



DDA

Human Resources, Inc.
a David Drown Associates Company

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Cottage Grove, MN 55016
(612) 920-3320 x119 | fax: (612) 605-2375
bart@daviddrown.com
www.ddahumanresources.com

June 28, 2024

Sent via email only

Mayor & City Council
City of Cannon Falls
918 River Road
Cannon Falls, MN 55009

Dear Honorable Mayor Montgomery and Members of the Council,

Thank you for the opportunity to submit a proposal to assist the City of Cannon Falls 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 comprehensive process ensuring clients can identify the best candidate for their organization and community.

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

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

Thank you for your consideration.

Sincerely,

Bart Fischer
Management Consultant
DDA Human Resources, Inc.

Enclosures



CITY OF CANNON FALLS

City Administrator Search Proposal

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

June 28, 2024



Prepared by:
Bart Fischer
Management Consultant

CONTENTS OF THE PROPOSAL

- Description of the Firm
- Approach to the Process
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DESCRIPTION OF THE FIRM

Proudly based in Minnesota, David Drown Associates (DDA) is a full-service consulting firm with more than 25 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 as well as leadership development mentoring. 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 125 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 Cannon Falls. This is accomplished, first and foremost, by listening to what you are saying, understanding your goals and objectives, understanding your desired attributes in the next city administrator, and building the search process off 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 Bart Fischer being on site regularly, the City Council will receive weekly email updates, and he will always be available for questions.

SERVICE TEAM

BART FISCHER – PROJECT LEAD

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

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

Organizations/Affiliations

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

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

LIZA DONABAUER

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

Since joining DDA, Liza has conducted over 50 Administrator/Manager, Department and Executive Director searches.

Liza will assist with recruitment and consulting as needed.

Organizations/Affiliations

- Liza enjoys working with colleagues throughout the state through her involvement in MCMA, a state affiliation of ICMA.
- MCMA Women in the Profession Committee
- MCMA Annual Conference Planning Committee
- MCMA Recognition and Membership Committee
- Secretary, Board of Directors, Minnesota Municipal Power Agency
- Publicity Committee for City Clerks & Municipal Finance Officers Association (KS)



Contact Information:

bart@daviddrown.com

612-920-3320 x119

7383 Hyde Ave S

Cottage Grove, MN 55016



Contact Information:

liza@daviddrown.com

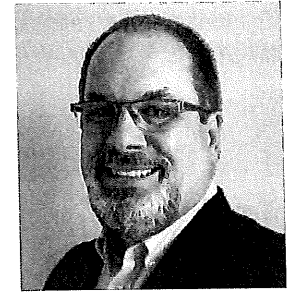
612-920-3320 x111

P.O. Box 534

Waconia, MN 55387

GARY WEIERS

Prior to joining DDA in 2013, Gary had over 20 years of county government management experience, the last 11 years as County Administrator in Rice County. Prior to becoming Administrator, Gary served as the Social Service Department Director in Rice County and worked as a Social Service Supervisor in Mower County and Sherburne County. Gary received his bachelor's degree from the University of St. Thomas and has honed his skills by working his way up from an entry level social worker position to be the head of a \$50 million organization with over 350 employees. Gary has worked with local governments ranging in size from a couple thousand residents to communities of over 150,000 persons. In addition to conducting executive searches, Gary has done work with communities on sharing services, organizational analysis, strategic planning, and other management related work. Gary was instrumental in developing programs to assist new county administrators and presently mentors all new County Administrators. Additionally, he helped develop a Human Resource Technical Assistance Program that provides one-to-one consultation and access to a host of pertinent documents and policies to counties throughout Minnesota.



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

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

PAT MELVIN

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



Contact Information:
pat@daviddrown.com
612-920-3320 x116
3620 Northome Ave
Wayzata, MN 55391

Pat will assist with recruitment and consulting as needed.

LIZ FOSTER

Liz joining DDA in 2015, Liz has been involved in over 160 executive search processes and other human resource projects. As a Certified Professional Recruiter, Internet Recruiter, and Diversity and Inclusion Recruiter through AIRS®, Liz performs Recruitment Only search services for clients needing assistance hiring those hard-to-fill positions. Liz also provides support and assistance to the Management Consultants within the Human Resources Division. While assisting our Management Consultants, some of Liz's duties include community research, creating position profiles and advertisements, posting position openings, assembling interview materials for our clients, and providing other general administrative support to our Management Consultants.



