – Full Scope Recruitment



Weeks 1 & 2

Phase 1: On Site Interviews & Brochure Development

Weeks 3 thru 6

Phase 2: Advertising, Candidate Recruitment & Outreach

Weeks 7 thru 9

Phase 3: Candidate Evaluation & Background Screening

Week 10

Phase 4: Presentation of Recommended Candidates

Week 11 & 12

Phase 5: Interview Process & Additional Background Screening

Weeks 13 & 14

Phase 6: Appointment of Candidate

^{*}In certain recruitments, the above schedule can be condensed to 12-weeks. Please inquire for details.



Full Scope Recruitment - Price Proposal

Summary of Costs:

We are carefully monitoring recommendations from the federal, state and local governments and working with clients on alternatives to in person meetings. We are fully operational and can work with you via video and by utilizing electronic files. If at the time of recruitment, COVID-19 restrictions are lifted and travel is possible, we are happy to attend meetings in person. For this reason, we have priced travel as a separate expense.

**Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, we estimate \$ 300 per trip (up to 3 trips) for travel. Only actual expenses will be billed to the client for reimbursement to GovHR.

Possible in-person meetings could include:

- 1. Recruitment brochure interview process
- 2. Presentation of recommended candidates
- 3. Interview Process

Any additional consultant visits requested by the Client (beyond the three visits listed above) will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

Recruitment Fee: \$18,000 Recruitment Expenses: Expenses include candidate due diligence efforts \$1,500 Advertising: *Advertising costs over \$2,500 will be placed only with client approval. Client is billed only for actual cost. \$2,500* Total: \$22,000**

**This fee does not include travel and accommodations for candidates interviewed.

Payments for Fees & Services:

Professional fees and expenses will be invoiced as follows:

1* Payment: 1/3 of the Recruitment Fee (invoice sent upon acceptance of our proposal).

2nd Payment: 1/3 of the Recruitment Fee and expenses incurred to date (invoice sent following the recommendation of candidates).

Final Payment: 1/3 of the Recruitment Fee and all remaining expenses (invoice sent after recruitment is completed).

Recruitment expenses will be itemized in detail. Payment of invoices is due within thirty (30) days of receipt.



Guarantee – Full Scope Recruitment

GovHR Guarantee

GovHR is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not make a selection from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond the Phase I advertising is requested, client will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the Client.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the client or the employee's own determination, leave the employ of the client within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and advertisements only. This request must be made within six months of the employee's departure.

Why Choose GovHR?

- ➤ We are a leader in the field of local government recruitment and selection with experience in more than 38 states, in communities ranging in population from 1,000 to 1,000,000. More than 28% of our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients.
- ➤ We are committed to bringing a diverse pool of candidates to your recruitment process. We network extensively with state, city and county management associations, attending more than 20 state and national conferences each year. In addition, we support and attend the meetings of League of Women in Government, the Local Government Hispanic Network, National Forum for Black Public Administrators and Engaging Local Government Leaders.
- We conduct comprehensive due diligence on candidates. Before we recommend a candidate to you, we will have interviewed them via video, conducted reference calls, and news media and social media searches. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.
- We are your partners in this important process. You are welcome to review all the resumes we receive and we will share our honest assessment of the candidates.
- Our goal is your complete satisfaction. We are committed to working with you until you find the candidate that is the best fit for your position.



Signature Page

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

Norwood Young America, Minnesota agrees to retain GovHR USA, LLC ("GovHR") to conduct a City Administrator Recruitment in accordance with its proposal dated July 8, 2021. The terms of the proposal are incorporated herein and shall become a part of this contract.

ACCEPTED:

.,
Ву:
Title:
Date:
Billing Contact:
Billing Contact Email:
GovHR USA, LLC
Ву:
Title:
Date:

Norwood Young America, Minnesota



Optional Services

GovTemps USA

Need an Interim? GovTempsUSA, a subsidiary of GovHR USA, specializes in the temporary placement of positions in local government. The firm offers short-term assignments, in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their career.

Recorded One-Way Video Interview of Candidates

Candidates we recommend for your consideration can complete a one way video interview with 3 to 5 questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview. Cost \$100 per candidate.

Leadership/Personality Testing

GovHR has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the client is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC and others. Depending on the evaluation type selected fees can range between \$100 to \$500 per candidate.

360° Evaluation

As a service to the Client, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed position at six months into his or her employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Client feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR will prepare a proposal for this service.



CHARLENE STEVENS



Ms. Stevens has over twenty years of experience in municipal management. Ms. Stevens has worked in both county and city government and her career covers work in urban, suburban and rural communities. Her career has spanned three states: Minnesota, Kansas and Pennsylvania.

Ms. Stevens has expertise in community and civic engagement, having started her career in neighborhood services and led community wide visioning and strategic planning efforts for two different communities. Ms. Stevens' strength is her ability to develop strong partnerships with multiple and diverse stakeholders. Through those partnerships, Ms. Stevens helps communities develop consensus and achievable plans.

Ms. Stevens' results-oriented management has included projects that have expanded parks and preserved greenspace in rapidly developing communities, developed a workforce training center for a large urban county, led downtown development plans for two communities and created mentoring and training programs for city staff. Ms. Stevens has appreciated the opportunity to mentor many young professionals, including helping to establish women's mentoring groups in three different communities.

PROFESSIONAL EDUCATION

- Master of Public Administration, University of Kansas, Lawrence, Kansas
- Bachelor of Arts, International Relations, Pomona College, Claremont, California
- Leadership Wichita Graduate

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Instructor, International City and County Management
 Association (ICMA), Emerging Leaders Development Program
- Instructor, ICMA Mid-Career Institute

MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association (ICMA)
 Current Member
- ICMA Task Force on Welcoming New Members Chair, 2009 - 2015
- ICMA Task Force on Women in the Profession Member 2012-2014
- ICMA Regional Vice President ICMA Executive Board Member, 2003 - 2006
- ICMA Committee of Professional Conduct Chair, 2006
- ICMA Conference Host Committee Co Chair, 2002
- ICMA Conference Planning Committee Member, 2001 and 2002

- ICMA Task Force on Small Communities Member, 1999-2001
- League of Minnesota Cities (LMC) Board Member, 2013 2015
- Coalition of Greater Minnesota Cities (CGMC) Board Member,
 2011 2015
- Minnesota City and County Management Association (MCMA) -Current Member
- MCMA Task Force on Women in the Profession Current Member
- YMCA of Woodbury Community Board Current Member and Board Vice Chair
- KUCIMAT President University of Kansas, 2013 2014
- Willmar Area Rotary, 2011 2015
- Kansas Association of City and County Managers (KACM) -Member, 2006 - 2011
- Association of Pennsylvania Municipal Managers (APMM) -Member, 1997 - 2006

PROFESSIONAL BACKGROUND

Over 20 Years of Local Government Leadership and Management Experience

•	City Administrator, Cottage Grove, MN City Administrator, Willmar, MN	2015-2018 2011-2015
•	Assistant County Manager, Sedgwick County, KS	2006-2011
•	Assistant Township Manager, Lower Gwynedd, PA	1999-2006
•	Assistant Township Manager, Buckingham, PA	1997-1999
•	Neighborhood Assistant, City of Wichita, KS	1995-1996





TYPE	STATE	CLIENT	POSITION	POPULATION	YEAR
City Management	Alabama	Lee County	Chief Administrative Officer	166,831	2021
	Alaska	Bethel	City Manager	6,500	2019
		Homer	City Manager (Professional Outreach)	5,300	2019
		Seward	City Manager	2,693	2019
		Unalaska	City Manager	4,768	2017
	Colorado	Eagle	Town Manager	6,739	2017
		Englewood	City Manager	34,957	2019
	Connecticut	Cheshire	Town Manager	29,261	2017
		East Hampton	Town Manager	13,000	2019
		Enfield	Town Manager	45,246	2015
				10,240	2018
					2020
		Meriden	City Manager	60,838	2018
	Delaware	Newark	City Manager	33,398	2018
	Florida	Gainesville	Assistant City Manager	133,997	2021
		Lakeland	City Manager	110,000	2020
		Largo	Assistant City Manager	82,244	2018
		Palm Beach	Assistant City Manager	85,933	2021
	Georgia	Decatur	Assistant City Manager	25,000	2018
			City Manager	25,000	2018
	Illinois	Algonquin	Village Manager	30,947	2012
		Arlington Heights	Village Manager	75,525	2014
		Barrington	Village Manager	10,455	2018
		Bensenville	Village Manager	20,703	2015
		Bloomington	City Manager	78,005	2018
		Buffalo Grove	Village Manager	42,909	2010
		Carbondale	City Manager	25,092	2011
		Cary	Village Administrator	18,713	2011
		Centralia	City Manager	13,000	2020
		Clarendon Hills	Village Administrator	8,653	2014
			Village Manager	8,653	2010
		Crest Hill	City Administrator	21,169	2015
		Decatur	City Manager	76,178	2014
				,,.	2018
			Deputy City Manager	76,178	2019
		DeKalb	City Manager	43,849	2018
				44,862	2013
		Dixon	City Manager	18,601	2015
		East Moline	City Administrator	21,300	2011
				~2,000	2016
		East Peoria	City Administrator	23,503	2016
		Effingham	City Administrator	12,384	2010
				12,577	2018
		Elmhurst	City Manager	43,300	2010
		Forsyth	Village Administrator	3,490	2021
			4 male valiminariate		



