



EXECUTIVE SEARCH SERVICES

CITY OF CANNON FALLS, MINNESOTA

Proposal By:

Mike Humpal, CEcD



www.mnscsc.org

Proposal For:

Neil Jensen
City Administrator



www.cannonfallsmn.gov



South Central Service Cooperative (SCSC) appreciates the opportunity to present this proposal to the City of Cannon Falls for Executive Search Services. SCSC's highly skilled staff has many years of collective experience in all aspects of local government.

GENERAL BACKGROUND

Since 1976, South Central Service Cooperative has been facilitating programs and services between local governments and school districts across south central Minnesota. We work with these entities in the nine-county region on projects or contracted services that help promote cooperation by pooling human and financial resources. We believe services are most efficient and cost effective when implemented at a regional level rather than a "one size fits all approach," which may occur when mandates are managed at the state and federal levels. Facilitating services regionally creates economies of scale and maintains a consistency in the process that positively affects local governments and school districts.

EXPERIENCED LEADERSHIP

Mike Humpal, CEcD, Manager of Local Government Solutions, will serve as team leader for the City of Cannon Falls. Humpal has a bachelor's degree and master's degree in public administration, along with being a certified Economic Developer. Humpal has more than 30 years of local government experience, including 18 years as an Assistant City Administrator and City Administrator responsible for hiring senior management for the City of Fairmont. Humpal is assisted by SCSC team members: Wendell Sande, Director, Insurance Services Director, Advisory Services; Hannah Keltgen, Manager of Wellness and Marketing Communications; Roberta Jensen, Marketing Communications Specialist, Crista Krosch, Marketing Communications Support; Jessica Maday, Administrative Services Coordinator; and Crystal Hanson, Practitioner & Founder South Creek HR.

PROJECT SCOPE

- Meet with Cannon Falls city staff and council to provide an overview of the search process.
- Meet with mayor, city council, and staff to create a position profile for the City Administrator, a job description, and set of goals.
- Create a search calendar and timeline.
- Recruit candidates for the position.
- Receive and process applications.
- Provide for the preliminary and final screening, make recommendations for interview of candidates.
- Assist the city council with the interview process.
- Meet with the city council to facilitate the decision on the new City Administrator and develop an employment agreement for the position as needed.
- Provide mentoring to the new City Administrator.

SERVICES

- SCSC will provide the city council with an overall strategy and recruitment process for the City Administrator.
- SCSC will develop a job announcement, community profile, and advertisement for the position with professional organizations whose focus is local government. SCSC staff will also contact individuals in the field to make them aware of the open position and process.
- SCSC will promote the open position on select job placement sites (e.g., Association of Minnesota Counties, League of Minnesota Cities, Iowa and Wisconsin League of Cities, International City Managers Association, and National Association of Counties Recruitment Resources) and through social media (e.g., Facebook and LinkedIn).
- SCSC staff will complete a review of the applications, provide a leadership management assessment and PXT assessment, complete reference checks, and criminal background histories.
- SCSC will provide five candidates to the city council with the goal of interviewing the top four candidates. The fifth candidate will be an alternate in case one drops out. Each member of the council will receive a profile folder with all the pertinent information about the top four candidates to review in advance of the interviews.
- SCSC will arrange and attend a public meet and greet of the candidates allowing the city council, staff, and community members the opportunity to meet the candidates before the interview process begins.
- At the direction of the city council and in cooperation with the Cannon Falls City Attorney, SCSC staff will present an employment agreement and negotiate with the chosen candidate.

PROPOSED TIME AND COST ALLOCATION

South Central Service Cooperative proposes to complete this executive search as outlined not to exceed \$14,500.00*. This fee includes:

Executive Search Time / Cost Allocation:

- Conduct the initial meeting with city council search committee
- Create an application packet and announcement documents
- Review and rank applications
- Provide search committee a short list of applicants
- Contact references for top five candidates
- Call or hold virtual meetings with top five candidates to perform management/leadership assessments
- Prepare and summarize support documents and conduct background checks
- Organize and attend a community/candidates Meet and Greet event
- Participate in interview-related meetings with the city council
- Prepare an offer letter including bullet points for terms of employment agreement as directed by the city council
- Negotiate the employment agreement, including all discussions with the city attorney and candidate
- Administrative and Marketing Communications staff time
- Travel costs

\$10,500.00

Additional Cost Allocations

- Arrange for a leadership-management assessment and PXT assessment
- Staff time contingency
- Background checks
- Publication and advertising
- Printed materials for council binders

\$ 4,000.00

TOTAL (to be invoiced at conclusion of search)

\$14,500.00

*Two-year Timeframe: if another executive search is required within two years, SCSC will complete the search at no additional fee.