TIMELINE

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

ITEM	TASK	COMPLETION DATE
Decision by City Council to proceed	<ul style="list-style-type: none"> Have an initial call/meeting to discuss and answer any questions about the proposed process. City Council approves process. 	July 2, 2024
Information gathering	<ul style="list-style-type: none"> Gather all pertinent background information. Gather salary information and review job description. Meet with staff, stakeholders, and each member of the City Council. 	August 1, 2024
Professional position profile	Develop position profile and advertisement.	August 27, 2024
Approve position profile	City Council approves profile, job description, salary range, and hiring process.	September 3, 2024
Candidate recruitment	<ul style="list-style-type: none"> Post position immediately upon approval of profile. Comprehensively advertise. Email and phone calls to prospective candidates. 	September 4, 2024- October 2, 2024
Screening of applicants	DDA will review and rank applicants based on job related criteria & desired attributes and select semifinalists.	October 3, 2024
Personality Index	DDA will administer a work-related personality index to all semifinalists.	October 20, 2024
Video interview	Each semifinalist will complete a video interview.	October 20, 2024
Selection of finalists	<ul style="list-style-type: none"> City Council selects finalists for interviews. DDA will notify candidates not selected as finalists. 	November 4, 2024 Special Meeting Due to November 5 th being Election Day
Background check of all finalists	Includes: <ul style="list-style-type: none"> Criminal background: county, state, national. Sex offender registry. Social Security number verification. Education verification. Credit check. 	November 25, 2024
Reference check on all finalists	DDA will conduct reference checks with current and/or former employers on all finalists including a supervisor and a direct report.	November 25, 2024
Intellect profile	DDA will administer an intellect profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.	November 25, 2024
Finalist packet	DDA will provide the Council information including: <ul style="list-style-type: none"> Summary of references. Results of background checks. Personality index reports. Video interview. Resumes, etc. 	November 26, 2024
Interviews	DDA will prepare all interview materials and be present at all interviews and other functions to assist in facilitation. It is recommended that Council interviews be at a special meeting.	December 4, 2024 Special Meeting
Decision	City Council will select candidate for offer.	December 4, 2024
Offer and agreement	DDA will assist in negotiating an agreement with the recommended candidate as needed.	December 4, 2024
Projected start date	New Administrator begins.	December 2024/January 2025

PROCESS DETAILS

STEP 1: INFORMATION GATHERING

DDA will gather and assemble background information pertaining to the City and position. In addition, Bart 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 reviewed and updated as needed and, also 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 and others as identified.
- 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, DDA will develop a professional position profile that is customized to present the City of Cannon Falls 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 or traditional candidates. These efforts will include local, regional, and national outreach. In today's job market, it is important to reach candidates in ways that were not necessary even five years ago. Our efforts have resulted in 41% of candidates applying from outside of Minnesota. This means that 59% of candidates still are from within the state, so comprehensive strategies are needed.

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

Local efforts (within Minnesota) will include:

- Direct outreach to candidates
- League of Minnesota Cities
- Association of Minnesota Counties
- GovernmentJobs.com
- University of Minnesota

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

Regional Outreach

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

Nationwide Outreach

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

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

We are known for our communication with both the applicant and our client which engages and informs both parties of each step. Additionally, our system also allows us to access, review, and evaluate thousands of prior applicants who may not be actively seeking a job but who may be open to the "right opportunity."

Deliverables:

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

STEP 4: INITIAL SCREENING AND REVIEW

DDA will complete a comprehensive analysis of every application received and determine approximately 8-12 semifinalists based on job related criteria and desired attributes to complete a video interview. Our clients have most notably been pleased with the video interview component of our process. Video interviews allow our clients

to 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 you 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 education, driver's license review, credit check, and other items. Along with background checking all finalists, DDA will conduct character references with current and/or a former supervisor(s) and direct report(s) 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, Bart 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 interviews, a community tour, lunch with leadership staff, or other functions.

Prior to interviews, Bart 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.
- Possible leadership staff interview panel including summary of comments.

- Possible community engagement opportunities with virtual options.
- Possible tour of the community.
- Video Interview.
- Summary of References.
- Results of background checks.
- Personality Index.
- Intellect Profile.
- Information Disclosure.
- Cover letter and resume.
- Press release.

STEP 6: OFFER

After interviews are complete, Bart will assist the City Council with deliberations and will facilitate the offer to the selected candidate as needed. Bart will negotiate the terms with the candidate based on the parameters established by the 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 and Council representative.

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:

CITIES

Aitkin- Administrator
Barnesville- Administrator
Benson- Manager
Breezy Point- Administrator/Clerk/Treasurer
Chatfield- Administrator
Corcoran- Administrator
Credit River- Administrator
Crystal- Manager
East Grand Forks- Administrator
Fairmont- Public Works Director
Hawley- Administrator
Lakeville- Finance Director
Maple Plain- Administrator
Mayer- Administrator
Melrose- Director of Electric Operations
Mora- Administrator/Public Utilities General Manager
Morris- Manager
Mound- Manager
New Hope- Manager
Newport- Administrator
North Mankato- Administrator
North St. Paul- Manager
Norwood Young America- Administrator
Nowthen- Administrator
Olivia- Finance Director
Pelican Rapids- Administrator
Richmond- Administrator/Treasurer
Rochester- Finance Director
Spring Park- Administrator/Treasurer
Stillwater- Administrator
Wadena- Administrator
White Bear Lake- Manager
Winsted- Administrator
Winthrop- Administrator

COUNTIES

Beltrami- Human Resources Director
Faribault- Assistant County Engineer
Hennepin- Chief Financial Officer, Chief Human Resources Officer
Mahnomen- Administrator
Morrison- Administrator
Roseau- County Engineer

OTHER ENTITIES

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

DDA is currently conducting searches for the Cities of Forest Lake, Granite Falls, Mahtomedi, Maple Lake, and Waverly, Minnesota, the Counties of Anoka, Becker, Benton, Cottonwood, and Dakota, Minnesota, and Kandiyohi County Economic Development.