TYPE	STATE	CLIENT	POSITION	POPULATION	YEAR
					2021
		Freeport	City Manager	25,000	2017
		Galesburg	City Manager	33,706	2010
		Geneseo	City Administrator (Virtual)	6,500	2019
		Glen Ellyn	Assistant Village Manager	27,000	2013
			Village Manager	27,000	2010
		Glencoe	Assistant Village Manager	8,723	2015
			Village Manager	8,723	2013
		Hanover Park	Village Manager	38,510	2012
		Highland Park	City Manager	31,365	2011
		Hinsdale	Village Manager	16,816	2013
		Homer Glen	Village Manager	24,220	2011
		Homewood	Assistant Village Manager (Virtual)	19,464	2017
		Inverness	Village Administrator	7,400	2013
		Joliet	City Manager	147,500	2013
					2017
		Kenilworth	Village Manager	2,562	2012
		La Grange	Assistant Village Manager (Virtual)	15,732	2017
		La Grange	Village Manager	15,732	2017
		La Grange Park	Assistant Village Manager	13,579	2020
		Lake Bluff	Assistant to the Village Manager	5,700	2016
		Lake Forest	City Manager	19,375	2018
		Lake Villa	Village Administrator	8,774	2013
		Lake Zurich	Village Manager	19,631	2015
		Libertyville	Village Manager	20,431	2016
		Lincoln	City Administrator	14,500	2014
		lieeeleek!	Assistant Village Manager/Community		
		Lincolnshire	Development Director	7,500	2016
		1 indonbumb	Village Manager	7,500	2012
		Lindenhurst Lombard	Village Administrator	14,468	2017
			Village Manager	43,165	2013
		Marengo	City Administrator	7,614	2011
		Mettawa Mokena	Part-time Village Administrator	500	2010
		Moline	Village Administrator	19,042	2015
		Monmouth	City Administrator	43,100	2017
			City Administrator	9,444	2014
		Morton Grove	Village Administrator	23,500	2011
		Mt. Prospect	Village Manager	54,771	2015
		Mundelein New Lenox	Village Administrator	31,385	2020
		Niles	Village Administrator	25,000	2011
		Normal	Village Manager	30,001	2021
		Northbrook	City Manager	54,264	2017
		Oak Brook	Village Manager	35,000	2021
		Udk DI UUK	Village Manager	7,883	2014
		Oak Park	Assistant Village Manager/Human Resources Director	E2 000	2010
		- no 11		52,000	2019



TYPE	STATE	CLIENT	POSITION	POPULATION	YEAR
		Orland Park	Village Manager	60,000	2016
					2019
		Palos Heights	City Administrator (Virtual)	12,480	2021
		Pekin	City Manager	33,223	2016
		Pingree Grove	Village Manager	10,000	2020
		Princeton	City Manager	7,700	2011
		Princeton	City Manager	7,700	2019
		River Forest	Village Administrator	11,635	2010
		Rock Island	City Manager	39,684	2011
		Savoy	Village Administrator (Virtual)	8,607	2020
		Schiller Park	Village Manager	11,870	2015
		Shorewood	Village Administrator	17,495	2018
		Skokie	Village Manager	65,000	2013
		Tinley Park	Village Manager	58,000	2013
		Vernon Hills	Village Manager	25,911	2021
		Villa Park	Assistant Village Manager (Virtual)	22,038	2021
		Volo	Village Administrator	3,300	2013
		Washington	City Administrator	15,700	2015
		Wauconda	Village Administrator	13,758	2013
					2017
					2021
		Willowbrook	Village Administrator	8,967	2019
		Winnetka	Assistant Village Manager	12,422	2019
		Woodridge	Village Administrator	32,971	2017
	Indiana	Munster	Town Manager	23,603	2014
		St. John	Town Manager (Professional Outreach)	18,047	2020
	lowa	Bondurant	City Administrator	5,493	2017
		Burlington	City Manager	25,663	2011
		Knoxville	City Manager	7,300	2021
		Muscatine	City Administrator	23,819	2020
		Newton	City Administrator	15,000	2016
		Washington	City Administrator	7,266	2011
		Webster City	City Manager	8,000	2016
		West Liberty	City Manager	3,736	2013
	14 . 1	Windsor Heights	City Administrator	4,860	2019
	Kentucky	Paducah	City Manager	24,850	2021
	Maryland	Greenbelt	City Manager	23,753	2016
		Hagerstown	City Administrator	40,612	2015
		Sykesville	Town Manager	3,941	2019
		Westminster	City Administrator	18,522	2021
	Massachusetts	Cambridge	City Manager	110,000	2016
		Eastham	Town Administrator	4,956	2016
		Provincetown	Town Manager	2,990	2015
		Williamstown	Town Manager	8,400	2015
	Michigan	Adrian	City Administrator	20,676	2018
		Albion	City Manager	8,337	2018



YPE	STATE	CLIENT	POSITION	POPULATION	YEAR
		Alpena	City Manager	10,410	2012
		Caro	City Manager	4,208	2012
		Charlotte	City Manager	9,100	2020
		Delta Charter Township	Township Manager	32,400	2014
		Eastpointe	City Manager	32,673	2019
		Ferndale	City Manager	20,428	2019
		Hamtramck	City Manager	21,752	2017
		Kalamazoo	City Manager	75,000	2013
		Lincoln Park	City Manager	36,665	2019
		Oakland Township	Township Manager	16,779	2013
				19,132	2018
		Rochester	City Manager	13,000	2015
		Royal Oak	City Manager	59,112	2019
		Royal Oak Township	Township Manager	2,600	2021
		Troy	Assistant City Manager	83,813	2019
			City Manager	83,813	2018
	Minnesota	St. Louis Park	City Manager	48,662	2021
		Waconia	City Administrator	13,500	2021
		Woodbury	Assistant City Administrator	68,820	2017
	Missouri	Ballwin	City Administrator	30,181	2020
		Cape Girardeau	City Manager	38,000	2020
		Ferguson	City Manager	21,111	2015
		Maryland Heights	City Administrator	27,436	2015
		Republic	City Administrator	15,590	2016
		South Lyon	City Manager	11,327	2018
		University City	Assistant City Manager	35,172	2020
			Assistant to the City	,	2020
			Manager/Communications Director	35,172	2018
			Assistant to the City Manager/Director	,	
			of Human Resources	35,172	2020
			City Manager	35,172	2017
		Warrensburg	City Manager	20,200	2021
		Webster Groves	City Manager	22,800	2020
		Wildwood	City Administrator	35,517	2014
			City Manager	35,524	2019
	Nevada	Boulder City	City Manager	16,207	2021
	New Hampshire	Portsmouth	City Manager	21,796	2019
	New Jersey	Waldwick	Borough Administrator	9,800	2015
	New York	Long Beach	Deputy City Manager (Virtual)	33,275	2021
		Mamaroneck (Town)	Town Administrator	29,156	2021
		Mamaroneck (Village)	Village Manager	19,426	2018
		Scarsdale	Village Manager	17,500	2021
	North Carolina	Fayetteville	Assistant City Manager	210,000	2012
			-		2017
					2018
	North Dakota	Minot	City Manager		



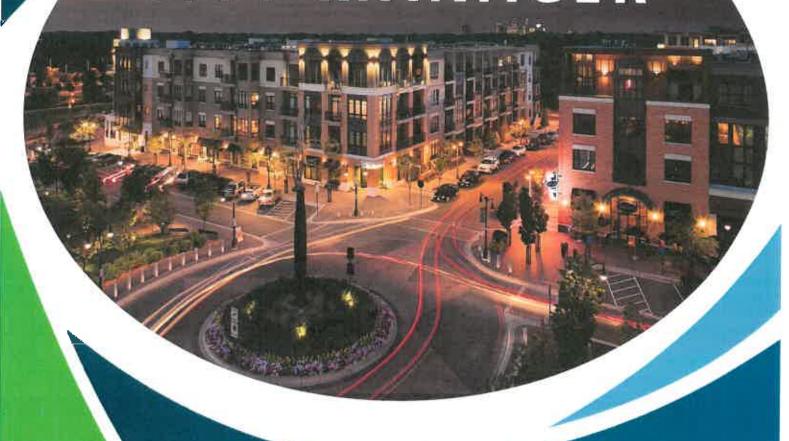
YPE	STATE	CLIENT	POSITION	POPULATION	YEAR
	Ohio	Oberlin	City Manager	8,390	201
	Pennsylvania	Ferguson Township	Township Manager	18,300	201
		Mt. Lebanon	Municipal Manager	33,137	201
		South Fayette Township	Township Manager	14,416	2018
	Rhode Island	North Kingston	Town Manager	26,326	201
	Texas	Austin	Deputy City Manager	885,000	202:
		Burleson	City Manager	36,990	201:
				43,960	2018
		Garland	Assistant City Manager	233,206	2016
		McKinney	Assistant City Manager	191,645	2019
		Missouri City	Assistant City Manager	74,139	2019
	Virginia	Chesapeake	City Manager	245,000	2019
		Portsmouth	City Manager	96,000	2020
		Salem	City Manager	25,643	2019
		Virginia Beach	City Manager	442,707	2019
	West Virginia	Bridgeport	City Manager	8,582	2019
		Morgantown	City Manager	31,000	2016
	Wisconsin	Baraboo	City Administrator	12,048	2019
		Bayside	Assistant Village Manager	4,400	2019
		Bellevue	Village Administrator	15,524	2018
		Beloit (City)	City Manager	36,966	201
		Beloit (Town)	Town Administrator	7,083	2016
					2020
		Brown Deer	Village Manager	12,000	2012
		Burlington	City Administrator	10,511	2014
		Cedarburg	Town Administrator	11,475	2015
		Fon du Lac	City Manager	43,021	2012
		Fort Atkinson	City Manager	12,300	2012
		Franklin	Director of Administration	36,155	2019
		Glendale	City Administrator	12,920	2016
		Harrison	Village Manager	13,185	2021
		Hartford	City Administrator	14,251	2015
		Hobart	Village Administrator	8,500	2016
		Janesville	City Manager	63,480	2013
		Lake Geneva	City Administrator	7,710	2015
		Lisbon	Town Administrator/Clerk	2,521	2014
		Monroe	City Administrator	10,827	2020
		Oak Creek	City Administrator	35,243	2016
		Plymouth	City Administrator/Utilities Manager	8,540	2020
			Director of City Services	8,540	2010
		Prairie du Chien	City Administrator	5,900	2017
		Princeton	City Administrator	1,504	2010
		Racine	City Administrator	78,200	2016
		Rhinelander	City Administrator	7,800	2018
		Richfield	Village Administrator	11,500	2009
			— · · · · · · · · · · · · · · · · · · ·	,	~003



