



**CITY OF NEWPORT  
SPECIAL COUNCIL MEETING  
NEWPORT CITY HALL  
June 9, 2022 – 4:00 PM**

MAYOR: Laurie Elliott  
COUNCIL: Kevin Chapdelaine  
Tom Ingemann  
Marvin Taylor  
Rozlyn Johnson

City Administrator:  
Supt. of Public Works:  
Fire Chief:  
Asst. to the City Admin:  
Law Enforcement (WCSO):

Deb Hill  
Matt Yokiel  
Steven Wiley  
Travis Brierley  
Bill Harrell

**AGENDA**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CITY ADMINISTRATOR HIRING
5. ADJOURNMENT

May 23, 2022

*Sent via email only*

Mayor and Council Members  
City of Newport  
596 7<sup>th</sup> Avenue  
Newport, MN 55055

Dear Honorable Mayor Elliott and Members of the Council,

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

The attached 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 candidates to interview, not us. We will make sure the elected body has the needed information 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 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,



Liza Donabauer  
DDA Human Resources, Inc.

Enclosures



# CITY OF NEWPORT

City Administrator Search Proposal

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

May 23, 2022

## CONTENTS OF THE PROPOSAL

- |                           |                   |
|---------------------------|-------------------|
| ■ Description of the Firm | ■ Process Details |
| ■ Approach to the Process | ■ Fees            |
| ■ Service Team            | ■ Assurance       |
| ■ Timeline                | ■ References      |

## DESCRIPTION OF THE FIRM

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

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

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

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

## APPROACH TO THE PROCESS

Our approach to this search will be to focus on finding the best fit for the City of Newport. This is accomplished, first and foremost, by listening to what you are saying, understanding your goals and objectives, 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 Liza Donabauer being on site regularly, the City Council will receive weekly email updates, and she will always be available for questions.

## SERVICE TEAM

### LIZA DONABAUER – PROJECT LEAD

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



During her four years in Arlington as a City Administrator, she completed a reorganization of the administration department, developed an orientation and capital planning process for two new councils, conducted compensation studies for several departments, engaged in a strategic planning session, and took part in developing a leadership curriculum for up-and-coming leaders in Sibley County. Her work has centered on human resource management, strong community participation, and leadership development. Liza enjoys working with colleagues throughout the state through her involvement in MCMA, a state affiliation of ICMA. She currently serves on the MCMA Women in the Profession Committee and Annual Conference Planning Committee.

Since joining DDA, Liza has conducted over 40 Administrator/Manager and Department Director searches.

**Contact Information:**

[liza@daviddrown.com](mailto:liza@daviddrown.com)

612-920-3320 x111

4796 Merganser Drive

St. Bonifacius, MN 55375

### LIZ FOSTER

Liz is an Assistant Consultant that provides support and assistance within our Human Resources Division. Since joining DDA in 2015, Liz has been involved in numerous executive searches and other HR projects.

Some of Liz's duties include community research, creating position profiles, assembling interview materials for our clients, and providing general administrative support to our consultants.



**Contact Information:**

[liz@daviddrown.com](mailto:liz@daviddrown.com)

612-920-3320 x108

704 10<sup>th</sup> Ave SE

Austin, MN 55912

## MARK CASEY

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



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

Mark will assist with recruitment and consulting as needed.

### Contact Information:

[mark@daviddrown.com](mailto:mark@daviddrown.com)

612-920-3320 x113

2241 17<sup>th</sup> Street NW

New Brighton, MN 55112

## 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 has conducted over 80 executive searches and numerous organizational studies. Gary will assist with recruitment and consulting as needed.

### Contact Information:

[gary@daviddrown.com](mailto:gary@daviddrown.com)

612-920-3320 x109

1327 Merrywood Court

Faribault, MN 55021

# 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. Please note, the project could start sooner if the Council wishes.