FEES

The fee for the search process is \$24,000, payable at the completion of the search. This all-inclusive fee covers professional services and all expenses including 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.

ASSURANCE

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

REFERENCES

Shane Fineran

Administrator, City of Waconia
Phone Number: 952-442-3100
Email: sfineran@waconia.org

Jerel Nelsen

Administrator, City of Staples
Phone Number: 218-894-2550
Email: jnelsen@ci.staples.mn.us

Kris Wilson

Administrator, City of Inver Grove Heights
Phone Number: 651-450-2511
Email: kwilson@ighmn.gov

Darvin Schoenborn

Board Chair, Mahnommen County, MN
Phone Number: 218-935-2389
Email: darvin.schoenborn@co.mahnomen.mn.us

ACCEPTANCE

Your signature below indicates acceptance of the terms of the proposal state herein.

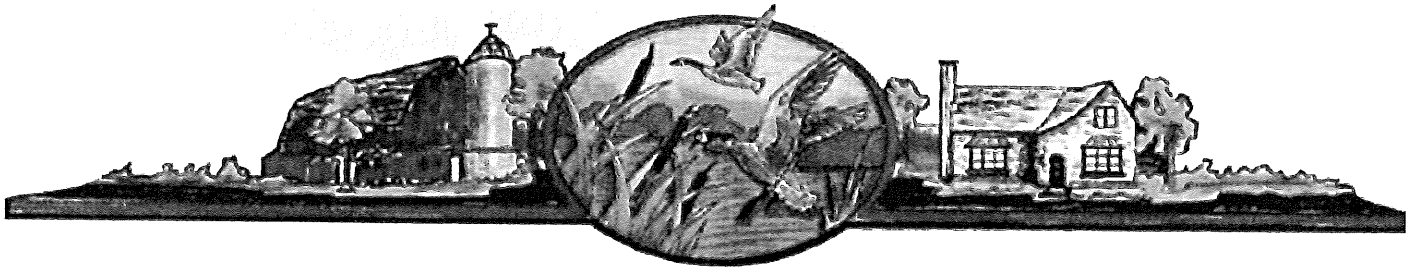
Client Representative Name: _____

Client Representative Signature: _____

Date: _____



Sample Profile



CITY OF CORCORAN

CITY ADMINISTRATOR POSITION

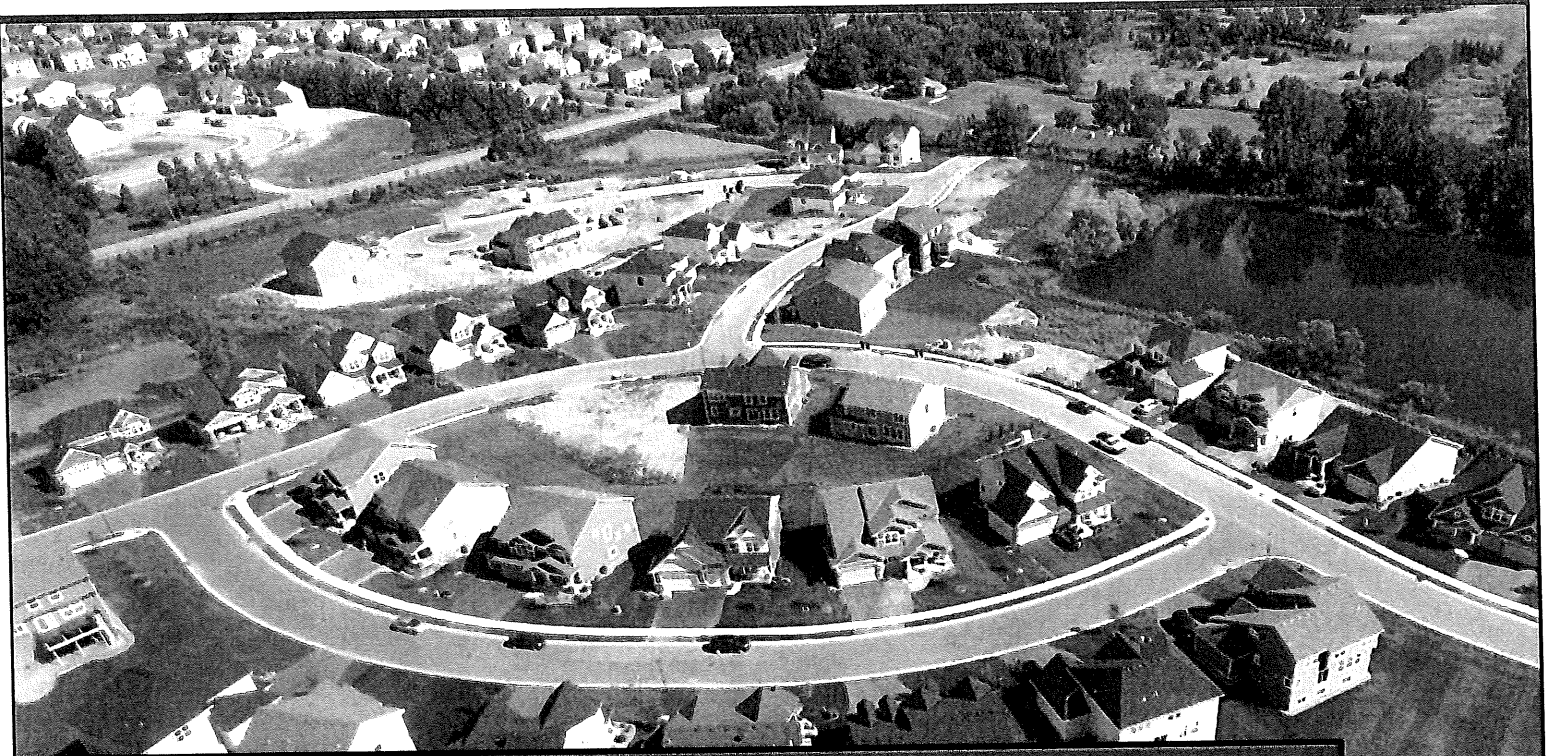
CITY OF CORCORAN, MINNESOTA

Salary Range: \$125,673 to \$162,240





CITY OF CORCORAN



WELCOME TO CORCORAN, MINNESOTA!

Corcoran is a picturesque community with a balance of local businesses and a mix of residential neighborhoods, rural homesteads, and farms. With rolling hills and attractive wooded countryside with wildlife enriched wetlands, the City maintains a rural atmosphere nestled on the western edge of Hennepin County, approximately 20 miles northwest of Minneapolis. Other communities surrounding Corcoran include Maple Grove, Medina, Greenfield, Hanover, Rogers, Plymouth, and Independence Minnesota. Corcoran continues to be recognized for safety. Corcoran was ranked as the safest City in Minnesota in 2022 and holds the second safest City in Minnesota in 2023, according to Safewise. The average household income is above average at \$145,900, according to the American Community Survey.

Corcoran commercial and industrial commerce is poised for growth. Business owners are preparing for growth and opportunity with the future plans for the Corcoran Southeast Downtown District. To balance this future growth, the City of Corcoran staff and City Council will focus on community vision, environmental impacts, and economic responsibility to support and guide sustainable growth while preserving rural character. A significant portion of Corcoran is agricultural land. With thousands of acres of undeveloped land, including portions along the Hwy 55 corridor and easy access to 94/494/694 interstate system, Corcoran is an attractive location for business investment. With just under 36 square miles, Corcoran is slightly larger in land size than nearby Maple Grove and Plymouth.