TYPE	STATE	CLIENT	POSITION	POPULATION YEAR
		Shorewood	Village Manager	13,331 2017
		Waukesha	City Administrator	71,000 2012
				2014
		West Bend	City Administrator	31,000 2016
		Whitewater	City Manager	14,300 2012



CITY MANAGER





ST. LOUIS PARK, MINNESOTA

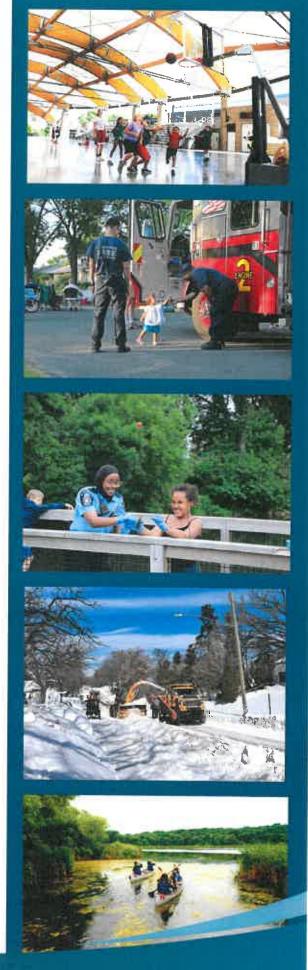
City Manager

The City of St. Louis Park is a progressive, thriving, vibrant first-tier community located immediately west of Minneapolis, just five miles from downtown. St. Louis Park has a diversified economic base with more than 41,000 jobs and a healthy mix of new and traditional housing. St. Louis Park Public Schools, named a National School of Excellence, features International Baccalaureate programs and a Spanish immersion curriculum. It is regularly recognized for innovative programs and initiatives, including raising graduation rates and closing racial achievement gaps. The city and school district have a strong partnership and history of collaboration. The community is also served by highly regarded private schools.

St. Louis Park is a city of choice, offering a wide variety of parks and recreation programming to people of all ages. The city contains numerous parks and trails as well as connections to area regional trails and amenities, providing recreation for all ages and seasons. The city owns and operates the St. Louis Park Rec Center which features an outdoor aquatic park, two indoor ice arenas, meeting and banquet facilities and the ROC (Recreation Outdoor Center), a recently constructed multiuse outdoor recreation facility. The city has employed a 3% lodging tax that funds the community's destination marketing association, Discover St. Louis Park. St. Louis Park is committed to promoting and integrating arts, culture and community aesthetics in all city initiatives. The City of St. Louis Park and St. Louis Park Friends of the Arts have a collaborative relationship to actively celebrate and promote public art throughout the community.

Residential areas comprise the largest portion of the community and the city offers a range of housing choices. The city is neighborhood-centric with each neighborhood defined by a unique and distinct feel and appearance. Many of the neighborhoods have organized neighborhood associations that build community connections and enhance the overall quality of life for the community. St. Louis Park is known for community engagement and outreach. The city actively engages and partners with neighborhood associations and community residents to develop priorities and plans for the community, such as the city's recent effort, Vision St. Louis Park or Vision 3.0.

The community is also home to retail, restaurants, medical facilities, corporations and family-owned businesses. Over the past decade, the city has seen more than \$1 billion of private sector investment and the trend is expected to continue. St. Louis Park is home to Excelsior & Grand, a national award-winning mixed-use project, along with the new Shops at West End, a commercial office and residential redevelopment project. The Southwest Light Rail Transit will include three new stations in St. Louis Park and will spark significant new opportunities for growth and development.



DEMOGRAPHICS/ GENERAL INFORMATION

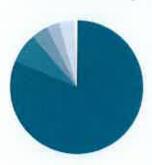


Population: 48,662



Square miles: 10.64

Resident demographics by race:



White or Caucasian: 83.3%

Black or African American: 7.5%

Hispanic or Latino:

Two or more races: 3.1% Asian 3.8%

American Indian or Alaska

Native: 0.5%

Native Hawaiian or Other Pacific Islander: 0.1%



Median home value (owner occupied): \$271,600



Median household income: \$80,627





St. Louis Park is rich in cultural, religious, and ethnic diversity with more than 25 places of worship including the Thai Buddhist Center and several synagogues to serve the well-established Jewish community. Russian is the second most common language spoken, after English.

As the city and region experience demographic changes, the City of St. Louis Park is deeply committed to ensuring that all municipal programs and services are provided equitably to all irrespective of race, religion, ethnicity and other distinguishing factors, to further the community's potential and economic vitality. The leadership of St. Louis Park, including the mayor and city council, have been active participants in the Government Alliance on Race and Equity and have identified racial equity and inclusion as a strategic priority. The city is working to:

- Create pipelines and opportunities for communities of color and indigenous people to be part of city leadership roles.
- Invest in small businesses and services owned by people of color and indigenous people.
- Expand racial equity as an ongoing discussion within all areas of city businesses.
- Build awareness and a learning environment where consequences and unintentional impacts of our work and decisions are addressed.

The City of St. Louis Park is a forward thinking and acting community. Residents, businesses and visitors experience a high level of service, responsiveness and community engagement which make St. Louis Park a community of choice for all.



THE ORGANIZATION AND THE CITY MANAGER POSITION



General fund budget: \$42 million

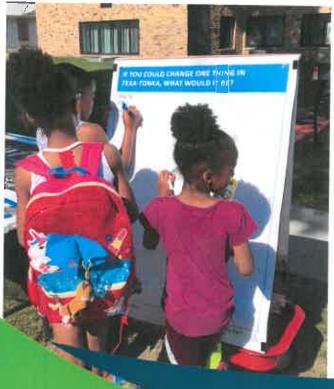


AAA bond rating



287 full-time employees





St. Louis Park operates under a council-manager form of government established by home rule charter. The mayor and six (two at large and four ward) city council members are elected to four-year terms. The city has adopted the Carver governance model as a guide to its operations. The city manager reports to the mayor and city council and is responsible for ensuring that council priorities are enacted and oversees all daily operations.

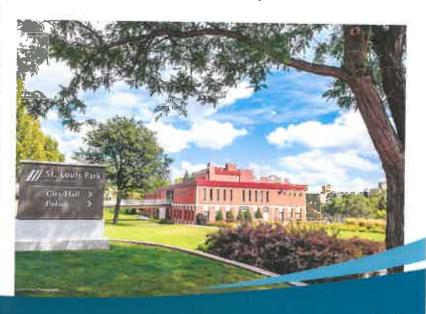
City services are organized into eight departments — administrative services, community development, engineering, fire, building and energy, information resources, police and operations and recreation. All department directors are appointed by and report to the city manager. The city has a general fund budget of \$42 million and a AAA bond rating, with 287 full-time employees. Five bargaining units cover employees in police, fire, public works and dispatch, representing about half of the city employees.

The city is a high performing organization with a culture of collaboration and innovation. City staff are long serving, professional and highly regarded, with many seen as leaders in the region. The current city manager is retiring after 17 years as city manager and a total of 26 years with the City of St. Louis Park. This length of service to the city is not uncommon.

The City of St. Louis Park has adopted the following culture statement and workplace values:

We believe our public service makes a difference:

- Responsive: We are highly responsive to the needs of the community and to one another.
- Collaborative: We are collaborative with one another as a team and the community as a partner.
- Quality: We are committed to providing programs and services
 of the highest quality that fulfill the needs of our residents, in an
 innovative, effective, and respectful way.



