

CITY OF ST. AUGUSTA

CITY COUNCIL WORKSHOP MEETING

November 17, 2025

7:00 pm

AGENDA

1. Call Meeting to Order – Mayor Schmitz.
2. Pledge of Allegiance.
3. Consent Agenda
 - 3A. Bills Payable
 - 3B. Other
4. Fair Haven Township Agreement (Township Supervisors Invited)
5. Executive Search Proposals
6. Adjourn.

REMINDERS:

City Council Workshop Meeting, Monday, November 17, 2025, 7:00pm
Thanksgiving Holiday, Thursday and Friday, November 27-28, City Hall Closed

Regular Planning Commission Meeting, Monday, December 1, 2025, 6:00pm

Regular City Council Meeting, Tuesday, December 2, 2025, 7:00pm

City Council Workshop Meeting, Tuesday, December 16, 2025, 7:00pm

Christmas Holiday, Thursday, December 25, 2025, City Hall Closed

New Year's Holiday, Thursday, January 1, 2026, City Hall Closed

AGREEMENT

This agreement made between the Town of Fair Haven and the City of St. Augusta is to establish a jurisdictional responsibility of common or shared roads between and in the jurisdictions of the Town of Fair Haven and the City of St. Augusta.

The Town of Fair Haven shall have jurisdictional responsibility for, and perform all routine maintenance on both sides of the road per Township policy on, 200th Street from a point 3,979 feet east of County Road 7 to 28th Avenue; and 200th Street from County Road 7 west to the termination of said road.

The City of St. Augusta shall have jurisdictional responsibility for, and perform all routine maintenance on both sides of the road per City policy on, 200th Street from Stearns County Road 7 to a point approximately 3,979 feet east; and 200th Street from 13th Avenue to 20th Avenue.

For the purposes of this agreement, "Routine Maintenance" shall include the following:

Minor Surface Repairs:

- Patching of bituminous surfaced roads
- Cleaning/sweeping pavement
- Crack filling of bituminous surfaced roads
- Grading of gravel roads
- Replacement of gravel as needed per City or Township policy – minor

Cleaning Culverts and Ditches:

- Cleaning ditches – Minor
- Marking culvert ends
- Picking debris off roadway

Brush and Weed Control:

- Mowing grass and weeds
- Spraying weeds and brush
- Clearing brush

Maintenance of Trees in right of way:

- Removal and Trimming
- Inspecting for diseases

Snow and Ice Removal

- Plowing and winging snow
- Sanding and salting roads
- Fix mailboxes per City or Township policy

Non-routine and major maintenance will be performed by subsequent mutual agreement of the parties to this agreement.

This Agreement signed this 2 day of April, 2001

Donald L Moin

Chair of the Town of Fair Haven

Evelyn Maurer

Attest, Clerk - Town of Fair Haven

Allei Mondloch

Mayor, City of St. Augusta

A. Aul

Attest, Clerk - City of St. Augusta



EXECUTIVE SEARCH SERVICES

CITY OF ST AUGUSTA, MINNESOTA

Proposal By:

Mike Humpal, CEcD



www.mnscsc.org

Proposal For:

Mayor Jeff Schmitz



www.staugustamn.gov

South Central Service Cooperative (SCSC) appreciates the opportunity to present this proposal to the City of St Augusta 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 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 St Augusta. 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; **Jessica Maday**, Administrative Services Coordinator; and **Crystal Hanson**, Practitioner & Founder South Creek HR.

PROJECT SCOPE

- Meet with St Augusta city staff and council to provide an overview of the search process.
- Assist in identifying an Interim City Administrator if requested
- Meet with the mayor, city council, and staff to create a position profile, job description, and a set of goals for the City Administrator.
- Create a search calendar and timeline.
- Recruit candidates for the position.
- Facilitate final candidate screenings and make recommendations for interview selections.
- 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, position profile, and advertisement for the position with professional organizations whose focus is local government. SCSC staff will also reach out to individuals within the field to make them aware of the open position and search 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 & LinkedIn).
- SCSC staff will complete a review of the applications, provide a leadership management assessment and PXT assessment, and complete reference checks and criminal background checks.
- SCSC will provide the city council with weekly updates on the status of the process and a general summary of each applicant's experience and background.
- 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 help arrange and facilitate a community meet and greet so that citizens and others can meet the candidates as part of the interview process
- At the direction of the city council and in cooperation with the St Augusta 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
- Contact references for top five candidates
- Call or hold virtual meetings with the top five candidates to perform management/leadership assessments and PXT assessment.
- Prepare and summarize support documents and conduct background checks
- Participate in interview-related meetings with the city council
- Facilitate a community meet-and-greet with the candidates.
- 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
- Arrange a community meet and greet
- 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 one additional search at no cost.

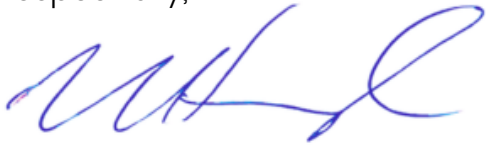
PREVIOUS SEARCHES/ REFERENCES

For a list 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:

- Richard Scholtes, Mayor, City of Blue Earth, MN / 507-526-2822
- 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 St Augusta. 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



(Public Works)



(Multiple)



City of Oronoco, Minnesota

(Multiple)



(Multiple)



(Multiple)



The City of Blooming Prairie, Mn
(Multiple)



(Multiple)



(Multiple)

INTERIM ADMINISTRATOR/ MANAGEMENT PLACEMENTS



City of Madison Lake
(Multiple)



City of
Mountain Lake 

MEET OUR TEAM



Mike Humpal
Manager

Mike Humpal is a seasoned professional with three decades of experience in city administration and economic development. He holds a Bachelor of Science in Public Administration from Northern Arizona University, a Master of Public Administration from the University of Nebraska-Omaha, and earned his Certified Economic Developer (CEcD) designation. Humpal has held key roles, including Community Economic Development Specialist at the Omaha Metropolitan Area Planning Agency and spent nearly 25 years with the City of Fairmont, serving as Community Development Director and City Administrator, where he oversaw all city operations, including the hiring of key management staff. As Manager of Local Government Solutions at SCSC, he delivers innovative value-added services to help local governments meet their goals.

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 20 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

Collaborating on the project will be **Jessica Maday**, SCSC Administrative Services Coordinator.

EXECUTIVE SEARCH PROGRAM

PARTNERING WITH LOCAL GOVERNMENTS TO RECRUIT TOP-TIER LEADERS

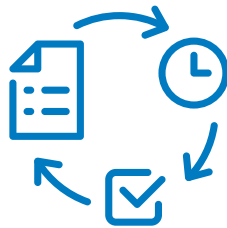
ABOUT

The SCSC Executive Search team has been providing executive search services for over 15 years. While the work is rooted in the nine-county south central Minnesota region, the team has completed high-level administrative searches for cities and counties across Minnesota.

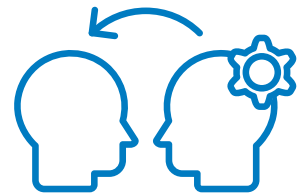
OUR PROCESS



SCSC is responsible for recruiting top candidates, processing applications, providing screening and recommendations, and assisting with the interview process.



SCSC meets with local government officials to outline the search process and timeline. The team also works with staff and community members to create a position profile.



SCSC offers mentoring to new administrators. Cities and counties may also contract with SCSC for part-time or interim management.

GET IN TOUCH

Mike Humpal, CEcD, Manager of Local Government Solutions, has more than 30 years of experience in local government. Humpal brings a deep understanding of public sector needs and a proven track record as a trusted and highly qualified search consultant.