With planning stages underway for future roadways, pedestrian and bicycle trails, and the future business growth in the Corcoran Southeast Downtown District, the City is full of potential. Many of its assets are still being built or are yet to be realized, making Corcoran the ideal place to put down



CITY OF CORCORAN

COMMUNITY SCHOOLS

Corcoran is served by five school districts: Buffalo-Hanover-Montrose Schools, Delano Public Schools, Osseo Area Schools, Rockford Area Schools, and Wayzata Public Schools. Approximately 1,900 children from Corcoran attend preschool age programs, elementary, middle, and high school within the five school districts. Though there are no public schools located in the City of Corcoran, there is one private school available, St. John's Lutheran School, which offers PreK-8th grade education.



RECREATION & COMMUNITY EVENTS

Corcoran has many great places to explore. Golf is a very popular activity in Corcoran. Shamrock Golf Course is a beautiful course, and Pheasant Acres Golf Course is another course that is perfect for families. If golf isn't your sport, Corcoran is also home to Snyder Field, a large, open baseball field.

Corcoran offers many different services to residents and visitors. Its Memorial Garden is a special area where families can preserve a loved one's memory. Corcoran City Park also has ballfields and skating rinks that are popular attractions. The City is undergoing a master planning project for the City Park and will be planning new parks when different areas develop.

Corcoran hosts several community events including tractor pulls and demolition derbies, the Hamel Rodeo and Bull Riding Bonanza, and the City's local summer festival Country Daze. From sports and events to bull rides and businesses, the Corcoran community offers a variety of opportunities for families to work and play together.



CITY OF CORCORAN

In 2015, the City of Corcoran, in partnership with Hennepin County, began work to update the existing design guidelines and master plan for the Southeast District. The area is home to the existing City Hall, St. Thomas Catholic Church, and an existing industrial and commercial business. The Southeast District has seen the residential development with "Ravinia" and "Tavera" and M/I Homes "Bass Lake Crossing" and "Bass Lake Crossing South." "Cook Lake Highlands" is a new mixed-use development in the Southeast district that will provide a senior apartment, villa homes, a day care, and a memory care facility.