PREVIOUS SEARCHES/ REFERENCES

For a listing of completed searches, see pages 5 & 6. Please feel free to contact the following regarding their experience working with SCSC on their recent executive searches:

- Rob Mason, City Administrator (Retired), City of East Gull Lake, MN / 218-828-9279
- David Braun, Mayor, City of Wells, MN / 507-327-9840
- Dawn Kratzke, Mayor, City of Gaylord, MN / 507-237-2338
- Daryl Glassmaker, Mayor, City of Byron, MN / 507-273-1680
- Joe Martin, County Administrator, Le Sueur County, MN / 507-357-8220

I look forward to speaking with you regarding the Executive Search for the City of Cannon Falls. Please do not hesitate to contact me with questions or clarifications.

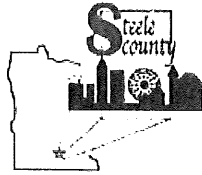
Respectfully,



Mike Humpal, CEcD
Manager, Local Government Solutions
South Central Service Cooperative

2075 Lookout Drive
North Mankato, MN 56003
Mobile: 507-236-7651
mhumpal@mnsccsc.org

RECENT SEARCHES



Ongoing



Hector, Minnesota



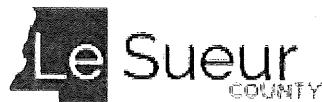
(Multiple)



City of Oronoco, Minnesota



(Multiple)



(Multiple)



(Multiple)



Mountain Lake



(Multiple)



(Public Works)

Claremont Minnesota



INTERIM ADMINISTRATOR/ MANAGEMENT PLACEMENTS



City of Madison Lake
(Multiple)



City of
Mountain Lake 

MEET OUR TEAM



Mike Humpal
Manager

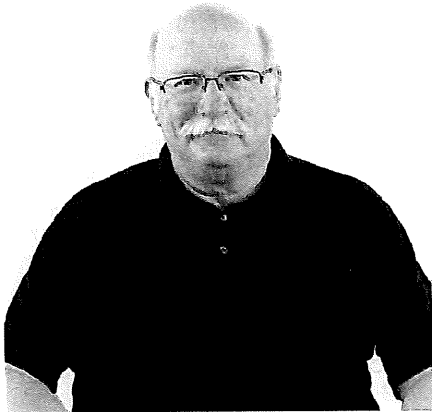
Manager of Local Government Solutions at South Central Service Cooperative. Mike Humpal holds a bachelor's degree in public administration from Northern Arizona University, and a master's degree in public administration from the University of Nebraska, and also received his Certified Economic Developer (CEcD). Humpal has more than 30 years of local government experience and served as a Community Economic Development Specialist for the Omaha Metropolitan Area Planning Agency. In addition, he served as City Administrator/Community Development Director for the City of Fairmont.

Founder and HR Practitioner of South Creek HR, a consulting firm specializing in developing leaders and providing Human Resources expertise to small and mid-sized businesses of all industries. Crystal Hanson has over 18 years of experience and holds a master's degree in human resources and industrial relations from the Carlson School of Management at the University of Minnesota. While Hanson's HR background runs deep, her professional passions include coaching leaders, building cohesive teams, digging into the pulse of organizations, and helping managers solve their own unique leadership challenges.