EXPECTATIONS AND PRIORITIES

In May 2018, the city council adopted strategic priorities in five areas: racial equity and inclusion, environmental stewardship, transportation, housing, and community engagement. Thus, the next city manager can expect to work with the leadership team and elected officials on a wide variety of projects and initiatives including but not limited to the following:

- Racial equity and inclusion: The city manager will be proactive in leading and supporting the city's efforts to be a more inclusive organization and will work to improve outcomes for BIPOC employees, residents and customers of the city, while striving to dismantle systems that perpetuate institutional racism.
- Vision 3.0: The city undertook a communitywide visioning effort that identified recommendations for the future of St. Louis Park. Ensuring that these recommendations and visions are achieved, and the community's goals are innovatively will be an expectation for the next city manager.
- Community partnerships: The city manager will continue to maintain and strengthen the city's partnerships with the school district, non-profits and businesses and ensure the continued culture of collaboration in St. Louis Park.
- Succession planning and development: The city manager will assess opportunities for leadership development to ensure that a diverse pipeline of representative talent is developed in the organization.
- Pandemic recovery: The next city manager will lead efforts to assess the organizational, social, and economic
 impacts of the COVID-19 pandemic and develop strategies for an equitable recovery that responds to the
 community's needs.
- Climate action: In 2018, the city council passed a <u>Climate Action Plan</u> with an ambitious goal of achieving carbon neutrality by 2040. The city manager will guide efforts to achieve these goals and identify sustainable funding.
- Southwest Light Rail Transit: Southwest Light Rail Transit will bring opportunities for redevelopment and investment. The city manager will ensure that St. Louis Park is proactive in planning for opportunities to integrate the rail line and transit stations into the community as well as preparing the city to adapt to project delays or changes.
 - Connect the Park: The city has a ten-year plan to add more sidewalks, bike lanes and bikeways through the community. The next city manager will make sure that the city achieves the goal of being able to travel the city in a comfortable, safe, and reliable manner.
 - Budget: The next city manager will have the opportunity to develop a budget that continues to reflect the ambitious priorities of an action-based council and sustains the forward-looking culture the residents expect.
 - Affordable housing: The city values neighborhood-oriented development that also offers a broad range of
 housing options for residents and the next city manager will be mindful that the city's land use planning creates
 opportunities for all citizens.
 - Infrastructure development and maintenance: Like many communities, St. Louis Park has aging
 infrastructure, funding the continued maintenance of the existing system of roadways, sidewalks and bridges
 will be required of next city manager.

CANDIDATE REQUIREMENTS

- Bachelor's Degree in Public Administration or closely related field.
 Ideally, candidates will have a master's degree in public administration.
- Five years of progressive leadership experience in high level management positions in a governmental or similar organization.
 Ideally candidates will have seven to ten years of experience.
- Strong finance and budgeting skills in a public or non-profit setting.
- Excellent written and verbal communication skills.
- Demonstrated experience and enthusiasm for community partnerships and community engagement.
- Demonstrated cultural competence and experience with supporting and advancing racial equity and inclusion.
- A highly collaborative leader with a communicative, teamoriented, and approachable management style.

THE IDEAL CANDIDATE WILL BE:

- Innovative, progressive and knowledgeable in public sector best practices.
- Adaptable and flexible, able to identify emerging trends and opportunities and shift courses when necessary.
- Able to build and maintain strong partnerships and relationships with diverse stakeholders and build consensus.
- An exceptional listener with a high level of interpersonal awareness.
- A proven champion and advocate for initiatives, programs and strategies that improve racial equity in the community and organization.
- Knowledgeable in land use planning, community and economic development, human resources, public works, and essential public safety services.
- Committed to customer service and highly responsive and responsible to community concerns, needs and inquiries.

COMPENSATION AND BENEFITS

The starting salary range for the city manager is \$176,000 - \$186,720 DOQ. The City of St. Louis Park has a waiver from the State of Minnesota salary cap requirements for this position and the full compensation range extends to \$233,000. Compensation above the 2021 salary cap of \$186,720 may be provided as paid time off (PTO).

HOW TO APPLY

Interested candidates should apply by April 23, 2021 with a resume, cover letter and contact information for 5 professional references, to Charlene Stevens, Senior Vice President, GovHR USA and/or Carmen Davis, Vice President, GovHR USA. Finalist interviews with the mayor and council are expected to be held in early June with a desired start date for the new city manager of late July or early August 2021. Apply online at www.GovHRiobs.com. Questions may also be directed to Charlene Stevens or Carmen Davis at 847-380-3240. The City of St. Louis Park is an EOE employer.





Faribault Office: 1327 Merrywood Court Faribault, MN 55021 (612) 920-3320x109 | fax: (612) 605-2375 gary@daviddrown.com www.ddahumanresources.com

July 7, 2021

Sent via email only

Norwood Young America City Council City of Norwood Young America 310 Elm Street West Norwood Young America, MN 55368

Dear Honorable Mayor Lagergren and Members of the Council,

Thank you for the opportunity to submit a quote to assist the City of Norwood Young America with a search for your next City Administrator. Our firm has extensive experience with local governments, and we thoroughly understand the complexities faced by City Councils in Minnesota. DDA HR uses a proven, comprehensive process ensuring clients can identify the best candidate for their organization and community.

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

- Knowledge: Our firm comprehensively understands city government in Minnesota, and our consultants are former Administrators with significant experience.
- Brochure/Profile: We develop a detailed, professional profile to present the City in the most positive manner. A sample is attached.
- Experience: DDA has conducted more Minnesota city and county executive searches in the last five years than any other firm by a wide margin. Because of this experience, we know a significant number of potential candidates.
- Adherence to deadlines: When a deadline is established, we will meet it.
- Video Interview: DDA uses video interviews in the screening process to get quality data
 that may not be apparent on resumes. These videos are made available to the Council
 prior to selecting candidates for final interviews.
- Work Personality Index: Prior to deciding on final candidates, the Council will also 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 City Council. This is all included in the price.
- Intellectual Profile: Each finalist will complete an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.
- Individualized Approach: We listen and customize the process to meet your individual needs- no cookie cutter approach for us.
- More service for the money: Our customer service is what we are known for, and we
 provide a 24-month guarantee. Additionally, our newest consultant, Pat Melvin, will join
 Gary for this process, and the City will get two consultants for the price of one.

Thank you for your consideration.

Sincerely,

Gary Weiers

Your Wears

DDA Human Resources, Inc.

Enclosures



CITY OF NORWOOD YOUNG AMERICA

City Administrator Search Quote

Submitted by DDA Human Resources, Inc.

July 7, 2021



Prepared by: Gary Weiers Management Consultant

CONTENTS OF THE PROPOSAL

- Description of the Firm
- Approach to the Process
- Service Team
- Timeline

- Process Details
- Fees
- Assurance
- References

DESCRIPTION OF THE FIRM

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

In 2013, we expanded our scope to provide human resources services — we started with executive recruitment and organizational studies and more recently added classification and compensation studies. Because of growth in our human resource service area, a new human resource affiliate company was created in 2017. DDA Human Resources Inc. currently employs 11 individuals serving cities, counties, and special districts throughout Minnesota. The vast majority of our consultants are recent practitioners having served as Administrators or Human Resource Managers.

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

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

APPROACH TO THE PROCESS

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

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

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

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

SERVICE TEAM

GARY WEIERS - PROJECT CO-LEAD

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



million organization with over 350 employees. Gary has worked with local governments ranging in size from a couple thousand residents to communities of over 150,000 persons. In addition to conducting executive searches, Gary has done work with communities on sharing services, organizational analysis, strategic planning, and other management related work. Gary has conducted over 80 executive searches and numerous organizational studies. Gary will be the project co-lead.

Contact Information:

gary@daviddrown.com 612-920-3320 x109 1327 Merrywood Court Faribault, MN 55021

PAT MELVIN - PROJECT CO-LEAD

In July, Pat will join 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, he 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 enjoys working with a team of individuals to establish goals, address concerns, and build upon success. Pat will be the project colead and work with Gary throughout the process.

Contact Information:

<u>pat@daviddrown.com</u> 36 612-920-3320 Wa

3620 Northome Ave Wayzata, MN 55391

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

MARK CASEY

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



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

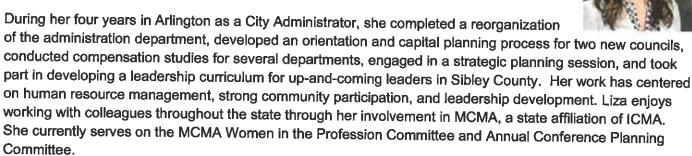
Mark will assist with recruitment and consulting as needed.

Contact Information:

mark@daviddrown.com 612-920-3320 x113 2241 17th Street NW New Brighton, MN 55112

LIZA DONABAUER

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



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

Contact Information:

liza@daviddrown.com 612-920-3320 x111 4796 Merganser Drive St. Bonifacius, MN 55375

TIMELINE

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

ITEM	TASK	COMPLETION DATE
Decision by City Council to proceed		July 12, 2021
Information gathering	 Gather all pertinent background information Gather salary information and review job description Meet with staff, stakeholders, and each member of the City Council 	July 22, 2021
Professional position profile	Develop position profile and advertisement	August 2, 2021
Approve position profile	City Council approves profile, job description, salary range, and hiring process	August 9, 2021
Candidate recruitment	 Post position upon approval of profile Comprehensively advertise Email and phone calls to prospective candidates 	August 10, 2021- September 7, 2021
Screening of applicants	DDA will review and rank applicants based on job related criteria and select semifinalists	September 8, 2021
Personality Index	DDA will administer a work-related personality index to all semifinalists	September 19, 2021
Video interview	Each semifinalist will complete a video interview	September 19, 2021
Selection of finalists	 City Council selects finalists for interviews DDA will notify candidates not selected as finalists 	September 27, 2021
Background check of all finalists	Includes: Criminal background: county, state, national Sex offender registry Social Security number verification Employment and education verification Credit check	October 13, 2021
Reference check on all finalists	DDA will conduct reference checks with current and former employers on all finalists	October 13, 2021
Intellect profile	DDA will administer an intellect profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.	October 13, 2021
Finalist packet	DDA will provide the Council information including: Summary of references Results of background checks Personality index reports Video interview Resumes, etc.	October 14, 2021
Interviews	DDA will prepare all interview materials and be present at all interviews and other functions. It is recommended that Council interviews be at a special meeting	October 21, 2021
Decision	City Council may select candidate for offer	October 21, 2021
Offer and agreement	DDA will negotiate agreement with selected candidate	October 22, 2021
Projected start date	New Administrator begins	November 2021
Follow up	DDA will follow up periodically with the new Administrator	November 2022

PROCESS DETAILS

STEP 1: INFORMATION GATHERING

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

Deliverables:

- In-person information gathering via interviews with the Council. This could be modified and done virtually depending on COVID-19 status.
- DDA receives information from the City such as organizational chart, logos/images, budgets, existing job description, etc.