DEVELOPMENT

The Town Center has been planned to be a walkable traditional neighborhood supporting the Downtown Core. The Town Center is intended to support the Downtown Core through walkable blocks, a variety of housing types and densities, and a unified public realm aesthetic. All development within the Southeast District will be based on an integrated transportation network that connects residential neighborhoods with the existing business park on the west side of County Road 116 and the Downtown Core on the east side of County Road 116. A combination of off-road and on-street bike and pedestrian facilities will be included with a town square park and two small Neighborhood Parks for physical activity and social connectedness. The entire Town Center is guided Mixed Use in the 2040 Comprehensive Plan. Saint Therese is developing a new senior community on 13-acres in the Town Center with a complete continuum of living: independent & assisted living apartments, memory care, rehabilitative care, and skilled nursing care all on one campus.

In 2022, the City of Corcoran, in partnership with Hennepin County, began work to update the existing design guidelines and master plan for the Northeast District. In the Northeast District, the City is developing its first water supply system. The City has secured \$13 million in state and federal funding for continued improvements to the City's water supply system. The new water supply system construction and the updated master plan have set up this business creation district for success.



CITY OF CORCORAN



THE ORGANIZATION

The City of Corcoran is a community legally established under the laws of Minnesota. It is governed by a Mayor who serves a two-year term (currently considering changing to four-year term), and four Council members who serve four-year terms. City council members serve at large.



The City boasts an exceptional leadership team. The organization currently staffs 32 full-time and several part-time positions, and it contracts for fire, building inspections, IT, planning services, engineering services, and legal services. The City organization has two main facilities. These include City Hall, which is shared by Administration and Police Departments. The City also has two Public Works facility and park and storage facilities. The City has committed to technological improvements including document digitization and is currently working on implementing agenda parsing software. The organization seeks to continue its mission with the help of a new Administrator who is excited to find great ideas to implement the vision of the City as it changes and grows.

The City of Corcoran's bond rating is Aa3.