Crystal Hanson
HR Practitioner

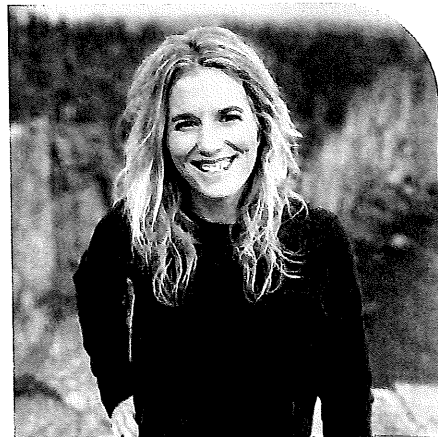
MEET OUR TEAM



Wendell Sande
Director

Advisory Services Director at the SCSC, Wendell Sande oversees the provision of services to local government within the SCSC service area. Sande has a bachelor's degree in accounting from Minnesota State University-Mankato. He has worked in public accounting, the private industry, and has 40 years of experience in local government finance, economic development, and administration. He currently serves on the board of Southeastern Minnesota 504 Development Incorporated. In addition, Sande has a Certificate of Achievement in Local Government Finance from the Government Finance Officer Association.

Manager of Wellness and Marketing Communication, Hannah Keltgen has a bachelor's degree from Mankato State University, Mankato with over eight years of Human Resources experience working in the private sector and public-school systems. She is recognized as a results-oriented leader who strategically leverages her skills to drive motivation, retention, and talent acquisition initiatives. Keltgen is committed to empowering organizations to maximize the potential of their most valuable asset – their people. She is dedicated to helping individuals realize their full potential, encouraging them to bring their authentic selves to the workplace and contribute their best to the team.



Hannah Keltgen
Manager

Sample

BYRON *Minnesota*

Where Neighbors Become Family. Welcome Home.

An Invitation to
Apply for

City Administrator
of Byron, MN

Qualified persons are
invited to apply by
May 13, 2022



Byron, Minnesota is seeking a City Administrator

ANNOUNCEMENT

Job Purpose Summary: This position is responsible for the administration of all City departments and to carry out the directives and policies as set by the Byron City Council.

Salary Range: \$120,000 to \$145,000. Excellent benefits package: Health Insurance – Each employee can choose from Family or Single coverage under our Medica Health Plans. Two plans are available depending on your preferred network. All employee contributions are pre-taxed; Public Employees Retirement Association of Minnesota (PERA); Short-Term and Long-Term Disability; 11 paid holidays.

Minimum Qualifications: Graduation from an accredited four-year college or university with a degree in public administration, political science, urban studies, business management or a closely related field and more than five (5) years' experience in municipal government functions, including three (3) of those years in a leadership or supervisory role. Previous experience in city administration is essential.

Preferred Qualifications:

A Master's degree from an accredited college or university is preferred.

- Knowledge of computer applications and the ability to learn/operate software.
- Written, verbal and public communication skills.
- Valid Minnesota driver's license or the ability to obtain one in a reasonable period.

APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by May 13, 2022, and must contain:

1. Cover Letter
2. Résumé
3. Formal City Application

SELECTION TIMELINE

Application deadline: 05/13/22, 4:30 pm

Finalists selected: 06/20/22

Interviews conducted: 06/27–06/28/22

Candidate selected: 06/28/22

POSITION PROFILE

View the full position profile at byronmn.com and mnscsc.org/ccoga

SEND APPLICATION MATERIALS TO

Mike Humpal, CECd
Manager, Local Government Solutions
South Central Service Cooperative
2075 Lookout Drive
North Mankato, MN 56002

Office: 507-389-5107
Mobile: 507-236-7651
Email: mhumpal@mnscsc.org



Confidentiality will be maintained unless applicant is named as a finalist. References will not be contacted until mutual interest is established.

THE POSITION

Job Purpose Summary: This position is responsible for the administration of all City departments and to carry out the directives and policies as set by the Byron City Council.

Essential Duties

1. Carries out the directives of the City Council by coordinating the operations of the City departments.
2. Keep informed of federal, state and county programs, which affect the City. Maintain considerable knowledge of laws governing municipalities and of federal and state programs.
3. Advise and assist the City Council on all matters of municipal concern, provide information to assist them in making the best decision possible.
4. Ensures that the City ordinances, resolutions, policies, and other directives are properly interpreted, administered, and implemented; coordinating with City department heads as required.
5. Evaluate potential projects, programs, and services to determine feasibility and community impact and make recommendations to the Council.
6. Serves as a clearinghouse for concerns of citizens; conveying to appropriate departments as necessary and addressing in an appropriate manner.
7. Represent the Council in negotiations of grievances or other differences resulting from interpretation of contracts or (with Council approval) agreements and/or other policy practices or precedents.
8. Plans, develops, and directs personnel programs, policies and procedures which will encourage the development of full work potential and work interest of each employee in City government.
9. Coordinate and assess the impacts of potential ordinances, policies, procedures, etc, and make recommendations to the City Council for approval.