[**mhumpal@mncsc.org**](mailto:mhumpal@mncsc.org)



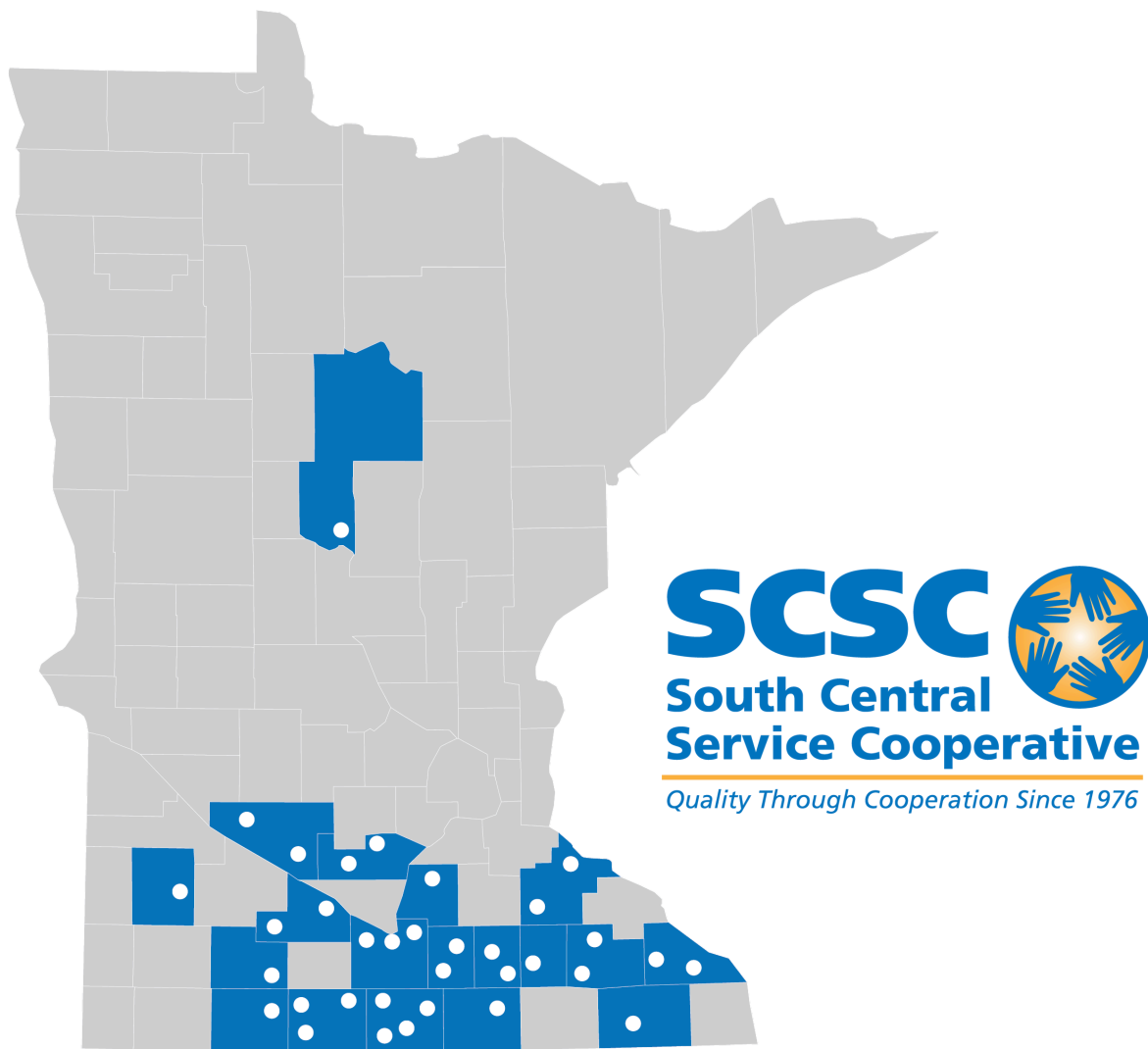
(507) 389-5766



OUR RECENT SEARCHES

"The professionalism and structure by South Central Service Cooperative helped us attract a strong pool of qualified candidates and supported us through each step from evaluation and background review to the interview process. Their expertise ensure a thorough, fair, and organized search, and ultimately allowed us to make a confident and well-informed decision. The partnership with SCSC alleviated much of the burden that typically comes with such a significant process, allowing the Council to focus on finding the right fit for our community. We are grateful for their support and commitment to helping cities like ours succeed."

Richard Scholtes, Mayor, City of Blue Earth



City of Arlington
City of Blooming Prairie
City of Blue Earth
City of Cannon Falls
City of Claremont
City of Eagle Lake
City of East Gull Lake
City of Fairmont
City of Gaylord
City of Hector
City of Jackson
City of Kenyon

City of Lake Crystal
City of Lewiston
City of Madison Lake
City of Mountain Lake
City of New Richland
City of Olivia
City of Oronoco
City of Preston
City of Sherburn
City of Springfield
City of St. Charles
City of Tracy

City of Truman
City of Waseca
City of Wells
City of Winnebago
Faribault County Economic
Development Authority
Freeborn County
Le Sueur County
New Ulm Public Works
Steele County

November 7, 2025

Mayor and City Council
City of St. Augusta
1914 250th Street
St. Augusta, MN 56301

Dear Honorable Mayor Schmitz and Members of the Council,

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

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

- **Knowledge:** Our firm comprehensively understands local government 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 HR, 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 organization 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 HR uses video interviews in the screening process to get quality data that may not be apparent on resumes. These videos are used by the Council to make informed decisions on who to interview. DDA HR believes that the Council should pick candidates to interview, not us. We will make sure you have the information needed to make this effective. You know best.
- **Candidate Communication:** Through direct contact and a sophisticated software system, we ensure candidates understand the process and where they stand at all times. Candidates deserve nothing less.
- **Work Personality Index:** Prior to deciding on final candidates, the 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 Council.
- **Intellectual Profile:** Each finalist will complete an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.

- **Mentoring:** The new City Administrator will receive one year of Leadership Development Mentoring with DDA HR's dedicated mentor, myself, to ensure a successful transition into the role.
- **All-Inclusive Pricing:** Costs for all the services we provide are included. No surprises with us.

Thank you for your consideration.

Sincerely,

A handwritten signature in dark ink, appearing to read "Liza M. Donabauer".

Liza Donabauer, Management Consultant
DDA Human Resources, Inc.
Enclosures



CITY OF ST. AUGUSTA

City Administrator Recruitment

Proposal & Scope of Work

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

November 7, 2025



DDA

Human Resources, Inc.
a David Drown Associates Company

Prepared by:
Liza Donabauer
Management Consultant

CONTENTS OF THE PROPOSAL

- | | |
|--------------------------------|--------------|
| ■ Description of the Firm | ■ Fee |
| ■ Service Structure & Approach | ■ Assurance |
| ■ Service Team | ■ References |
| ■ Process Details | ■ Acceptance |
| ■ Timeline | ■ Addendum |
| ■ List of Clients | |

DESCRIPTION OF THE FIRM

DDA Human Resources, Inc. (DDA HR) is a Minnesota-based consulting firm dedicated to serving the human resources needs of local governments. Established as an affiliate of David Drown Associates (DDA), the company was created in response to the growing demand for HR consulting services within the public sector. DDA has served hundreds of cities and counties for over 25 years, while DDA HR has provided human resource services for more than 12 years.

DDA HR's foundation was shaped by the expertise and vision of Gary Weiers, whose leadership was instrumental in building our executive search and HR consulting services from the ground up. Gary's reputation for integrity, thoroughness, and a deep understanding of Minnesota's public sector set the standard for our work. While he is no longer engaged in day-to-day client services, his influence continues to guide our values, processes, and commitment to exceptional service.