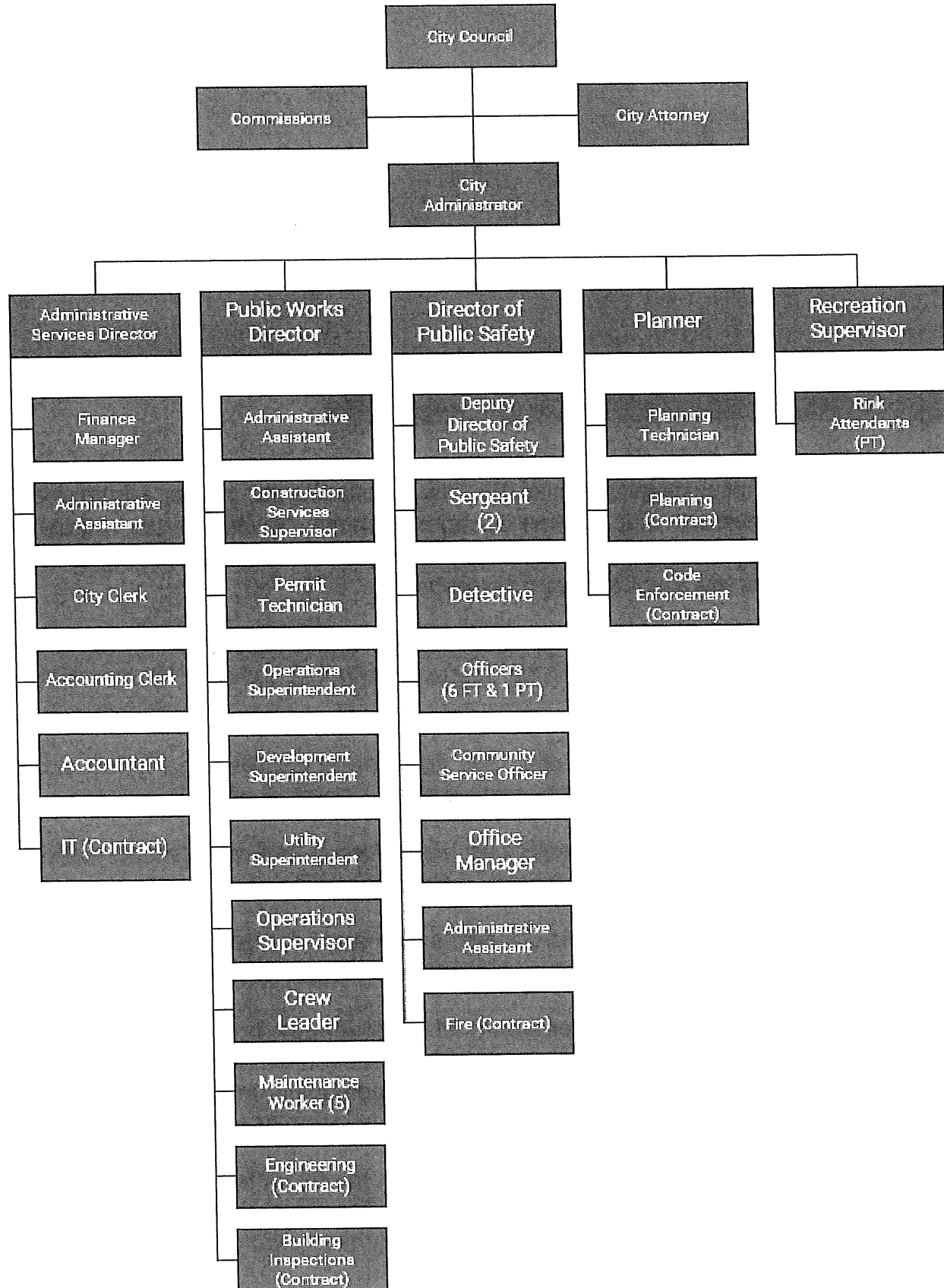
BUDGET SUMMARY

	2021 Actual	2022 Budget	2023 Budget
General Fund			
General Government	1,422,993	1,988,749	2,313,140
Public Safety	2,842,593	3,093,919	3,824,330
Public Works & Parks	2,037,722	2,490,116	2,815,210
Total General Fund	6,303,307	7,572,784	8,952,680
Combined Debt Service	555,815	559,718	804,303
Total Expenses	6,859,122	8,132,502	9,756,983



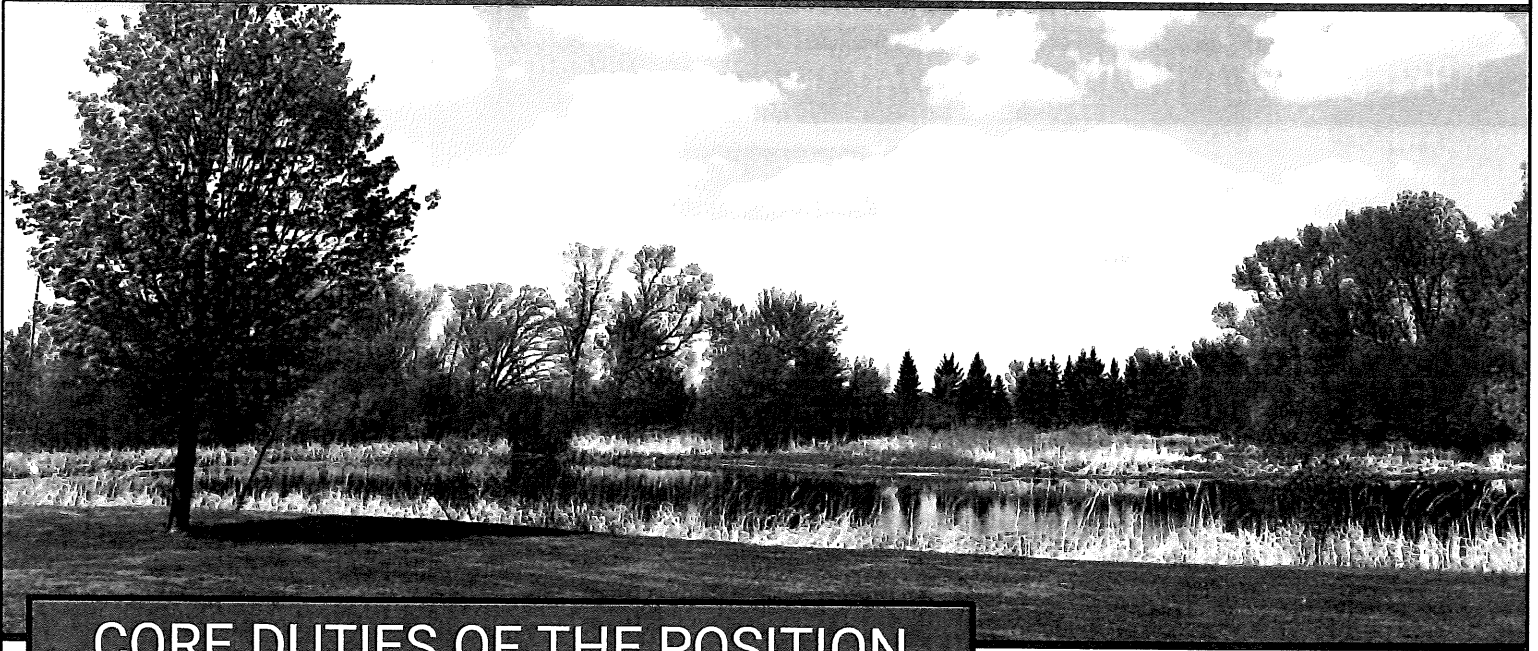
CITY OF CORCORAN

ORGANIZATIONAL CHART





CITY OF CORCORAN



CORE DUTIES OF THE POSITION

- Serve as the Chief Administrative Officer of the City overseeing the proper administration of all policies of the City, develops and issues all administrative policies, rules, regulations, and procedures necessary to ensure the proper functioning of all City departments, offices, and divisions as permitted by law and City Council approval.
- Supervise the administration of all departments, offices, and divisions of the City except as is otherwise provided by law; carry out any other responsibilities as provided for by ordinance or by subsequent City Council action.
- Work closely with department heads to plan and coordinate activities and follow up to ensure effective service to the public and efficient conduct of all municipal affairs.
- Ensure all City laws, ordinances, and resolutions are enforced and make recommendations for changes or additions to ordinances and policies, when necessary.
- Evaluate services provided by the City and develop information for the Council about options for improving efficiency or matching services more closely to citizen needs.
- Direct the development and implementation of appropriate budgeting including capital improvements and administrative planning and control procedures and creation of annual fiscal budget for the City Council's review and approval. Responsibility includes that proper control reports are developed and used; supervise the effective operation of purchasing procedures, etc.
- Act as the purchasing authority for the City as outlined in the financial policy in accordance with the approved municipal budget; use authority to sign purchase orders for routine services, equipment, and supplies in accordance with the City's purchase procedures.