Essential Duties (continued)

10. Determines budgetary guidelines while collaborating with the Finance Director and department heads to make recommended budget approval and provides guidance on financial decisions.
11. Work closely with department heads to make or recommend organizational changes in staffing as well as other changes in administration as may be justified to assure maximum efficiency and high standards of performance.
12. Department heads will report to the City Administrator and will coordinate responsibilities of the whole as well as administer performance reviews for the department heads. Provide input on performance reviews of employees who report directly to the department heads.
13. Act as a liaison with commercial, industrial, and other business developer's, business owners, local associations, and any other organizations that may be practical and necessary in the areas related to economic development.
14. Assist in the development of short and long-range plans for economic development, evaluate potential projects and determine feasibility and community impact and make recommendations to City Council.
15. Oversees and ensures the Finance Director provides documentation monthly/quarterly to advise the City Council on the financial condition of the City.
16. Keeps informed on all aspects of municipal government and researches new and different ways to keep the City running as efficiently as possible.
17. Represents the City and maintains liaison between all federal, state, regional, county, township agencies; as well as local organizations within the City
18. Lead by example, personal integrity and ethical work practices which will provide a standard of conduct for all City personnel.
19. Performs other duties and assumes other responsibilities as necessary or delegated by the City Council.

Required Knowledge, Skills and Abilities

Work Environment:

Works in a well-lit, well-ventilated and temperature-controlled office. Noise level is at a minimum. Limited travel is required.

Worker Requirements:

To be fully qualified and meet performance expectations, an individual must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for the position.

Skills Involved:

The ability to consistently apply skills learned through formal preparation and/or closely related work experiences as noted herein.

Schedules and Other Conditions:

While performing the essential functions of the position, an individual will be subject to variable working hours.

Physical Demands:

Performing essential functions of the position regularly requires the employee to remain seated in the normal position for extended periods of time with occasional lifting or carrying of objects from five to twenty pounds. This position requires the ability to listen, express and/or exchange ideas.

Mental Abilities:

Position requires well-developed learning ability. Ability to read text of considerable difficulty; writing skills are required at a level consistent with text designed to persuade. Verbal communication needs to be at the level of resolving conflicts, grievances, or technical disputes on complex or on occasion emotional issues. Math skills at a level consistent with performing algebraic operations and some advanced techniques used in analysis and planning. Reasoning ability needs to be at a level consistent with solving difficult to identify problems, where facts may be insufficient or misleading, requiring extensive inquiry or research extending into unrelated work areas. Solutions require integration of information and considerable independent judgment. Overall complexity of this position is high.

Personal Attributes:

Adaptability to perform in situations involving the interpretation of feelings, ideas or facts in terms of personal viewpoint; adaptability to influence people about opinions, attitudes or judgments about ideas or things; adaptability to perform repetitive work according to set procedures and sequence or pace; adaptability to perform under stress when confronted with critical or unusual situations; and ability to work cooperatively with a variety of people to accomplish work demands according to established timetables. The ability to coordinate with the work of others so they may proceed with confidence in a timely manner.

Desired Attributes and Goals for the Byron City Administrator, as defined by the City Council

01

Personal Characteristics

There is a great deal of consensus among the council regarding the personal characteristics they want to see in the next city administrator. They include being patient, open minded, ethical, hardworking, and respectful. The council also wants someone who is adaptable, has a positive attitude, is a good communicator, is personable, and is team oriented. The council wants a strong leader who will support staff, is a problem solver, and communicates well with both oral and written skills. The city administrator is to be kind and humble, who works to find the best solution for the entire community and does not have a personal agenda. They also want someone who is positive and passionate about the job with the ability to connect with all aspects of the community.