The DDA HR team includes 11 experienced practitioners, many former Administrators and HR leaders, who bring hands-on knowledge of local government operations. We are known for a nimble, efficient, and personal approach that delivers tailored solutions at fair and transparent prices, supported by a robust network and deep understanding of the statewide public sector landscape.

Core Services

- Executive Search & Recruitment
- Organizational Studies
- Performance Appraisals
- Classification & Compensation Studies
- Ongoing Maintenance of Classification and Compensation Systems
- Leadership Development Mentoring
- Strategic Planning/Goal Setting Facilitation
- Council/Staff Relationship Building
- MN County HR Technical Assistance Program (through partnership with AMC)

SERVICE STRUCTURE & APPROACH

DDA Human Resources, Inc. offers flexible executive search services that can be tailored to meet the unique needs of each client. Our offerings include full-service recruitment as well as a comprehensive à la carte menu of services that can be combined to create a customized search process. The following sections outline our full-service search process.

Our full-service search is an end-to-end process that includes every stage of recruitment from initial input, salary comparisons, and review of job description, to preparing an employment agreement offer for the Council to approve. This package is ideal for clients seeking a thorough, all-inclusive process. Full-service searches include a one-year placement guarantee and one year of leadership development mentoring for the selected candidate.

SERVICE TEAM

LIZA DONABAUER – PROJECT LEAD

Liza is a Management Consultant specializing in Executive Search Services. Since joining DDA HR, she has conducted more than 70 searches for Administrators/Managers, Department Directors, and Executive Directors. She has public administration experience at both the city and county levels in Kansas and Minnesota. She began in Wright County providing administrative support to the Commissioners, Coordinator, and Human Resources Department, later serving as City Administrator in Clearwater, Kansas, and Arlington, Minnesota. Her career has focused on human resource management, community engagement, and leadership development.



Liza holds an MBA with an emphasis in Public Administration from the College of St. Scholastica and is a Certified Diversity and Inclusion Recruiter and AI and Sourcing Recruiter through AIRS®.

Liza will assist with recruitment and consulting as needed.

Organizations/Affiliations

Liza enjoys working with public administration colleagues through her involvement in:

- MCMA, a state affiliation of ICMA
- MCMA Women in the Profession Committee
- MCMA Annual Conference Planning Committee
- MCMA Recognition and Membership Committee
- Secretary, Board of Directors, Minnesota Municipal Power Agency
- Publicity Committee for City Clerks & Municipal Finance Officers Association (KS)

Contact Information:

liza@daviddrown.com

612-920-3320 x111

P.O. Box 534

Waconia, MN 55387

BART FISCHER

Bart joined DDA HR in 2023 as a Management Consultant focusing on leadership development mentoring, organizational work, strategic planning facilitation, and executive search services. He has over 20 years of experience as a public sector leader and manager in local government organizations, as well as consulting for public sector clients. His career includes serving as Assistant City Administrator in Newport and Chaska, Minnesota, and as City Administrator in Falcon Heights and Oakdale, Minnesota. As a consultant, he has built strong client relationships, supported business development, mentored staff, and managed strategic client initiatives.



Bart earned his Master's in Public Administration from Metropolitan State University in St. Paul and his bachelor's degree from the University of Northwestern–St. Paul.

Bart will serve as the Project Lead.

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

Contact Information:

bart@daviddrown.com

612-920-3320 x119

7383 Hyde Ave S

Cottage Grove, MN 55016

PAT MELVIN

Pat joined DDA HR in 2021 as a Management Consultant specializing in Executive Search Services. He has served in a variety of local government leadership roles, progressing from Special Projects Administrator in Wright County to County Administrator in McLeod County. He also served as City Administrator for Arlington and Minnetonka Beach, Minnesota. His county and city government experience includes policy development, budgeting, human resources (including recruitment), payroll, benefits and workplace investigations, capital improvement planning, contract negotiations, grievance settlements, and management of a group self-insured health insurance plan.

Pat holds a degree in Government and Management from Saint John's University and a master's degree in Public Administration Studies from the University of Minnesota – Mankato, which he earned while working for the City of Edina.

Pat will assist with recruitment and consulting as needed.

Organizations/Affiliations

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

- AMC (Association of Minnesota Counties)
- MCMA (Minnesota City/County Managers Association)
- ICMA (International City/County Managers Association)



Contact Information:

pat@daviddrown.com

612-920-3320 x116

3620 Northome Ave
Wayzata, MN 55391

LIZ FOSTER

Since joining DDA in 2015, Liz has been involved in over 160 executive search processes and other human resource projects. With certifications as a Professional Recruiter, AI and Sourcing Recruiter, Diversity and Inclusion Recruiter, and Internet Recruiter through AIRS®, Liz performs Recruitment Only search services for clients looking for assistance hiring those hard-to-fill positions.

In addition to recruitment, Liz 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.

Liz will provide administrative support for this project.



Contact Information:

liz@daviddrown.com

612-920-3320 x108

605 25th Ave NW
Austin, MN 55912

PROCESS DETAILS

STEP 1: PROJECT KICK-OFF & INFORMATION GATHERING

DDA HR will gather and assemble background information pertaining to the organization and position. In addition, Liza will meet individually with all Council members to review the hiring process and discuss candidate attributes, experience, and other important qualifications. Others will be interviewed at the direction of the organization. At the same time, the job description will be reviewed and updated as needed, and we will gather relevant comparative salary information for consideration by the Council. As part of the information gathering process, Liza will also conduct a Workplace Climate Assessment to capture a high-level snapshot of your organization's current strengths and weaknesses. This brief analysis gathers feedback from key stakeholders on the strengths, challenges, opportunities, and threats within the organization, providing valuable context for the recruitment process.

Deliverables:

- Information gathering via interviews with the Council and others as identified.
- DDA HR receives information from the organization such as organizational chart, logos/images, budgets, existing job description, etc.
- Consultant will review the scope of the process and timeline.
- Results of Workplace Climate Assessment.

STEP 2: DEVELOPMENT OF POSITION PROFILE

Based on the information received from the Council, DDA HR will develop a professional position profile that is customized to present the organization in the most positive manner and provide prospective candidates with meaningful information. A draft will be presented to the Council for consideration and approval prior to advertising. For a sample profile, see Addendum A.

Deliverables:

- Draft profile sent to Council approximately one week before the Council meeting.

STEP 3: REVIEW AND APPROVE PROFILE AND SCOPE OF WORK

DDA HR will meet with the Council to review and approve the draft profile, salary range, job description, and scope of work.

Deliverables:

- Review and approval of draft profile, salary range, job description, and scope of work.

STEP 4: RECRUITMENT AND ADVERTISEMENT

DDA HR will make direct contact with possible candidates including those who are not active job seekers or traditional candidates. In addition, we comprehensively advertise the position. 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.

To address the current challenging job market, we have added advanced recruiting methodologies to our portfolio through LinkedIn's robust recruiter platform. LinkedIn has nearly 1 billion members with over 65 million job seekers visiting LinkedIn Jobs every week. This offers us 100% visibility of all those members. Our job posts receive high visibility for both active and passive candidates across more than 69 million organizations and over 41,000 skills. The recruiter platform provides over 40 advanced recruiting filters, recommended matches, and up-to-date insights allowing us to directly contact individuals that possess the desired backgrounds and/or experiences. At the same time, it allows us to personally 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
- Universities of Iowa, Wisconsin, South Dakota, 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
- Women Leading Government
- International Network of Asian Public Administrators
- LinkedIn

The simple DDA HR online application process will be used. This 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 5: INITIAL SCREENING AND REVIEW

DDA HR 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 gain additional insight into the candidate's education, experience, personality, as well as their ability to think on their feet, all of which have 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.