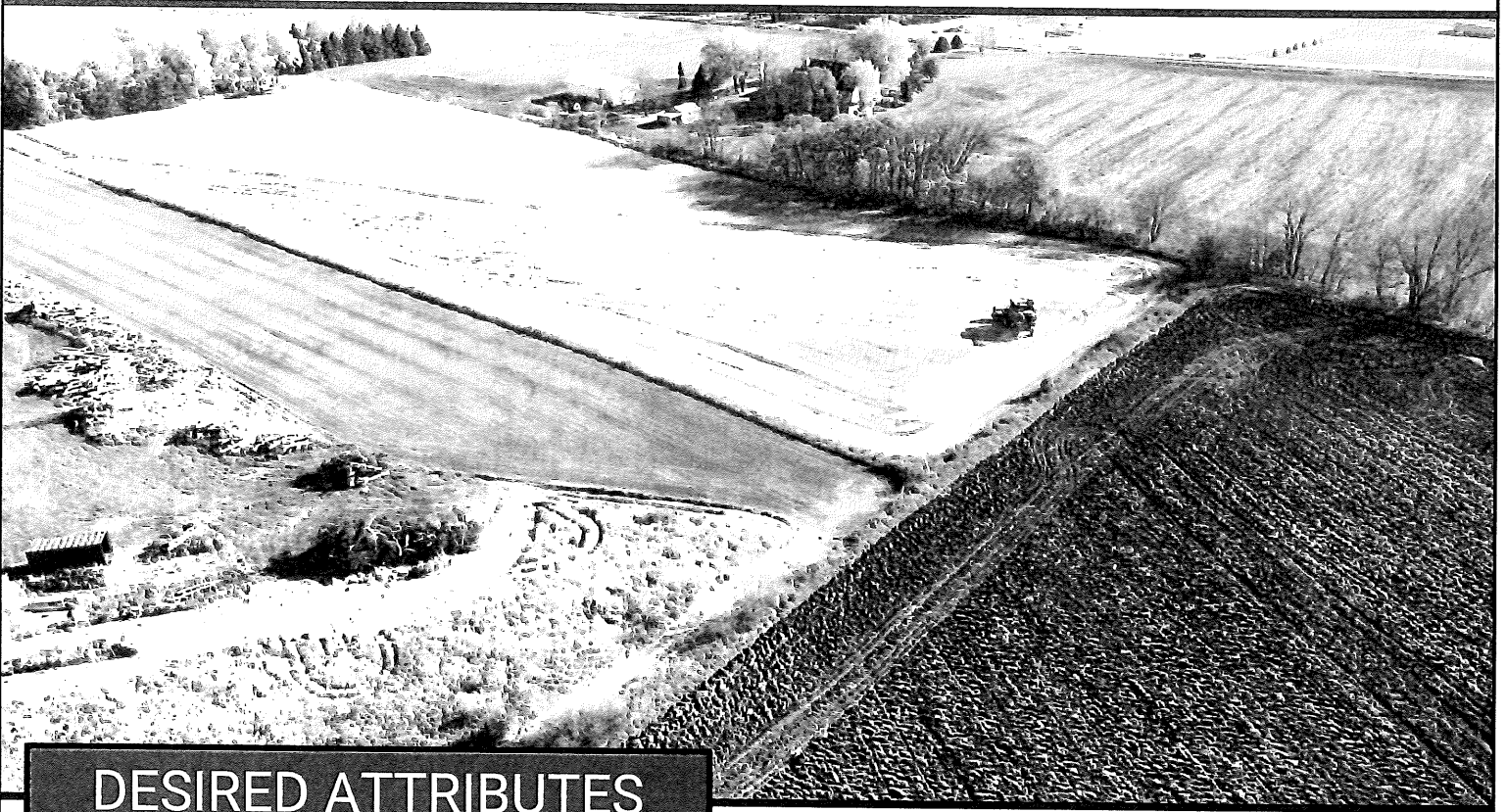
CITY OF CORCORAN

CORE DUTIES OF THE POSITION – CONT'D

- Prepare or oversee the preparation of Council agendas and packets. Make recommendations to the City Council on measures they may deem necessary for the welfare of the residents and efficient administration of the City.
- Attend and participate in meetings of the City Council and ensure meeting minutes are recorded and maintained. Attend, at their discretion or as directed by the Council, other committee, board, and commission meetings.
- Follow all legal communications requirements including those relating to public access to information and open meetings and guides others regarding appropriate procedure and content.
- Negotiate and administer contracts for City services with outside agencies.
- Represent the City at official functions as directed by the City Council and maintain good public relations with citizens of the community. Serve as the City's information representative and confer with the media, civic groups, developers, and other organizations. Prepare public relations material as deemed necessary or at the discretion of the Council.
- Inform the City Council of matters dealing with the major activities and operations which have policy or community-wide exposure implications.
- Keep informed regarding federal, state, and county programs which affect the City; consult with officials of both public and private agencies, as required.
- Maintain familiarity with alternative and supplemental sources of revenue and submit recommendations to the City Council for actions necessary to take advantage of such sources.
- Ensure that staff in all departments follow appropriate City policies and procedures and general government requirements.
- Under authority granted by the City Council and subject to Council approval, direct hiring of qualified staff and administer human resource functions, involving department heads as appropriate.
- Administer the staffing process by recommending staffing levels and then seeking to fill approved positions with the involvement of Council and department heads.
- Manage performance of staff directly and through department heads.
- Oversee the technical operations of City government and comply with all legal and financial requirements.
- Perform other related duties as may be required by City Council, prescribed by law, or apparent.



CITY OF CORCORAN



DESIRED ATTRIBUTES

The capacity to create and sustain a strong, cohesive team

- Cultivate a positive, empowering work environment
- Communicate vision and expectations clearly and effectively
- Give guidance when necessary and provide constructive feedback
- Encourage and support professional development
- Strategically grow the workforce in alignment with the Council's vision

The ability to build and maintain a strong relationship with the Council

- Communicate clearly, directly, and diplomatically
- Work collaboratively to ensure a shared mission and vision for the City
- Educate Council on process, legislation, and best practice
- Use data to propose, analyze, and review policy
- Develop policy recommendations based on sound reasoning and evidence
- Maintain impartiality; be apolitical

The aptitude to foster collaboration with stakeholders

- Engage with the community with integrity, professionalism, and responsiveness
- Develop alliances with the community, local, regional, state, and national stakeholders that add effectiveness, resources, and perspective
- Manage occasional competing needs of staff, residents, and interest groups
- Be actively involved in relevant professional organizations and networks and stay current of trends, opportunities, and resources in order to develop legislative acumen and seek innovative solutions