STEP 2: DEVELOPMENT OF POSITION PROFILE

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

Deliverables:

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

STEP 3: ADVERTISEMENT AND RECRUITMENT

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

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

The simple DDA online application process will be used unless the City prefers to use an existing City methodology. Our online application system enables us to efficiently manage applicant flow, and corresponding reference information, and allows us to communicate with each applicant quickly and effectively. We are known for our communication with both the applicant and our client which engages and informs both parties of each step. Our system also allows us to access, review, and evaluate thousands of prior applicants

who may not be actively seeking a job but who may be open the "right opportunity."

Deliverables:

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

STEP 4: INITIAL SCREENING AND REVIEW

DDA will complete a comprehensive analysis of every application received and determine approximately 8-12 semifinalists based on job related criteria to complete a video interview. Our clients have most notably been pleased with the video interview component of our process. Video interviews allow our clients to determine whether they see the candidate as a good prospect for a final interview and gain additional insight on the candidate's education, experience, personality, as well as their ability to think on their feet, all of which has been said to help lay the foundation for the final interview process. Access to, and viewing of, this information is as simple as clicking on a link from the individual client's laptop, phone, or smart device in a location and at a time that is convenient for them. Candidate confidentiality when the Council 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 Council for viewing. This will allow the Council ample time to comprehensively review candidates prior to determining who to bring in the for the final interviews. Upon reviewing this introductory material, DDA 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.

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

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

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

Early in the search process, Gary 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 Council panel interviews, a community tour, lunch with City leadership, or other functions.

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

Deliverables:

- List of 3 to 5 finalists, confirming interview schedule and logistics
- Leadership staff interview panel including summary of comments
- Community engagement opportunities with virtual options
- Tour of the community logistics
- 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, Gary will assist the City Council with deliberations, and he will facilitate the offer to the selected candidate. Gary will negotiate the terms with the candidate based on the parameters established by the City Council.

Deliverables:

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

STEP 7: FOLLOW UP

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

Deliverables:

Periodic check in with new Administrator

LIST OF SEARCH CLIENTS FROM THE PAST TWO 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:

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

DDA is currently conducting searches for the Cities of Barnesville, Mahnomen, New Prague, Redwood Falls, Wadena, Watertown, and White Bear Lake, Minnesota, the Counties of Nicollet, Polk, and Roseau, Minnesota, the Red Wing HRA, and Metro-INET.

FEE\$

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

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

ASSURANCÉ

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 City.

REFERENCES

Greg Anderson

Commissioner, Isanti County
Administrator Search
Phone Number: 763-444-4497
Email: greg.anderson@co.isanti.mn.us

Royal Ross

Council Member, City of Faribault Administrator Search Phone Number: 507-456-2932 Email: rross@ci.faribault.mn.us

Sara Folsted

Administrator, Rice County Administrator and CFO Searches Phone Number: 507-332-6121 Email: sfolsted@co.rice.mn.us

Jeff Docken

Commissioner, Rice County Administrator and CFO Searches Phone Number: 507-339-9711 Email: jdocken@co.rice.mn.us

Gordy Wagner

Commissioner, Pope County
Coordinator Search
Phone Number: 320-815-3211
Email: gordy.wagner@co.pope.mn.us

Ed Menk

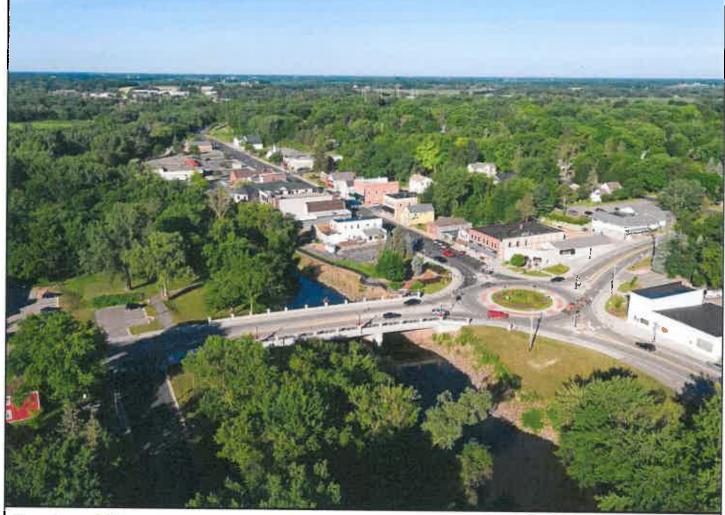
Former Mayor, City of Brainerd Administrator Search Phone Number: 218-829-7266 Email: emenk@ci.brainerd.mn.us

Sample Profile





WELCOME TO WATERTOWN!



The City of Watertown, Minnesota, is a vibrant and connected community of 4,555 residents located in northwest Carver County. Known as the "Heart of the Luce Line," the City is situated along the banks of the South Fork of the Crow River. With an easy drive to Interstate 494, and conveniently located between US Highway 12 and State Highway 7, Watertown is a welcoming, sophisticated, friendly bedroom community that offers a robust and convenient lifestyle to its residents. Watertown has enjoyed managed growth with approximately 50 new homes being built each year for the last three years. A thriving downtown commercial district with free public WIFI and direct access to the Luce Line Trail draws visitors to the area. Great local schools, affordable living, and a variety of housing choices can all be found right in Watertown.

The City of Watertown lies within the seven-county metropolitan area and offers a unique lifestyle for residents who work and do business all over the region. The City's vibrant downtown serves as the commercial and service core to a growing population which is projected to grow by an additional 2,800 residents by 2040. The City of Watertown benefits from being the convergence point of multiple significant local and state road corridors. Come and enjoy one of the safest and most peaceful communities in Minnesota.



EDUCATIONAL OPPORTUNITIES



Public education in Watertown is provided by the Watertown-Mayer Public Schools. Comprised of three schools and one community learning center, the district enrolls approximately 1,500 students throughout its facilities. Watertown-Mayer Elementary houses approximately 560 K-4th grade students, Watertown-Mayer Middle School serves over 460 5th-8th grade students, and Watertown-Mayer High School enrolls roughly 465 9th-12th grade students. Members of the community recently showed their support of the district and its students by passing a bond

referendum. This included an operating levy that would allow class sizes to remain low and allow for the range of elective classes to continue to be available. It also included \$25 million for facility improvements.

For those seeking a private educational option, Christ Community Lutheran School is a preschool through eighth grade Christian school that offers smaller class sizes with individualized learning opportunities. Students may continue on with private high school education at the Mayer Lutheran High School in the nearby City of Mayer.



HEALTHCARE

Catalyst Medical Clinic (CMC) is an operating division of Infinite Health Collaborative (i-Health). Infinite Health Collaborative is a group of local medical practices, independently owned and led by its physicians, with operating divisions representing several areas of expertise. The Catalyst Medical Clinic in Watertown is located in Riverbend Plaza and is open five days a week providing child and adult care, comprehensive physical exams, acute illness and injury services,

mental health services, patient education, outpatient surgical procedures, and much more. The Clinic also has a facility in the City of Chaska.

Lakeview Clinic - Watertown is a full-service clinic providing family medicine, internal medicine, pediatrics, x-ray facilities, laboratory services, and more. The Clinic also has facilities in the Cities of Chaska, Norwood, and Waconia.





RECREATION AND COMMUNITY EVENTS



Watertown celebrates the outdoors. With four miles of riverfront shoreline, families can enjoy easy access to fishing and kayaking on the scenic Crow River. The City is also home to 17 neighborhood or community parks that feature playground equipment, viewing areas along the river, a dog park, a disc golf course, tennis courts, and soccer and baseball fields. The City has invested in each of its 17 parks over the last seven years.



A big community asset is the Luce Line Trail. This DNR multi-use trail extends from Winsted, Minnesota, and ends in Plymouth, Minnesota. The 63-mile trail crosses the South Fork Crow River right in the downtown area of Watertown and is available for biking, running, jogging, walking, and even snowmobiling.

The skating rink is a seasonally operated rink that provides boards, nets, and other equipment so families can enjoy skating and sports. The rink was overhauled in 2020 with a new surface and boards.



The Watertown Commission on Aging offers a Community Garden for those with a green thumb. Garden plots are available to those who don't necessarily have access to land to grow a garden.

The City is also home to a vibrant arts and entertainment community that promotes plays, concerts, performances, and other events at the Performing Arts Center. They also partner with Carver County to offer services at the Watertown Public Library. The Library was remodeled in 2013 and now includes a technology lab.



Watertown is host to many events that take place throughout the year. The Chamber of Commerce sponsored events include Rails to Trails, National Night Out, an Educator's Appreciation Dinner, Ladies Night Out, Downtown Trick or Treat, a Tree Lighting Ceremony, and an Easter Eggstravaganza.