Each semifinalist will also complete an information disclosure which gives the candidate an opportunity to proactively address any personal or professional incidents that could be viewed as reflecting negatively on job performance, qualifications, ethics, or other factors. They will also complete a Work Personality Index Select, which assesses the personal characteristics and tendencies that influence an individual's job performance. For more information about the Work Personality Index Select, see Addendum B.

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 ample time to comprehensively review candidates prior to determining who to bring in for final interviews. Upon reviewing this introductory material, DDA HR will then assist the Council in selecting finalists for interviews. After the Council selects finalists, those not selected will be notified by DDA HR.

Candidate confidentiality when the Council is deliberating is maintained by assigning and referring to each semifinalist as a number. The candidate's names and certain background information are considered public once they are chosen as a finalist.

Deliverables:

- List of approximately 8-12 semifinalists with cover letter, resume, and video interview.
- Results of Work Personality Index Select.
- Results of information disclosure.
- Confirm interview schedule and logistics.
- DDA HR will contact candidates not selected as finalists.

STEP 6: SELECTION

After the Council selects finalists, DDA HR 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 HR will conduct character references with current and/or former employers to get a good understanding of each candidate's role and responsibilities, performance and strengths, leadership and management style, communication and interpersonal skills, community engagement, areas for improvement, and overall fit. In addition, DDA HR will administer an Intellect Profile which measures verbal reasoning, mathematical and logical reasoning, and overall mental aptitude. For more information about the Intellect Profile, see Addendum C.

Early in the search process, Liza will discuss interview possibilities including leadership staff participation or options for community involvement through a meet and greet event or interview panel, stakeholder interviews, and full Council interviews, a community tour, lunch with leadership staff, or other functions. Liza will work with organization staff to coordinate all interview logistics.

Prior to interviews, Liza will prepare questions and then facilitate all interviews and other activities the Council

determines appropriate. Our goal is to make the process smooth and painless so you can focus all your energy on finding the right person for the job, minimize staff disruptions, and not have to take on the additional burden of managing the hiring process.

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

Deliverables:

- List of 3 to 5 finalists, confirming interview schedule and logistics.
- Video Interview.
- Summary of references and background checks.
- Work Personality Index Select and Intellect Profile reports.
- Information Disclosure.
- Cover letter and resume.
- Press release.

STEP 7: OFFER & AGREEMENT

After the interviews conclude, Liza will assist the Council in its deliberations. Working with a designated subcommittee, she will then draft an employment agreement, present an offer to the selected finalist, and negotiate terms in alignment with the parameters established by the Council.

Deliverables:

- Draft employment agreement.
- Present offer to recommended candidate.
- Negotiate agreement terms.
- DDA HR will contact those not selected.

STEP 8: LEADERSHIP DEVELOPMENT MENTORING

As a commitment to the long-term success of the new City Administrator, DDA Human Resources, Inc. will provide one year of leadership development mentoring to the new City Administrator following the hire. The goal of the program is to partner with the organization and the new City Administrator to ensure a successful transition into the new role.

Deliverables:

- Ten, 1.5 hour, in-person or virtual meetings with dedicated mentor, Bart Fischer, DDA Human Resources, Inc. and communication with this mentor outside of regular meetings when needs and challenges arise.
- Onboarding support, strengthening leadership capacity, and ensuring alignment with organizational priorities and goals.
- Provide the Council with quarterly updates on mentoring focus, progress, and next steps for new City Administrator.

TIMELINE

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

ITEM	TASK	COMPLETION DATE
Decision by Council to proceed		December 2, 2025
Project Kick-off & Information gathering	- Meet with staff, stakeholders, and each member of the Council - Gather all pertinent background information and review job description - Review scope of process	December 11, 2025
Professional position profile	Develop position profile and advertisement.	December 30, 2025
Approve position profile and scope of work	Council approves profile, job description, salary range, scope of work, and timeline.	January 6, 2026
Candidate recruitment	- Post position upon approval of profile - Comprehensively advertise - Direct outreach and recruitment of prospective candidates	January 7, 2026-February 4, 2026
Screening of applicants	DDA HR will review and rank applicants based on job related criteria & desired attributes and select semifinalists.	February 5, 2026
Personality Index & Video Interview	DDA HR will administer a Work Personality Index Select and Video Interview to all semifinalists.	February 17, 2026
Selection of finalists	- Council selects finalists for interviews. - DDA HR will notify candidates not selected as finalists.	February 24, 2026 or March 3, 2026
Finalist Evaluation	DDA HR will conduct the following on the finalists: - Background checks (criminal, education, credit, motor vehicle, etc.) - Comprehensive reference checks - Intellect Profile (measures verbal reasoning, mathematical and logical reasoning, and overall mental aptitude)	March 18, 2026
Finalist packet	DDA HR will provide the Council information including: - Summary of references - Results of background checks - Intellect Profile and Work Personality Index Select reports - Video interview - Resumes, etc.	March 19, 2026
Interviews	DDA HR will prepare all interview materials and be present at all interviews and other functions to assist in facilitation. It is recommended that Committee interviews be at a special meeting.	March 26, 2026 Special Meeting
Decision	Council will select candidate for offer.	March 26, 2026
Offer and agreement	DDA HR will present offer to and negotiate an agreement with the recommended candidate based on the parameters established by Council	March 31, 2026
Projected start date	New City Administrator begins.	April 2026
Leadership Development Mentoring	Mentoring begins to support onboarding, strengthen leadership capacity, and ensure alignment with organizational priorities and goals.	May 2026

LIST OF SEARCH CLIENTS FROM THE PAST THREE YEARS

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

2025	Client	Recruitment
	Three Rivers Park District	Chief Financial Officer
	City of Woodbury, MN	Human Resources Manager
	Cook County, MN	County Administrator
	Lake Minnetonka Conservation District	Executive Director
	City of St. Paul Park, MN	City Administrator
	City of Lino Lakes, MN	City Administrator
	Kandiyohi County Economic Development	Executive Director
	City of St. Paul Park, MN	Public Works Supervisor
	Minnesota Inter-County Association (MICA)	Executive Director
	City of Jackson, MN	City Administrator
	City of Red Wing, MN	Council Administrator

2024	Client	Recruitment
	Willmar Municipal Utilities	General Manager
	City of Watertown, MN	City Administrator
	City of Red Wing, MN	Finance & Accounting Manager
	City of Granite Falls, MN	Finance Director
	Anoka County, MN	County Administrator
	Dakota County, MN	County Manager
	Cottonwood County, MN	County Attorney
	City of Maple Lake, MN	City Administrator
	Becker County, MN	County Administrator
	City of Waverly, MN	City Administrator/Clerk
	Mahnomen County, MN	County Administrator
	Steele County, MN	County Administrator
	City of Waconia, MN	Public Services Director
	City of Faribault, MN	City Administrator
	City of Red Wing, MN	Human Resources Manager

2023	Client	Recruitment
	Steele County, MN	Finance Director
	City of Mound, MN	City Manager
	City of Rochester, MN	Finance Director
	Arrowhead Library System	Executive Director
	City of Corcoran, MN	City Administrator
	City of East Grand Forks, MN	City Administrator
	City of Chatfield, MN	City Administrator
	City of Maple Plain, MN	City Administrator
	Albert Lea Housing and Redevelopment Authority	Executive Director
	City of Lakeville, MN	Finance Director
	City of Morris, MN	City Manager
	City of New Hope, MN	City Manager
	City of Winsted, MN	City Administrator
	City of Fairmont, MN	Public Works Director
	City of Credit River, MN	City Administrator
	City of Benson, MN	City Manager
	Dakota 911	Executive Director

DDA is currently conducting searches for the Cities of Granite Falls and Maple Lake, Minnesota, Steele County, Minnesota, as well as the Albert Lea Economic Development Agency and the Southeastern Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHRA).