CITY OF CORCORAN

ADMINISTRATOR GOALS & PRIORITIES

Together with the Council, update and enhance a shared vision, strategic plan, and actionable goals for the City

Continue to develop a cohesive, integrated, and synergistic team of City staff

- Work with Council to ensure appropriate staffing levels, adding additional positions, and reorganizing the structure as needed
- Delegate duties accordingly
- Communicate a shared vision and clarity of purpose
- Maintain high ethical standards including respectful, honest interactions and communications
- Focus on effectiveness, not only efficiency

Coordinate existing projects/plans

- Comprehensive Plan
 - Implement
- Infrastructure Planning
 - Storm Water Program Creation
 - Street Plan Program Creation
- Water Supply System Construction and Planning
- Capital Improvement Plan (CIP) – comprehensive, showing levy impact and identifying other sources of revenues – long-range financial management plan
- St. Therese/Town Center development
- Other developments already identified
- Park and Trail development
 - Collaborate with Three Rivers Park District on Diamond Lake Trail
 - Complete the City Park Remaster and begin development of other owned park land
 - Connect and expand park's trail system
- Fire services plan
 - Refine and implement
- Broadband Expansion Program

Assess needs and opportunities; plan for the future

- Integrate and include all residents with City services
 - Long-range City campus planning
 - Parks and trails
- Create a framework to analyze future development proposals
 - Residential
 - Commercial
 - Industrial
- Facilitate annual goal setting
- Evaluate staffing needs
 - Contracted vs. in-house
 - Compensation review
- Stay educated on trends and best practices
- Build and maintain relationships with local, regional, and statewide stakeholders

Build and foster relationships within Corcoran and with local, county, regional, and state organizations through proactive outreach and outgoing communications



CITY OF CORCORAN



POSITION ANNOUNCEMENT

City: Corcoran, Minnesota

Position: City Administrator

Salary Range: \$125,673 to \$162,240

Application Deadline: September 11, 2023

Job Summary: As the Chief Operating Officer of the City, the City Administrator provides leadership to City staff and helps the City Council to define, establish, and attain overall goals and objectives of local government. The City Administrator is responsible for the quality of service provided to citizens by staff and consultants and is responsible for compliance with all legislative, judicial, and administrative obligations.

Minimum Qualifications: Bachelor's degree in Public Administration, Urban Studies, or related field, and six or more progressively responsible years of related experience, or equivalent. Key characteristics are knowledge of government, knowledge of financial management in a government setting, and leadership, interpersonal relationship, and problem-solving skills.

Desired Qualifications: Master's degree in Business or Public Administration, experience in a full-service municipal or government setting with public utilities, and knowledge of planning and zoning and economic development.

Apply: Visit <https://daviddrown.hiringplatform.com/176640-corcoran-city-administrator/683031-application-form/en> and complete the application process by September 11, 2023. Finalists will be selected on October 12, 2023, and final interviews are scheduled for November 6, 2023.

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



DDA

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a David Drown Associates Company

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