02

Technical Skills

The city councils' top technical skills included finance and budgeting, time management, knowledge in planning, zoning, and an awareness of the functions within all city departments. They also want someone with the ability to make complex issues easier to understand, a good team builder, who is organized and plans for the future. Council members want someone with problem-solving skills (that include strong people skills) who is able to initiate team building amongst city staff and has overall management capabilities. This individual should have the ability to analyze city council objectives and goals and develop and implement a plan to attain those goals that are best for the city of Byron. The city administrator is someone who communicates well (focusing on listening skills) and works effectively with staff, public, and other government agencies.

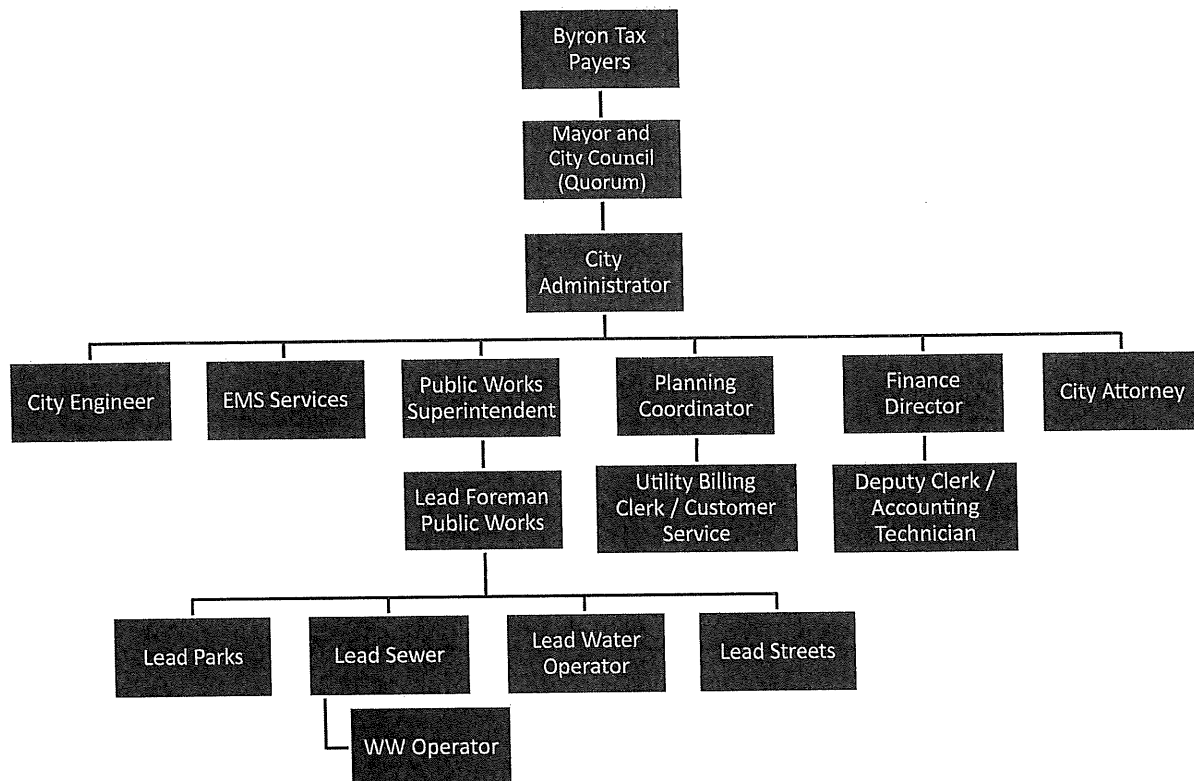
03

Top Priorities

Top priorities by the city administrator in the next one to three years are: Housing growth for various income levels, work with the city engineer to keep Infrastructure improvements on track. Work on Highway 14 issues. Continue to have a long-range budget plan for the city that incorporates growth and business expansion. Work positively with the growing school district. Other priorities include attracting and retaining employees, developing staff to grow in their positions, and developing and maintaining positive relationships with the chamber and business community. Focusing on inclusion and equity, making people of all backgrounds feel welcome in Byron and part of the community, are essential.

OUR GOVERNMENT

The City of Byron is a Statutory City Plan A; it has a Mayor and four City Councilors, City Administrator & Deputy Clerk, Finance Director, Community Development Planner, and Public Works Superintendent.