FEE

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 consultant's travel, advertising, personality index, intellectual profile, background checks on all finalists, etc.

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

If the course of the full-service search process is followed as put forth in the approved scope of work and no candidate is selected, we will repeat the recruitment once at no additional professional fee. The organization will only be responsible for paying an expense charge of \$5,000.

ASSURANCE

Recruiting local government leaders is increasingly complex due to factors such as demographic shifts, the perception and attractiveness of public service careers, compensation and benefits, the political and organizational environment, evolving workforce expectations, and geographic or lifestyle considerations.

To address these challenges, DDA HR offers assurances that reflect our commitment to your satisfaction and confidence in our ability to secure the right candidate. Our goal remains unchanged: to deliver the best possible candidates through a thorough, transparent, and results-driven process.

If the newly hired City Administrator leaves the organization for any reason within the first 12 months of employment, DDA HR will conduct one additional search at no professional service fee; the City will only be responsible for an expense charge of \$5,000.*

Additionally, every full-service search includes one year of leadership development mentoring provided by our dedicated mentor, Bart Fischer. This program includes ten monthly in-person or virtual sessions, along with on-call support, to help your new City Administrator successfully navigate their first year, build strong relationships, and deliver results for your organization and community.*

**The organization's eligibility for the one-year guarantee is contingent upon the new City Administrator's attendance at a minimum of 7/10 of the scheduled leadership development mentoring sessions.*

REFERENCES

Charlotte Gabler

Councilor, City of Monticello

City Administrator Search

Phone Number: 612-669-8120

Email: charlotte.gabler@ci.monticello.mn.us

Dave Borchert

Board Chair, Brown County Commissioner

County Administrator Search

Phone Number: 504-354-3295

Email: commissionerdistrict1@co.brown.mn.us

Chris Kostik

Mayor, City of Credit River

City Administrator Search

Phone Number: 612-986-8162

Email: kostik@creditriver-mn.gov

Rich Murray

Mayor, City of Albert Lea

Econ. Dev. Executive Director (ALEDA) &

HRA Executive Director Searches

Phone Number: 507-383-1530

Email: rmurray@ci.albertlea.mn.us

ACCEPTANCE

The undersigned acknowledges receipt of and agreement to the terms outlined in this proposal and authorizes DDA Human Resources, Inc. to proceed with the agreed-upon services.

Please select the services to be provided (check all that apply):

- ☐ **Full-Service Executive Search** - \$24,000 (Includes all of the à la carte services, one-year guarantee, and one year of Leadership Development Mentoring)
- ☐ **Focused Recruitment Package** - \$12,000 (bundles the **Full Preparation Package** and **Advertising & Recruitment**)
- ☐ **À La Carte Services** - Select individual services or combine bundles to create a custom package.

Preparation & Position Definition

- ☐ Job Description Review & Update - \$750
- ☐ Market Salary Analysis - \$900
- ☐ Stakeholder Input Session - \$1,200 (required if selecting Workplace Climate Assessment)
- ☐ Workplace Climate Assessment - \$800 (may only be selected if Stakeholder Input Session is also selected)
- ☐ **Bundle: Full Preparation Package - \$3,500**

Advertising & Recruitment

- ☐ Position Profile Creation - \$1,500
- ☐ Ad Placement and Active Sourcing - \$7,500
- ☐ **Bundle: Advertising & Recruitment - \$8,850**

Screening & Assessment

- ☐ Initial Applicant Screening (up to 20 apps) - \$1,200
- ☐ Video Interviews - \$200/candidate
- ☐ Reference Check (3 references) - \$675/candidate
- ☐ Background Check - \$500/candidate
- ☐ Work Personality Index - \$125/candidate
- ☐ Intellect Profile - \$125/candidate

Interview Coordination & Selection

- ☐ Custom Interview Questions, Facilitation Guides, Scheduling & Logistics Support - \$1,200
- ☐ On-Site Interview Day Coordination - \$1,200
- ☐ Offer & Negotiation Support - \$1,000
- ☐ **Bundle: Finalist Phase - \$3,300**

Leadership Development Mentoring

- ☐ As described above in Step 8 and in the "Additional Services Addendum" attachment. Meet with dedicated mentor Bart Fischer every 2 weeks for the first 3 months (September – November 2025) and monthly for the following 9 months (December 2025-August 2026). 15 Total Sessions. Communication outside of regular meetings when needs and challenges arise is also included.
- ☐ **Leadership Development Mentoring (includes all travel, meeting preparation, meeting follow up, and expenses) - \$7,500.**

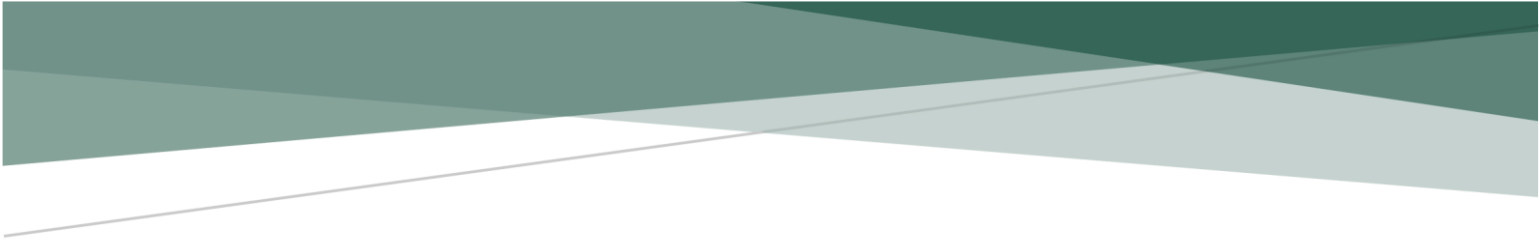
Authorized Representative

Name: _____

Title: _____

Signature: _____

Date: _____



Addendums

Addendum A: Sample Position Profile

Addendum B: Work Personality Index Information

Addendum C: Intellect Profile Information

Addendum D: Additional Services

 Psychometrics**Assessment Description**

The Work Personality Index®-Second Edition, an updated version of the Work Personality Index®, is a work-oriented personality inventory that assesses the personal characteristics and tendencies that influence an individual's job performance. Comprised of 198 items rated on 5-point scales, the Work Personality Index®-Second Edition takes approximately 25 minutes to complete. It identifies behaviors that predict work success as well as individual strengths and weaknesses. The assessment is well-suited for use in selection as well as coaching and development.

What the WPI Measures

The WPI assesses 21 personality traits that directly relate to work performance

- Energy
- Ambition
- Leadership
- Social Confidence
- Persuasion
- Initiative
- Flexibility
- Multi-Tasking
- Outgoing
- Teamwork
- Concern for Others
- Democratic
- Dependability
- Persistence
- Rule Following
- Attention to Detail
- Planning
- Innovation
- Analytical Thinking
- Self-Control
- Stress Tolerance
- Management and Leadership Potential (*Select Report Only*)
- Sales Potential (*Select Report Only*)

WPI Reports***Select Report***

- Provides results on each scale and supplemented with a narrative explaining the individual's results and their implications for the workplace.

The results on the WPI scales are presented as Sten Scores, which range from 1 to 10 with an average of 5.5. These scores compare the responses on the WPI items to those of a large sample of working adults. The number in the middle of the circle indicates the candidate's score on the scale. The range of scores is shown below.



Elite Intellect Profile



Assessment Description

The Elite Intellect Profile is an assessment of cognitive ability and measures the ability to be trained, solve problems, and comprehend complex relationships. Designed for selection, it is comprised of 40 multiple-choice items and has a 12-minute time limit.