The City of Watertown utilizes a Council/Administrator form of government. The City Council is presided over by the Mayor who is elected to a two-year term. Four Council members are elected to four-year terms. The Council is charged with making laws, setting policies, adopting the budget, and overseeing a wide range agenda for the community. The City Administrator oversees and directs all City operations, projects, and programs.

Most of the residents of Watertown recognize that the City is a well-run organization. The community has confidence in its Council to ask the right questions. The Council meets the residents where they are. In preparation for large projects, the Council meets with residents in their neighborhoods to host public meetings and seek community feedback.

Staff members have commented that they feel like a family. The City has enjoyed long serving, non-union staff with very little turnover. The new City Administrator will be supported by a staff who want to serve the community. Watertown employs 11 full-time and four seasonal staff members as well as 28 paid on-call firefighters.

Consulting staff includes Legal, Engineering, Planning, and Building Inspections (JPA with the City of Delano). The City has invested in 24-hour policing through the Carver County Sheriff's Department.

The City takes a pragmatic and transparent approach in its planning process and has taken an active role in investing in its fleet and infrastructure. The Council is proud of its approach to pay cash for the regular maintenance and upkeep of City streets. Through a partnership with MnDOT, the City is currently undergoing a reconstruction of State Highway 25. This project will provide better connectivity from the north to the south via construction of a wider and safer highway, dedicated turn lanes, sidewalks, and a connection to the Luce Line Trail.

The City of Watertown sits in a good financial position with an upgraded bond rating, a 20-year financial plan, and a 10-year CIP. The Council continues to operate the City's core services without using Local Government Aid and looks to expand and refine its finance planning models.



Vision

The City of Watertown is a tight-knit growing community that is welcoming, business friendly, and supportive with a thriving economy that enables neighbors, friends, and family to meet, socialize, and enjoy a high quality of life.

Mission

The mission of the City of Watertown is to provide high quality public services that address community needs through strategic planning, sound fiscal management, and innovative thinking while preserving our proud history.

Values

Excellence and Quality in the Delivery of Services

We believe that service to the public is our reason for being and strive to deliver quality services in a highly professional, cost-effective, and efficient manner.

Fiscal Responsibility

We believe that fiscal responsibility and the prudent stewardship of public funds is essential for citizen confidence in government, and we strive for diverse sources of revenue.

Ethics and Integrity

We believe that ethics and integrity are the foundation blocks of public trust and confidence and that all meaningful relationships are built on these values.

Fairness and Engagement

We believe policies and decision-making processes that are applied consistently across all parties is the foundation for fairness.

Communication

We believe that open, honest, and transparent communication is essential for an informed and engaged citizenry that fosters a collaborative environment for all stakeholders.

Professionalism

We believe that continuous improvement is the mark of professionalism and are committed to applying this principle to the services we offer and the development of our employees.

Visionary Leadership and Planning

We believe that the very essence of leadership is to be visionary and to plan for the future.

Small Town Atmosphere

We believe that our City's small-town atmosphere, vibrant downtown, and unique charm is what attracts people to our community and encourages their participation in our activities.



ORGANIZATIONAL STRUCTURE





BUDGET SUMMARY

	2019	2020	2021
General Fund	2,676,224	2,479,235	2,584,593
Fire Department Fund	483,055	504,868	523,570
Sewer Fund	820,887	857,755	872,481
EDA	537,164	385,250	372,223
Storm Water	98,782	141,263	152,718
Water	647,009	657,991	689,255
Total All Funds	5,263,121	5,026,362	5,194,840



ESSENTIAL DUTIES OF THE POSITION

Governmental Operation

- Develops and administers the rules, regulations and procedures necessary to ensure the proper functioning of all departments and to meet the goals and objectives established by the City Council.
- Supervises and manages all City operations, including, but not limited to, the departments of Administration, Public Services, Public Utilities, Fire Department and consulting staff and Law Enforcement operations within the policies and budget constraints of the City.
- Advises the City Council as to the future needs of the City, making recommendations to the Council
 in a five-year capital improvement program reviewed and updated annually.
- Attends and takes part in discussion at all meetings of the City Council and other official bodies as directed by the Council. City Administrator shall also represent the City at all official or semi-official functions as may be directed by the City Council or the Mayor. Represents the City and cooperates with other governmental agencies and officials in areas of mutual interest.
- Oversees handling of complaints, concerns, issues and requests for services to ensure prompt and courteous response to citizens. Sees that all codes and ordinances are duly fully enforced.
- Coordinates the preparation of agendas and supporting documents for all City Council meetings.
- Prepares a variety of reports and makes presentations to the City Council and Advisory Commissions, recommends as appropriate the adoption of measures necessary for the health, safety, and welfare of the community or for the improvement of government operation.

Human Resources Duties

- Supervises and participates in the selection of employees, evaluates employees and recommends salary adjustment, determines staffing and structure needs.
- Represents the City Council exclusively in all human resource and collective bargaining matters and negotiates with representatives of employee organizations.
- Coordinates the work of all contracted Consultants, including, the City Attorney, City Engineer, and Building Inspector.





ESSENTIAL DUTIES OF THE POSITION-CONT'D

Finance Duties

- Serves as liaison between department heads and City Council, and City Advisory Commissions and City Council.
- Prepares and submits the annual budget to the City Council.
- Responsible for the administration of all City funds including the enterprise funds.
- Keeps the City Council advised of the financial condition of the City and make such recommendations necessary to insure effective management of financial assets.
- Works with the City Clerk and City Council to insure favorable investment of available funds, effective and proper accounting practices, appropriate insurance and effective financial planning.
- Maintains a familiarity with alternate revenue sources including federal and state aids, loans, grants, and other possible sources, and submits recommendation to the City Council for actions necessary to pursue such sources.
- Manages City investments according to State and City guidelines; researches and analyzes
 investment possibilities, determines cash available and length of each investment, invests and tracks
 funds and withdraws funds as needed.
- Works with financial consultants when necessary.

Planning & Zoning Duties

- Supervises the duties of the planning department, coordinate development application with City Staff and Consultants, handles issuance of building permits, variance requests, conditional use permit requests, and other matters relating to planning and zoning.
- Prepares and submits grant applications, as directed by the City Council.
- Maintains zoning maps and records, prepares public notices.
- Evaluates potential projects, programs, and services to determine feasibility and community impact and makes recommendations to the City Council.

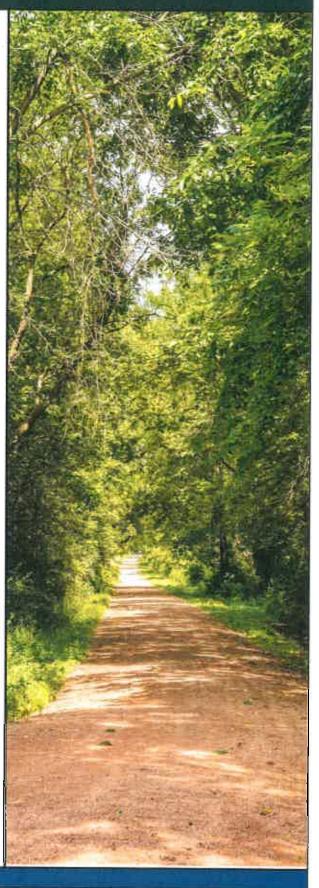
Other Duties

- Communicates and coordinates activities with the public and outside agencies; participates in local service/civic organizations.
- Communicates with legislative representatives, county, school district and township officials; prepares and presents news releases and meets with media officials; responds to complaints and concerns from City residents.
- Stays current on development of municipal affairs and public administration. Attends conferences, workshops and seminars and participates in professional organizations.
- Performs other duties as may be required by the City Council and consistent with Minnesota Statutes and City Ordinances.



DESIRED ADMINISTRATOR ATTRIBUTES

- Highly skilled in organizational development and well versed in providing a high level of leadership and support to staff. Brings trust and credibility to the position and serves as a buffer between the City Council and staff.
- Well-rounded in planning and zoning, economic development, municipal finance, collaborations, managing JPAs, legislative outreach, grants, hiring top talent, and appropriately deploying contracted staff.
- Ability to explain the "why," knows when to engage the Council, and is poised to answer difficult questions.
- Leads with drive, passion, and a can-do attitude.
- Approachable and accessible and engages in positive relationships with area stakeholders, service organizations, residents, and business owners.
- Growth minded: in self, community, staff, and the organization.
- Future oriented and a community promoter.
- Personable, has a sense of humor, and is well-versed in teamwork.
- Has a large professional network and demonstrates resourcefulness.
- Champions a customer service environment at all levels within the organization, demonstrates active listening skills and patience, and has a desire to make resident's lives better.
- An active Administrator: attends community meetings and community festivals, participates in community clean-up events, and promotes a business-friendly environment.
- Tech savvy: on top of navigating an organization in a tech environment.
- Makes self-available to take after hours/emergency calls from staff and engages in problem solving.
- Has experience in leading dynamic projects.