Budget for the City of Byron, Minnesota

2022

Revenues	
Taxes	\$4,693,981
Special Assessments	\$0
Franchise Fees	\$50,800
License and Permits	\$32,000
Intergovernmental	\$387,349
State Aid Street	\$100,400
Charges for services	\$150,219
Interest on investment	\$5,000
Miscellaneous	\$10,000
Total Revenues	\$5,429,749

Expenses	
General	\$441,160
Public Safety	\$813,390
public works	\$754,863
Culture and Recreation	\$441,209
Economic development	\$230,382
Capital outlay	\$352,600
Total Expenditures	\$2,967,372
Debt Service Principal	\$762,257
Interest and other charges	\$217,298
Total Expenditures	\$3,946,927

OUR COMMUNITY

Living and Working in Byron

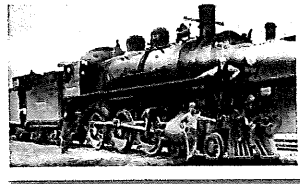
The City of Byron is a flourishing community that provides the groundwork for vigorous neighborhoods and thriving businesses. Byron invests in high quality and proficient services, effective partnerships, and citizen participation. Byron's commitment to a well-planned development enhances the distinctive and high quality of life enjoyed by its residents. It is a community with a family orientated small-town feeling, with access to amenities that the Rochester area provides.



History

In 1865, when the Winona St. Peter Railroad, now known as the Canadian Pacific Railroad, was being built, it was decided to establish a station ten miles west of Rochester close to a community then known as Bear Grove. S.W. VanDusen, a New York millionaire, purchased land near this station and platted a village. Mr. VanDusen named the village "Byron" after his hometown, "Byron, New York," which is approximately 25 miles southwest of Rochester, New York.

The railroad became the lifeline of the Village and at one time there were at least eight passenger trains stopping daily in Byron. In the early days, Byron had a hotel, town doctor, cheese factory, brick yard, several general stores, a harness shop, a bank and a saloon. Little remains of the original buildings of Byron's early downtown as the buildings were slowly destroyed by fires.

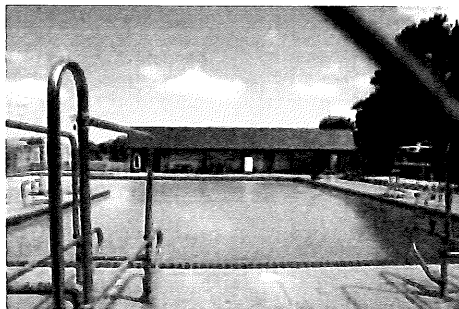


Demographics

With a 2020 population of 6,312, Byron is the 136th largest city in Minnesota. Byron is currently growing at a rate of 1.96% annually. Its population has increased by 28% since the 2010 census, which recorded a population of 4,914. Spanning over 3 miles, Byron has a population density of 1,691 people per square mile (2010 census).

The median household income in Byron is \$104,213 with a poverty rate of 0.9%. The median rental costs in recent years comes to \$1,073 per month, and the median house value is \$235,900. The median age in Byron is 34.3 years, 34 years for males, and 35.5 years for females.

Living and Working in Byron (continued)



Education

Byron Public School District serves students K–12. The district includes two elementary schools (gr. K–2 and 3–5), one middle school (gr. 6–8), and one high school (gr. 9–12). The district also provides early learning opportunities for children ages 0–5 and their families, and **Community Education Services** provides programs and services for learners of all ages, from birth through age 85+.

Recreation

Byron has a unique assortment of local county parks and recreational offerings. **Oxbow Park** and **Zollman Zoo** are a campground and zoo located in Olmsted County, Minnesota north of the city of Byron, and about 4.5 miles (7.2 km) west of Rochester. It houses over 30 species of animals, most of which have injuries that would prevent them from surviving in the wild. All of the animals are native to Minnesota. The zoo is named after Dr. Paul E. Zollman. The most popular animals include a wolf, bald eagle, white-tailed deer, coyotes, bobcat, river otters, bison and cougar. Oxbow Park is open most of the year, as is Zollman Zoo, with a majority of the animals being visible year-round.