Research from the testing literature regarding intelligence consistently shows that cognitive ability is a valid predictor of job performance, learning ability and training success, across most, if not all, jobs. The Elite Intellect Profile (EIP) helps employers accurately test a candidate's level of general cognitive ability. More specifically, the test measures the individual's potential to be trained, to effectively and efficiently solve problems, to communicate clearly and to comprehend complex relationships.

What the Elite Intellect Profile Measures

- Verbal Reasoning
 - Verbal Reasoning measures the degree to which the individual is likely to understand logical relationships among written or spoken words, including word comprehension and associations. This ability is especially important for jobs requiring quick and fluid thinking and jobs requiring that conclusions be drawn from moderate to complex verbal or written communications.
- Mathematical and Logical Reasoning
 - Mathematical and Logical Reasoning measures the degree to which the individual is likely to reason logically and to understand and solve basic to more complex mathematical, logical and abstract problems. While research has shown that logical reasoning is important for most jobs, this ability is especially critical for jobs requiring analytical problem solving
- Overall Mental Aptitude

Elite Intellect Profile Report

The candidate's raw and norm-based percentile score on each scale is reported and supplemented with extensive interpretive information. Also included in the report are the IQ equivalency scores for the Total Score and the degree of fit between the Total Score and the job the individual is applying for with respect to the intellectual requirements of the job.

Elite Intellect Profile is a copyright and mark owned solely by PsyMetrics, Inc.

Additional Services



DDA

Human Resources, Inc.
a David Drown Associates Company

In addition to executive search, DDA Human Resources, Inc. offers other specialized consulting services to help local governments strengthen leadership, improve operations, and enhance workplace culture. Our experienced consultants, who are former city and county leaders, bring practical insight and a tailored approach to each engagement. DDA Human Resources, Inc. is committed to supporting your organization's long-term success through results-driven services that strengthen leadership, enhance operations, and build lasting impact.

STRATEGIC PLANNING & GOAL SETTING

Facilitating alignment, clarity, and action among leadership teams.

Organizations – particularly those experiencing change or new leadership – benefit from setting aside time to align on direction and goals. Our Management Consultants facilitate sessions that bring leadership teams together to build trust, articulate individual and shared priorities, and develop a clear set of strategic objectives. The result is a practical, prioritized roadmap your team can confidently work toward over the next several years.

LEADERSHIP DEVELOPMENT MENTORING

Supporting public sector leaders with insight, guidance, and purpose.

DDA HR's Leadership Development Mentoring helps new and current public sector leaders navigate their roles with confidence. Through one-on-one support, we offer trusted advice, help refine leadership and communication skills, and provide guidance aligned with Council/Board goals. This mentoring process fosters clarity, emotional intelligence, and long-term success in public service leadership.

ORGANIZATIONAL ANALYSIS

Enhancing structure, efficiency, and service delivery.

We conduct comprehensive assessments of organizational systems, workflows, and staffing to identify performance gaps and improvement opportunities. Our recommendations are grounded in public sector best practices and tailored to your agency's goals.

PERFORMANCE APPRAISALS

Implementing fair, transparent, and constructive evaluations.

We help organizations develop or refine performance management systems that promote accountability, support employee development, and align with organizational values. Our process fosters a culture of continuous improvement and service excellence.

ELECTED BODY/STAFF RELATIONSHIP BUILDING

Strengthening collaboration between governance and administration.

We support effective working relationships between elected officials and staff by clarifying roles, improving communication protocols, and fostering mutual respect. Our services promote alignment on policy objectives and organizational priorities.

SUCCESSION PLANNING

Ensuring leadership continuity and workforce stability.

DDA HR helps organizations proactively prepare for leadership transitions by identifying future leaders, aligning development efforts, and supporting long-term stability. Our process minimizes disruption and builds internal capacity to sustain high-quality service delivery over time.



CITY COUNCIL ADMINISTRATOR

Salary Range: \$146,744 to \$196,996

Hiring Range: \$146,744 to \$176,384



Welcome to Red Wing, Minnesota!



The City of Red Wing, Minnesota, is located on the Mississippi River at the headwaters of Lake Pepin, about 50 miles southeast of the Minneapolis/St. Paul metropolitan area. Incorporated in 1857, Red Wing serves as the county seat of Goodhue County. The City expanded significantly in 1971 when Burnside Township was consolidated, increasing its area from 8 to over 40 square miles. Red Wing's early growth centered around a bend in the Mississippi River, with much of the expansion to the south and west, areas that now comprise the historic downtown and surrounding neighborhoods. Further development has extended into the valleys and up the bluffs, while the Prairie Island Indian Community, an independent jurisdiction with an estimated population of 170, occupies 1,670 acres in the northwest corner.

Today, Red Wing is a thriving regional center for business, retail, healthcare, education, and culture. The downtown area remains the City's vibrant heart, offering a mix of civic services, retail, dining, and cultural attractions. Major employers like Red Wing Shoe Company, St. James Hotel, and Goodhue County are based downtown, alongside key landmarks such as the St. James Hotel, Riverfront Centre, Sheldon Theatre, and the Red Wing Shoe Museum.

Red Wing takes pride in its diverse and high-quality residential neighborhoods, from historic areas that define the City's identity to new developments at its edges. The City is recognized as a top-ranked Minnesota "Green Step City" for its strong commitment to sustainability and quality of life. Known for its beautiful architecture, passionate community, and rich arts scene, Red Wing has become a premier destination.

Historically, Red Wing has maintained a robust manufacturing base with a working riverfront. Xcel Energy's nuclear plant and the Mayo Clinic Health System's Red Wing location draw skilled professionals to the area. The City's downtown is vibrant with establishments like Red Wing Shoe, Duluth Trading Company, and unique local shops and restaurants.

Red Wing is also distinguished by its philanthropic spirit, with numerous community groups contributing their time, money, and talents to local projects. Nestled between two bluffs, Red Wing is a unique and welcoming community with a rich history and a bright future.

Recreational Activities

Red Wing's parks and natural settings are highly valued by its residents. The City's wide range of parks offer spectacular views, playground equipment, event facilities, sports fields, a splash pad, band shell, and much more. Trails throughout the City offer opportunities for biking/mountain biking, hiking, snowshoeing, and cross-country skiing. The City's high points offer tremendous opportunities to view the Cannon and Mississippi River Valleys and also offer great "bird's eye" views of the City.

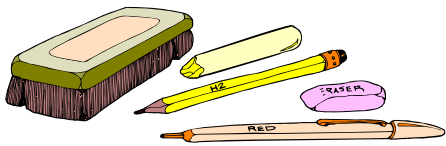
Red Wing's primary waterway is the Mississippi River which is fed by the Vermillion River, Cannon River, Spring Creek, and Hay Creek, all of which run through Red Wing. These rivers and creeks contribute mightily to Red Wing's identity as a river town, and they are remnants of historic flows that carved Red Wing's dramatic topography. The Ole Miss Marina, a two-site 284-slip marina, sits on the Mississippi River and is owned and operated by the City of Red Wing.

Arts and culture flourish in this small town, which is home to The Sheldon Theatre, the Anderson Center for Interdisciplinary Studies and Hobgoblin Music Loft. The town is also noted as the home of Red Wing Shoes and Red Wing Pottery. Within one mile of downtown, you will also find six museums – Aliveo Military Museum, American Ski Jumping Museum, Goodhue County History Center, Pottery Museum of Red Wing, Red Wing Marine Museum, and Red Wing Shoes Museum.

From big box stores, to boutiques and antiques, Red Wing's historic downtown main street area and west end district offer quite a shopping experience. You will also find local foods, breweries and wineries, and all the other dining options in between, scattered throughout the City.

Throughout the year, folks can enjoy an endless number of community events and gatherings. Some of the popular events include the Big Turn Music Festival, the Flyway Film Festival, Holiday Stroll, River City Days, and the Rolling River Music Festival.