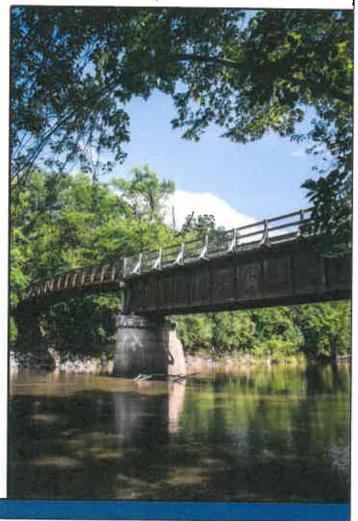




GOALS & PRIORITIES FOR THE NEW ADMINISTRATOR

- Maintain the City's investments via long-term planning initiatives of its amenities such as parks, public safety, streets, utilities, trail segments, staff, the Community Park build-out, and connecting the downtown business community to the river, all while maintaining minimal increases of the annual levy.
- Dive into the 2021 budget process and prepare to begin the bid letting process for the 2022 Street Project at the start of the calendar year.
- Ability to jump in and keep the ball rolling in acquiring legislative funding for the \$17.5 million = expansion of the Wastewater Treatment Plant.
- Lead the community in sustainable growth activities with the goal of diversifying the tax base. Support and facilitate a business-friendly environment and create a catalyst for redevelopment. See potential for future growth; lead the charge in attracting a variety of residential, commercial, and industrial opportunities.
- Take an active role in organizational development: staff training, coaching, and team building, and successfully implement a compensation and classification study. Address staffing needs including examining whether staffing levels meet community growth and an ever-expanding suite of municipal services.
- Quickly build rapport and trusting relationships with staff, the Council, area leaders, and stakeholders. Engage with staff and residents via various forms of communication.
- Strive for and support initiatives in process improvement: building permits and inspections, enforcement of zoning codes, addressing nuisance properties, etc.
- Expand on the City's ability to be a serviceoriented organization: ensure residents feel

- good about, and have a sense of pride in, their community.
- Support the City's fine arts initiatives and the Historical Society to connect new residents to the community.
- Facilitate annual goal setting session using the 2040 Comp Plan for developing annual goals and projects.
- Examine the Fire Department morale as an ongoing area for improvement.
- Lead economic development efforts: continue to promote the Industrial Park, schedule the next Developers Day, invite developers in and promote Watertown, and prepare the community for continued growth along the south and eastern borders, etc.





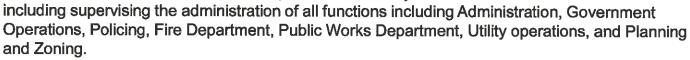
POSITION ANNOUNCEMENT

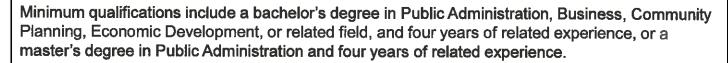
CITY: WATERTOWN, MINNESOTA POSITION: CITY ADMINISTRATOR

SALARY RANGE: \$91,520 TO \$116,480 APPLICATION DEADLINE: July 7, 2021

JOB SUMMARY: Following City Council goals and policies, the Administrator oversees government operations, Planning and Zoning, and participation in

Human Resources to ensure efficient operation of the City





To apply, visit https://daviddrown.hiringplatform.com/65860-watertown-city-administrator/214599-application-form/en, and complete the process by July 7, 2021. Finalists will be selected by the City Council on July 27, 2021, and final interviews will be held August 18, 2021.

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



DDA Human Resources, Inc.
St. Bonifacius Office
4796 Merganser Drive
St. Bonifacius, MN 55375
Phone: 612-920-3320 x111
Fax: 612-605-2375
liza@daviddrown.com
www.ddahumanresources.com

M I N N E S O T A



TO:

Honorable Mayor Lagergren and City Council Members

FROM:

Steven Helget, City Administrator

DATE:

July 12, 2021

SUBJECT:

Schedule Special City Council Meeting

Proposed is to schedule a special City Council meeting for the purpose of discussing and reviewing the draft 2020 Preliminary Budget. This will also include reviewing the Capital Project/Equipment Plan schedule from the 5-year Financial Plan.

Proposed is to schedule the meeting for 6:00 p.m., Wednesday, July 21st.

Recommended Motion:

Motion to schedule a special City Council for 6:00 p.m., July 21, 2021 for the purpose of reviewing and discussing the 2022 Preliminary Budget.

BUILDING PERMIT REPORT - June

												/OIDED																														
VALUE	CE EAA OO	\$15,544.00	\$62,000,00	\$0.00	\$7 200 00	\$1,500.00	\$24,002,00	\$9.992.00	\$11,000,00	\$2.266.00	\$2,913.00	\$85,000,00 VOIDED	\$4,800.00	\$300,00	\$0.00	\$0.00	\$0.00	\$4 600 00	\$0.00	\$0.00	\$0.00	\$500,000,00	\$7.500.00	\$10,000,00	\$25,000.00	\$0.00	\$25,000.00	\$1,649.00	\$2,849.00	\$17,000.00	\$500.00	\$500.00	\$8,000.00	\$2,800.00	\$278 645 00	\$278 645 00	\$15 864 AE	\$38,000,00	\$25,000.00	263,000.00	\$22,000.00	\$0.00
SURCHARGE VALUE	\$3.00	\$8.50	\$31.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$2.00	\$1.00	\$1.00	\$43.50	\$1.00	\$0.50	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$250.00	\$1.00	\$1.00	\$12.50	\$1.00	\$13.50	\$1.00	\$1.00	\$8.50	\$1.00	\$1.00	\$4.00	\$1.00	\$141.50	\$141.50	\$8.00	\$20.00	\$42.50	\$2.00	\$11.00	\$1.00
PLAN CHECK FEE	\$89 60	\$199.71	\$520.39	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$535.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,312.18	\$0.00	\$0.00	\$279.79	\$0.00	\$279.79	\$0.00	\$0.00	\$76.81	\$0.00	\$0.00	\$109.62	\$0.00	\$1,426.30	\$1.426.30	\$189.70	\$373.67	\$635.51	00.05	\$96.06	\$0.00
PERMIT FEE	\$137.85	\$307.25	\$800.60	\$60.00	\$120.00	\$60.00	\$60.00	\$60.00	\$120.00	\$60.00	\$60.00	\$977.70	\$60.00	\$42.65	\$15.00	\$120.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$3,557.20	\$60.00	\$60.00	\$430.45	\$15.00	\$490.45	\$15.00	\$15.00	\$307.25	\$60.00	\$60.00	\$168.65	\$60.00	\$15,927.71	\$15,927.71	\$291.85	\$634.88	\$977.70	\$75.00	\$384.25	\$60.00
DATE	1/5/2021	1/5/2021	1/8/2021	1/8/2021	1/11/2021	1/12/2021	1/12/2021	1/15/2021	1/15/2021	1/27/2021	1/27/2021	2/8/2021	2/3/2021	2/1/2021	1/29/2021	2/2/2021	2/2/2021	2/4/2021	2/5/2021	2/11/2021	2/16/2021	2/25/2021	2/22/2021	2/22/2021	3/1/2021	2/26/2021	3/2/2021	3/1/2021	3/1/2021	3/8/2021	3/8/2021	3/8/2021	3/22/2021	3/19/2021	3/22/2021	3/22/2021	4/12/2021	3/29/2021	3/24/2021	3/26/2021	3/26/2021	3/30/2021
PURPOSE	Solar Array	Solar Array	Alterations	Fireplace/Stove	Furnace/AC	Fireplace	Windows/patio door	Windows	Furnace/AC	Door replacement	Windows	Alterations	Windows	Replace Sign	Water Softner	Furnace/AC	Reside	Fireplace	Plumbing	Reside	Furnace	Addition	Reroof	Windows	Alterations	Water heater	finish basement	Water Softner	Water Softner	Plumbing	Water Softner	Water Softner	repair basement wall	replace furnace	New Twinhome	New Twinhome	foundation repair	finish basement	remodeling	Plumbing	Plumbing	reroof
ADDRESS	110 Railroad St. W.	403 5th St. Court	325 Elm St. W.	411 4th Ave. SW	205 Washington St.	855 Barnes Lake Dr.	412 Park Circle	310 2nd Ave. SE	410 Emma St.	412 Devonshire Dr.	301 4th St. SW	132 Elm St. E.	231 Hill St. E.	510 Faxon Rd.	575 Marsh Path	361 Emma St.	123 Muirfield Circle	930 Meadow Blvd.	210 Lake St. W.	950 Lakewood Trail	423 Morse St. N.	520 Reform St.	216 First St. SE.	502 4th Ave. SW.	304 Main St. E.	Orive	Lane		£			e Dr.				/ Lane		d Trail		132 Elm St. E.	t N	315 E Lake ST
NAME	2021001 Kevin Harms	2021002 Ronald Kroells	2021003 Ryan Finnerty - Pour House	dd			Schmidt					chell	Isen		gs		Kristen Johnson				pling									gn _d a			cky Grems				son			e Mitchell		
PERMIT#	2021001	2021002	2021003	2021004	2021005	2021006	2021007	2021008	2021009	2021010	2021011	2021012	2021013	2021014	2021015	2021016	2021017	2021018	2021019	2021020	2021021	2021022	2021023	2021024	2021025	2021026	2021027	2021028	2021029	2021030	2021031	2021032	2021033	2021034	2021035	2021036	2021037	2021038	20210391	20210401	2021041 Kwik Trip	2021042 Kim Olson