Byron is home to **Sommerby Golf Course**, a private golf club and community that Golf Digest Magazine consistently ranks among the top ten best courses in the State of Minnesota. The course was designed by architect and golf pro John Fought, and by golf pro Tom Lehman.

Undoubtedly the best thing to do during the summer is to go to the local swimming pool, just outside of downtown. **Byron City Swimming Pool** is a swimming facility that offers aquatics programs, lap swimming, free swim, and swimming lessons.

Byron Community Recreation Complex is a 25.4 acre community recreation center that includes four ASA qualified ball fields, an inclusive ADA accessible play area, concession stand, and shelter. It is also equipped with a large parking lot and ample green space.

Living and Working in Byron (continued)

Healthcare

Byron residents and visitors are fortunate to have high quality healthcare at their fingertips. **Olmsted Medical Center** offers preventive, primary, and specialty care to communities throughout Southeastern Minnesota. The **Byron Branch** is a family medicine clinic; several other nearby branches offer specialty care. Rochester (15 minutes away) is home to the world-renowned **Mayo Clinic**, the original and largest Mayo Clinic campus. Mayo Clinic has been safely caring for patients from around the world for more than 100 years.

Emergency Services

The **Byron Fire Department** (BFD) was established in 1935. The department started with a hand pulled hose cart stored in an old wooden building next to the original Byron City Hall. Today, BFD consists of 32 volunteer firefighters operating out of one fire station located in Byron. BFD responds with a modern fleet of fire and rescue apparatus that includes 1 pumper, 1 mini-pumper, 1 ladder truck, 1 rescue truck, 2 water tankers, and 1 chief's truck. BFD is the primary fire/rescue agency for the City of Byron, and the Townships of Kalmar and Salem.

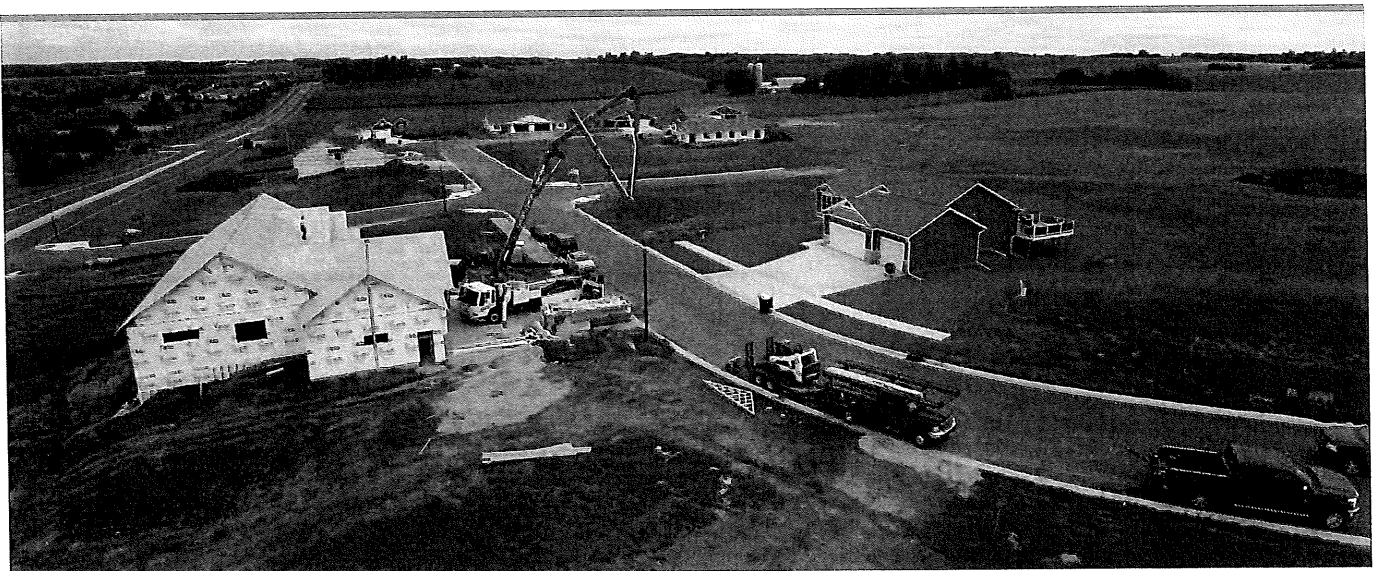
The City of Byron contracts their law enforcement with **Olmsted County Sheriff's Department**.