Educational Opportunities



Red Wing Public Schools offers public education to the students of Red Wing. The District is comprised of two elementary schools, a middle school, a high school, an alternative high school, and the Colvill Family Center (early childhood). Twin Bluff Middle School serves approximately 480 students in grades 5-7, and Red Wing High School serves approximately 600 students in grades 8-12. Students are able to choose from a wide variety of courses in agriculture, art, business, family and consumer science, health, industrial technology, language arts, math, music, physical education, science, social studies, and world languages.



Goodhue County Education District, headquartered in Red Wing, is a collaboration of six southeastern Minnesota school districts: Cannon Falls, Goodhue, Kenyon-Wanamingo, Lake City, Red Wing, and Zumbrota-Mazeppa. River Bluff Education Center opened the doors of its 68,000 square foot facility in 2015 and serves students in preschool through the age of 21 who struggle in their home school. Tower View Alternative High School is a school that serves students ages 16-21 who find mainstream public education an ineffective path to academic success and a high school diploma. The District also offers a tuition-free online K-12 public online school called 5RiversOnline.



Creekstone Montessori School is a public charter school that opened in 2022. It offers a tuition-based preschool program for children ages 3-5 and a free K-6 program with plans to serve students through 8th grade.



St. John's Lutheran School provides private education to nearly 50 students in grades K-8.

For those seeking higher education, Minnesota State College (MSC) Southeast is an open-access, public, not-for-profit comprehensive technical and community college with campuses in Red Wing and Winona, Minnesota. MSC Southeast offers almost 50 programs in eight career areas for a total of 100 different majors.



The Red Wing College Promise is a program that offers eligible students graduating from Red Wing public high schools access to a tuition-free education at Minnesota State College Southeast. Funded by the Jones Family Foundation, the program covers the cost of tuition and fees, and provides additional financial support for books, supplies, and tools. The initiative is designed as a "last-dollar program," meaning it covers remaining costs after other financial aid has been applied.

Healthcare



Mayo Clinic Health System Red Wing is part of an extensive network of community-based providers that collaborate with Mayo Clinic to deliver high quality medical services to patients in 60 communities throughout Minnesota, Iowa, and Wisconsin. The facility is home to a clinic, hospital, and an emergency department that provides 24/7 care.



Four-star hospital- Centers for Medicare & Medicaid Services (CMS) – Star Rating

Chartis – Top 100 Rural & Community Hospitals

Leapfrog Hospital Safety top grade of an “A” in 2023

Ranked 4th among 226 community hospitals in the Vizient Clinical Performance Award rankings





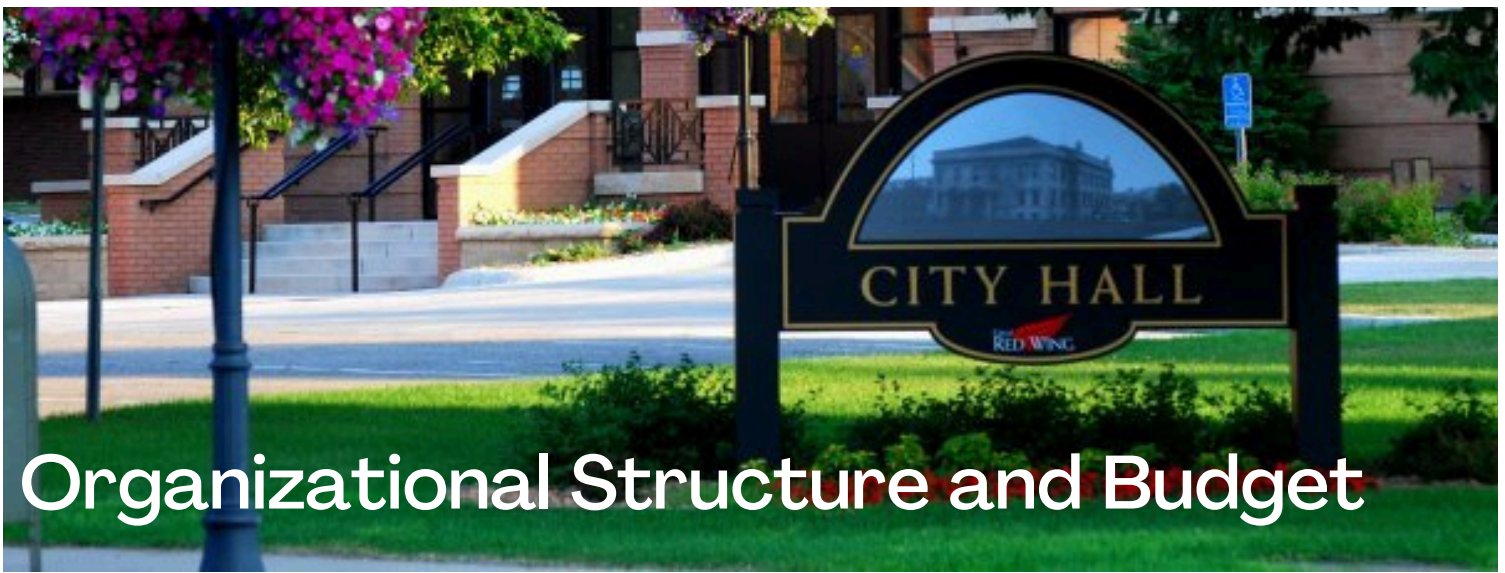
The Organization

The City of Red Wing operates under a weak Mayor form of government, with policy-making and legislative authority vested in a governing Council composed of the Mayor and seven Council members. According to the City Charter, the Mayor serves as the ceremonial head of the City. The Council is made up of seven members elected to four-year staggered terms. Council members are chosen from the City's four wards on a non-partisan basis, with one member elected per ward, two additional members representing two of the wards, and one member elected at-large. The Council is responsible for establishing policy, passing ordinances, adopting the budget, and appointing committees.

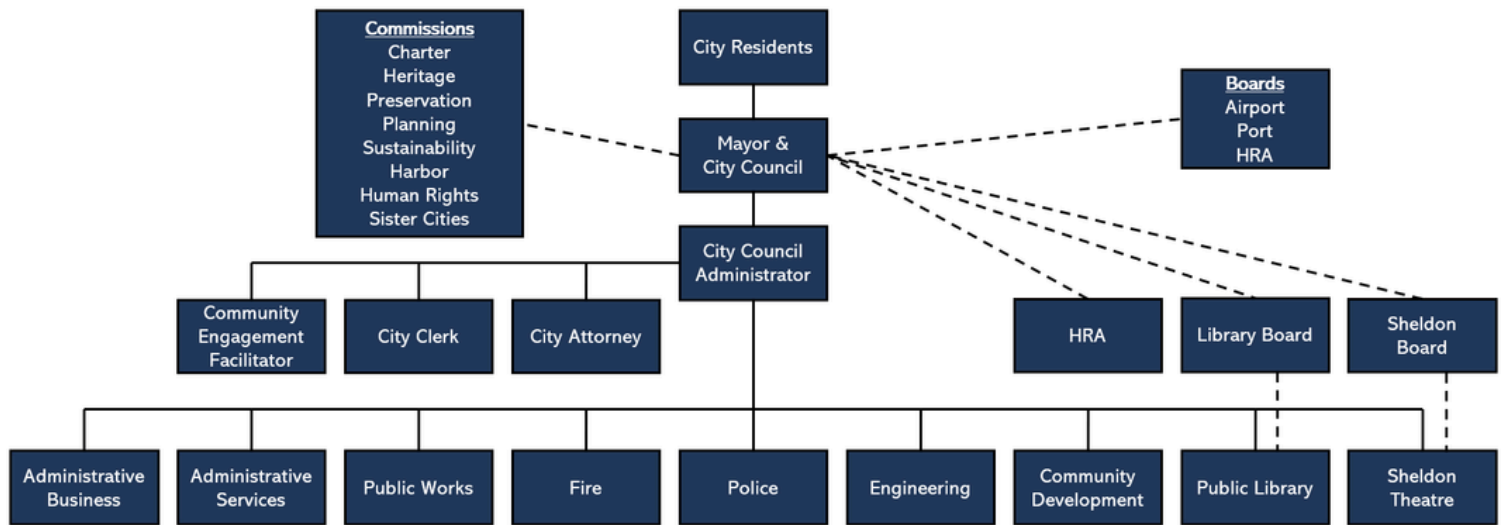
The City has benefited from stable leadership over the past 28 years under Kay Kuhlmann, the City Council Administrator. Ms. Kuhlmann has fostered a supportive team atmosphere, prioritized employee development, and placed a focus on talent management. Her advocacy for staff has set a strong precedent, and the City aims to continue this momentum with her successor. The City is committed to supporting its employees and prioritizing the well-being of its citizens.