BUILDING PERMIT REPORT - June

2021043 Eric Johnson	1013 Tacoma Ave N	Reroof	1000/10/6				
2021044 Charles Buckentin	1035 (akewood C+	finish hasomet	3/31/2021	1		\$1.00	\$0.00
2021045 Troy Werth	809 Martingly Dr	millsir basement	4/5/2021		Š	\$9.50	\$19,000.00
2021046 Ally & Bryan Dobnelt	1015 Ingale DI.	Fatio Door	4/9/2021	\$60.00		\$1.00	\$3,589.00
2021040 Ally & Diyali Renneit		Alterations/Plumbing	4/8/2021	\$208.48	\$135.51	\$5.00	\$10,000.00
2021047 Claig Dioege	525 Devonshire Dr.	Basement wall repair	4/21/2021	\$144.08	\$93.65	\$3.00	\$5,675,00
2021048 Loomis Homes	405 Emma St.	New Home	4/27/2021	\$1,992.56	\$1,295.16	\$123.00	\$245,902.00
2021049 Janet Schug	820 Preserve Blvd.	finish basement	5/11/2021	\$199.45	\$129.64	\$5.00	\$10,000.00
2021050 Tom Christensen	221 Elm St. W.	Alterations/Plumbing	4/9/2021	\$91.65	\$59.57	\$1.50	\$3.000.00
2021051 Todd Peterson	111 Murfield Cir.	Reroof	4/13/2021	\$60.00	\$0.00	\$1.00	\$10,000,00
2021052 Karen Droeger	511 W. Elm St.	Reroof	4/13/2021	\$60.00		\$1.00	\$ 000 00
2021053 Brian Clark	617 Casper Cir.	Reroof	4/13/2021	\$60.00		\$1.00	\$10,000,00
2021054 Brian Clark	617 Casper Cir.	Replace deck boards	4/16/2021	\$137.85	\$89.60	\$3.00	\$6,000,00
2021055 Kwik Trip	520 Reform St. N.	Addition/Mechanical	4/29/2021	\$1.130.16	\$734.60	\$53.00	\$106,000,00
2021056 Ron Swanson	885 Lakewood Tr.	4-season deck	4/21/2021	\$245.65	\$159.67	\$6.50	\$12,544.00
2021057 Kelly Petersen	490 Emma St.	Deck	4/21/2021	\$214.85	\$139.65	\$5.50	\$10,544.00
2021058 Chris Custer	119 Brush St.	Water heater	4/21/2021	\$60.00	00 05	\$100	\$1,040.00
2021059 Bob & Becky Day	313 Washington St.	Windows	4/23/2021	\$60.00	\$0.00	\$1.00	31,200.00
2021060 Matt McClintock	917 Serenity Cir.	AC & Furnace	4/23/2021	\$120.00	\$0.00	\$2,00	00.05
2021061 Delvyn Wickenhauser	702 Martingale Ct.	Reroof	4/26/2021	\$60.00	\$0.00	\$1.00	\$12.200.00
2021062 Tim & Wendy Rohwer	935 Lakewood Tr.	Deck/Porch	4/27/2021	\$430.45	\$279.79	\$12.50	\$25,000,00
2021063 Jeff Debner	216 1st Ave. SE.	Chimney demo	5/3/2021	\$230.25	\$149.66	\$6.00	\$12,000,00
2021064 Warren Koistinen	414 Central Ave. S.	Deck	5/3/2021	\$153.25	\$99.61	\$3.50	\$7,680,00
2021065 Delton & Miriam Brelje	205 1st Ave. SE.	Residing	4/27/2021	\$60.00	\$0.00	\$1.00	\$25,000,00
2021066 Corey & Cassie Storms	500 Emma St.	Addition/Mechanical	4/29/2021	\$1,185.60	\$770.64	\$57.50	\$115,000,00
2021067 Leroy Luedloff	920 Preserve Blvd	Reroof	5/3/2021	\$60.00	\$0.00	\$1.00	\$0.00
2021068 Dean Williamson	105 2nd St SW	Windows	5/3/2021	\$60.00	\$0.00	\$1.00	\$0.00
2021030 KWIK ITID	520 Refrom St N	Ansul System	5/6/2021	\$42.65	\$27.72	\$1.00	\$1,000.00
2021070 Alan & Emily Peribachs	427 Park Circle	Reroof	5/10/2021	\$60.00	\$0.00	\$1.00	\$0.00
2021071 Dona Herrmann	217 2nd Ave SE	Window/siding	5/4/2021	\$120.00	\$0.00	\$2.00	\$0.00
2021072 Form Zellmann	221 EIM St. W.	Frame & sheetrock	5/7/2021	\$76.25	\$49.56	\$1.00	\$2,000.00
2021074 Broning Machaellin	419 Casper Circle	Water heater		\$15.00	\$0.00	\$1.00	\$0.00
2021074 BIOIIWYII INCINIUIIII	128 South St E	Furnace	5/5/2021	\$60.00	\$0.00	\$1.00	\$0.00
2021073 Fred Celline	215 E WIISON ST	Reroof	5/7/2021	\$60.00	\$0.00	\$1.00	\$0.00
2021077 Keein Giogogiald	650 Lakewood Irail	Deck	5/12/2021	\$168.65	\$108.62	\$4.00	\$7,680.00
2021077 Nevill Gueriewald	126 raxon Koad	Deck	5/14/2021	\$314.85	\$139.65	\$5.50	\$11,000.00
2021076 Ivially Jarrice	411 Jacoma Ave	Reroof	5/18/2021	\$60.00	\$0.00	\$1.00	\$0.00
2021079 Aridy Clabo	226 West Court	Furnace/AC	5/18/2021	\$120.00	\$0.00	\$2.00	\$0.00
2021000 Criad Mulva	24 2nd Ave SW	Reroof	5/24/2021	\$60.00	\$0.00	\$1.00	\$0.00
2021061 Jean Bougnten	435 Emma St	Reroof	5/25/2021	\$60.00	\$0.00	\$1.00	\$0.00
2021082 Norwood Dental	222 Wilson St. E	Furnace/AC	5/28/2021	\$184.05	\$0.00	\$4.50	\$9 000 00
2021083 Mark Williams	211 3rd Ave. SE	Patio & Entry Doors	5/28/2021	\$60.00	\$0.00	\$1.00	\$9,809,00
2021084 Lynn Milbrett	306 Webster St.	Shed reroof	6/1/2021	\$60.00	\$0.00	\$1.00	\$0.00
ZUZTUGO INIOINIE LOVEIETTE	1005 Fox Crossing	Softner	6/1/2021	\$60.00	\$0.00	\$0.00	\$200.00
						20.00	3200.00

BUILDING PERMIT REPORT - June

		INCLINA	1707/T/0	200.00	20.00	\$1.00	\$0.00
2021087 Mike Eggers	1055 Preserve Blvd.	Patio door	6/2/2021	\$60.00	\$0.00	\$1.00	\$0.00
2021088 TRUTH 356 LLC	304 Main St. E	Plumbing & Alteration	6/7/2021	\$107.05	\$69.58	\$2.00	\$4,000.00
2021089 Mojo Properties	111 Elm St. W	Porch	6/7/2021	\$76.25	\$49.56	\$1.00	\$2,000.00
	216 1st Ave. SE	Deck		\$137.85	\$89.60	\$3.00	\$5,500.00
2021091 Glenn Hussong - Subway	404 Faxon Rd. N	AC	6/4/2021	\$122.45	\$79.59	\$2.50	\$4,500.00
2021092 Castle Gate	622 Shoreview Lane	Deck/Porch	6/7/2021	\$430.45	\$279.79	\$12.50	\$25,000.00
2021093 Curt & Mary Wilson	325 Oak St. S	Windows	6/11/2021	\$60.00	\$0.00	\$1.00	\$0.00
2021094 Jose Medrano	406 Railroad St.	Reside	6/11/2021	\$60.00	\$0.00	\$1.00	\$0.00
2021095 Ally Rehnelt	1015 Lakewood Trail	Deck		\$137.85	\$89.60	\$3.00	\$6,000.00
2021096 Jason Gray	120 Lake St. W	Windows		\$60.00	\$0.00	\$1.00	\$3,150,00
2021097 Christine Kaytor	324 Franklin St.	Reroof	6/14/2021	\$60.00	\$0.00	\$1.00	\$0.00
2021098 Castle Gate	622 Shoreview Lane	Fireplace	6/14/2021	\$60.00	\$0.00	\$1.00	\$2,001.00
2021099 Blackstone LLC	202 Lincoln St.	Reroof	6/15/2021	\$486.00	\$0.00	\$15.00	\$30,000.00
2021100 Mark Lagergren	513 Devonshire Dr.	Reroof	6/17/2021	\$60.00	\$0.00	\$1.00	\$0.00
2021101 Phillip Henning	1065 Lakewood Ct.	Finish Basement		\$199.45	\$129.64	\$5.00	\$10,000,00
2021102 Mary Janke	411 Tacoma Ave. N	Alterations		\$168.65	\$109.62	\$4.00	\$7.700.00
2021103 James Russell	112 2nd St. SW	Stabilize wall	6/30/2021	\$322.65	\$209.72	\$9.00	\$17,695.00
2021104 Joshua Zebell	231 Reform St. S	Garage - attached		\$452.67	\$294.24	\$13.50	\$27,000.00
2021105 Joshua Zebell	231 Reform St. S	Deck stairs relocate		\$42.65	\$27.72	\$1.00	\$1,000.00
2021106 Robert Smith	205 2nd St. SW	Wall repair		\$122.45	\$79.59	\$2.50	\$4,550.00
2021107 Merlin Loge	525 Meadow Lane	Deck remodel		\$122.45	\$79.59	\$2.50	\$4,250.00
2021108 Mary Nickolson	386 Meadow Lane	Deck remodel		\$122.45	\$79.59	\$2.50	\$4,500.00
2021109 Stacy Wheeler	227 Elm St. W	Kitchen & Bath remodel		\$768.20	\$460.33	\$26.00	\$50,000,00
	,						
							!
			_				
					-		
						:	