Economic Development

The **Byron Economic Development Authority** (BEDA) was created to establish a strong economic environment for the City to support existing businesses and encourage the establishment of new businesses. The BEDA recommends policies supportive of economic growth to the Council. The Board consists of five members appointed by the City Council and two council members.

The shared workspace, **thinktank**, is located in the lower level at City Hall and is available through the Byron Economic Development Authority. It is a quiet place to get work done or meet with client that has overhead and flexible workspace, and it offers all the amenities of a professional workspace.

Development Lots: The City has two commercial lots and one industrial lot available for sale and development.



Our Community at a Glance



Education

Byron-area K-12 students are served by the Byron Public School District in three separate buildings: Elementary, Middle, and High School. There are approximately 2024 students.



Healthcare

Byron residents are fortunate to have quality healthcare at their fingertips. Olmstead Medical Center is a primary clinic serving the area, including 24-hour Urgent Care, along with the Mayo Clinic located 15 minutes away.



Housing

In 2020, the median property value in Byron was \$235,000, and the homeownership rate was 88.5%.



Demographics

As of the 2020 census, there were 6312 people—a 28.4% increase since 2010—with a median age of 34.3.



Retail

Byron offers a variety of shopping choices from grocery and general stores to numerous national chain opportunities located 15 minutes away in Rochester, MN.



Green Space

Plenty of open space can be found in Byron's many city parks. Families may also reserve a plot in the community gardens.



Employment

Major employers include Schmidt Printing, Inc, Byron Public Schools, CHS, just to name a few. The median income from the 2020 census is \$104,213. Mean travel time to work is 21 minutes.



Childcare

Byron's youngest residents are well cared for by many in-home local daycares, as well as Early Advantage Development Child Care.



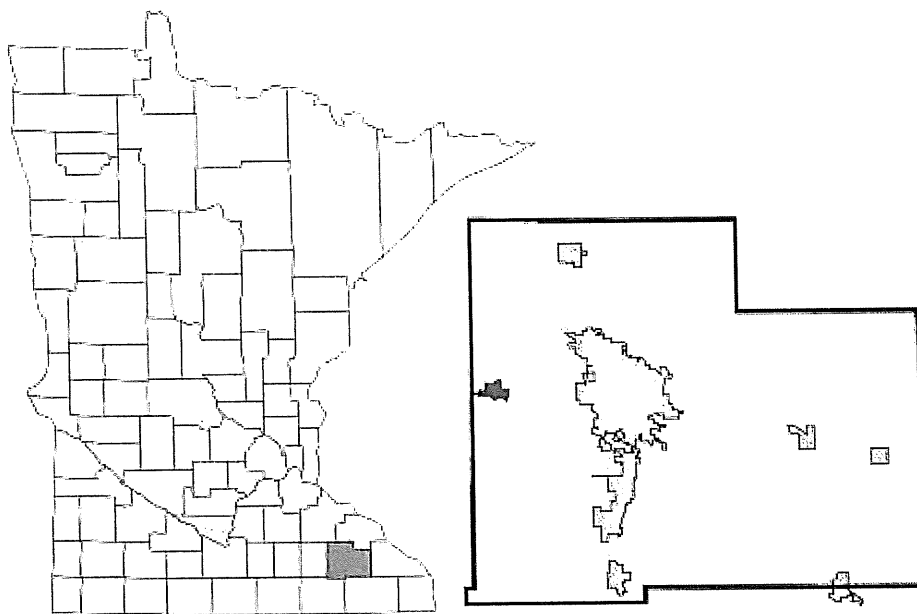
Recreation

Recreational opportunities are abundant with miles of biking trails and nearby Oxbow Park & Zollman Zoo. Byron's city parks have soccer fields, a pool, and ice rink.



BYRON *Minnesota*

Where Neighbors Become Family. Welcome Home.



Address

680 Byron Main Ct NE
Byron, MN. 55920

Telephone/Email

507-775-3400
cityhall@byronmn.com

Connect with Us

byronmn.com