The City provides a comprehensive range of municipal services, including police and fire protection, ambulance and emergency medical services, street and drainage maintenance, engineering, planning, building and zoning, code enforcement, rental housing inspections, sanitation, parks, culture and recreation, economic and community development, neighborhood services, and general legislative and administrative functions. Additionally, it operates seven enterprises: refuse collection and recycling, a public water and wastewater utility, a solid waste campus, a marina ambulance service, and a storm water utility.

The City of Red Wing values work-life balance and promotes a flexible work environment to accommodate early morning or evening meetings and personal commitments. Staff are strongly encouraged to leave work at work and not to respond to non-emergency emails during the evenings and weekends.



Organizational Structure and Budget



General Fund Expenditures	2022	2023	2024
General Government	2,285,992	2,438,986	2,907,348
Public Safety	8,357,543	9,132,881	9,722,475
Public Services	3,399,665	3,453,950	3,755,340
Parks and Recreation	2,575,990	2,832,135	2,918,428
Miscellaneous	1,135,669	1,199,102	1,254,009
Special Activities	844,144	982,015	1,377,289
Transfers	4,325,121	3,560,743	6,129,684
Non-Departmental Expenditures	196,422	0	0
Total Expenditures	\$23,120,546	\$23,599,812	\$28,064,573



Core Duties of the Position

- Perform administrative responsibilities as a Council Officer.
- Maintains good relationships with the Library and Sheldon Board to navigate the unique relationship.
- Direct and ensure the organizational culture continues to strive to be a progressive, creative, competitive employer that attracts and retains top-quality employees.
- Acts as mentor and coach for employees so that they can meet their potential.
- Represent the City on various boards, at meetings, conferences, legislative events, and other assigned public affairs. This includes attending City Council meetings as needed or required. Acts as staff liaison to assigned boards or commissions.
- Lead and serve on the City's executive team, project management team, department head team, and on various Council committees.
- Statutory responsibilities as required by position.
- Responsible for the implementation of the City Council's strategic plan.
- Prepare, maintain, and implement City Budget process approval and management.
- Responsible for coordination of provision of services.
- Works with City Council Committees to process work projects including new policy, agreements with other parties and new projects.
- Serves as Ex Officio member of all boards and commissions.
- Works closely with the Mayor and City Council President on City Council regular, special, and workshop agendas.
- Appoints staff liaisons to boards and commissions.
- Advise the City Council, committees, and Mayor on the City's financial status, capital improvement needs, operating and staffing conditions, expenditures, financial controls and related concerns.
- Responsible for implementation of personnel policy and is responsible for all hiring and firing except for the Council Officers identified in the City Charter.
- Exercise control and oversight over all affairs of City government; conduct internal investigations; oversee departmental operations; issue administrative orders, rules, and directives; outline procedures for provision of City services; and interpret Council and administrative intent.
- Negotiate or oversee negotiation of labor contracts; serve as a designee in the established grievance process.
- Monitor City operations to ensure effectiveness and compliance with applicable laws, regulations, rules, policies, and ordinances.
- Recommend the content and oversee the drafting of City ordinances, resolutions, and policies for City Council approval.
- Respond to concerns, issues, complaints, and questions from the public and employees; mediate disputes and resolve issues as appropriate.
- Represent the City on issues affecting development problems or concerns.
- Maintains communications with elected leaders during emergency events and serves as backup Public Information Officer.



Desired Attributes

- Deeply committed to Red Wing, with a passion for community service and a focus on fostering strong connections.
- A skilled team builder who emphasizes employee development and drives organizational growth.
- Communicative, honest, objective, and composed. Establishes clear boundaries and leads with confidence and humility.
- Attentive listener who takes time to observe, accepts feedback from leadership, and empowers leaders to excel.
- Adopts a problem-solving leadership style, values the strengths of staff, and serves as a catalyst for consensus building.
- Possesses highly developed organizational skills with a strong understanding of succession planning and the importance of a diverse and effective recruitment process.
- Demonstrates proven ability to engage with tribal communities and lead with a high level of diplomacy.
- Experienced in managing legislative issues that impact the community.
- Strong financial acumen with the ability to foresee long-term impacts of decisions and effectively communicate financial concepts to elected officials.
- Experienced in working with unions, including Red Wing's eight bargaining units, and in managing annexation agreements.



Goals/Priorities

- Foster a collaborative and supportive team environment within the organization, emphasizing education, empowerment, and communication under new leadership, while addressing recent staff and Council member transitions. Promote collaboration through training and joint participation in conferences.
- Strengthen the City's commitment to diversifying housing options within the community.
- Ensure a balanced approach to service delivery that supports tourism while addressing the needs of residents and taxpayers.
- Continue efforts to diversify the local economy and support redevelopment initiatives in the core downtown area, riverfront, and along Old West Main.
- Lead Council initiatives through the City's strategic plan, prioritizing sustainability across economic, cultural, and environmental dimensions.
- Prepare the City for large-scale projects, including the financing, design, and construction of wastewater facilities, public works, police department buildings, and key infrastructure like roads and bridges.
- Actively engage in the recertification process of Xcel Energy, considering its significant role as a major taxpayer in the community.
- Educate new Council members and residents on budgetary and agenda matters to enhance informed decision-making.
- Continue to build and expand partnerships within the community and across the region.
- Facilitate ongoing planning efforts for trail connections.
- Prioritize the recruitment and retention of public safety and professional personnel.

Position Announcement



City: Red Wing, Minnesota

Position: City Council Administrator

Salary: \$146,744 to \$196,996 (Hiring Range: \$146,744 to \$176,384)

Anticipated Start Date: February 24, 2025

Application Deadline: October 20, 2024



Job Summary

Under the direction of the City Council, the Council Administrator oversees all City operations, including enforcing ordinances, managing department heads, and administering the budget. This role involves collaborating with local businesses and government institutions to drive economic development. Responsible for staffing, city services, and the maintenance of municipal facilities, the position ensures efficient, customer-focused operations while promoting the City's values and mission.

Experience Required

- Seven (7) years of progressively responsible experience in a municipal government administration and five (5) years of department level supervisory experience. Experience as top City Administrator in a city with a population of 8,000 or more is desired.
- Bachelor's degree in Public or Business Administration, Finance, or a related field or equivalent combination of education and experience. A master's degree is desired.

Apply

Visit <https://daviddrown.hiringplatform.com/259422-red-wing-city-council-administrator/1007505-application-form/en> and complete the application by October 20, 2024. Finalists will be selected on November 12, 2024, and final interviews will be held on December 12, 2024.

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



DDA Human Resources, Inc.
Waconia Office
P.O. Box 534
Waconia, MN 55387

Phone: 612-920-3320 x111
Fax: 612-605-2375
liza@daviddrown.com
www.ddahumanresources.com