ITEM	TASK	COMPLETION DATE
<b>Decision by City Council to proceed</b>	DDA present process and answer questions from the Council	June 9, 2022 Special Meeting
<b>Information gathering</b>	<ul style="list-style-type: none"> <li>Gather all pertinent background information</li> <li>Gather salary information and review job description</li> <li>Meet with staff, stakeholders, and each member of the City Council</li> </ul>	June 14 & 15, 2022 (in-person/phone)
<b>Professional position profile</b>	Develop position profile and advertisement	June 27, 2022
<b>Approve position profile</b>	City Council approves profile, job description, salary range, and hiring process	June 30, 2022 Special Meeting
<b>Candidate recruitment</b>	<ul style="list-style-type: none"> <li>Post position immediately upon approval of profile</li> <li>Comprehensively advertise</li> <li>Email and phone calls to prospective candidates</li> </ul>	July 5, 2022- August 2, 2022
<b>Screening of applicants</b>	DDA will review and rank applicants based on job related criteria and select semifinalists	August 3, 2022
<b>Personality Index</b>	DDA will administer a work-related personality index to all semifinalists	August 12, 2022
<b>Video interview</b>	Each semifinalist will complete a video interview	August 12, 2022
<b>Selection of finalists</b>	<ul style="list-style-type: none"> <li>City Council selects finalists for interviews</li> <li>DDA will notify candidates not selected as finalists</li> </ul>	August 18, 2022
<b>Background check of all finalists</b>	Includes: <ul style="list-style-type: none"> <li>Criminal background: county, state, national</li> <li>Sex offender registry</li> <li>Social Security number verification</li> <li>Education verification</li> <li>Credit check</li> </ul>	August 31, 2022
<b>Reference check on all finalists</b>	DDA will conduct reference checks with current and former employers on all finalists	August 31, 2022
<b>Intellect profile</b>	DDA will administer an intellect profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.	August 31, 2022
<b>Finalist packet</b>	DDA will provide the Council information including: <ul style="list-style-type: none"> <li>Summary of references</li> <li>Results of background checks</li> <li>Personality index reports</li> <li>Video interview</li> <li>Resumes, etc.</li> </ul>	September 1, 2022
<b>Interviews</b>	DDA will prepare all interview materials and be present at all interviews and other functions. It is recommended that Council interviews be at a special meeting	September 8, 2022 Special Meeting
<b>Decision</b>	City Council will select candidate for offer	September 8, 2022
<b>Offer and agreement</b>	DDA will negotiate agreement with selected candidate	October 2022
<b>Projected start date</b>	New Administrator begins	October 2022



# PROCESS DETAILS

## STEP 1: INFORMATION GATHERING

DDA will gather and assemble background information pertaining to the City and position. In addition, Liza 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 and, if needed, we will gather relevant comparative salary information for consideration by the Council. We will quickly develop a comprehensive understanding of the organization, community, and position.

### Deliverables:

- In-person information gathering via interviews with the Council
- 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 Newport in the most positive manner and provides prospective candidates with meaningful information. A draft will be presented to the City Council for consideration and approval prior to advertising. A sample profile is attached.

### Deliverables:

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

## STEP 3: ADVERTISEMENT AND RECRUITMENT

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

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

The simple DDA online application process will be used unless the City prefers to use an existing City methodology. Our online application system enables us to efficiently manage applicant flow, and corresponding reference information, and allows us to communicate with each applicant quickly and effectively. We are known for our communication with both the applicant and our client which engages and informs both parties of each step. Our system also allows us to access, review, and evaluate thousands of prior applicants who may not be actively seeking a job but who may be open the “right opportunity.”



**Deliverables:**

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

**STEP 4: INITIAL SCREENING AND REVIEW**

DDA will complete a comprehensive analysis of every application received and determine approximately 8-12 semifinalists based on job related criteria to complete a video interview. Our clients have most notably been pleased with the video interview component of our process. Video interviews allow our clients to determine whether they see the candidate as a good prospect for a final interview and gain additional insight on the candidate's education, experience, personality, as well as their ability to think on their feet, all of which has been said to help lay the foundation for the final interview process. Access to, and viewing of, this information is as simple as clicking on a link from the individual client's laptop, phone, or smart device in a location and at a time that is convenient for them. Candidate confidentiality when the Council is deliberating is maintained by assigning and referring to each semifinalist candidate as a number. Candidates are considered public once they are chosen as a finalist.

Each semifinalist would also complete an information disclosure and a work-related personality index. About one week prior to selecting finalists for interviews, the information disclosure, video interview, personality index, cover letter, and resume from each of the semifinalists will be made available to the Council for viewing. This will allow 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 former supervisors to discuss various work responsibilities, projects, initiatives, leadership style, personality characteristics, etc.

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

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

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

**Deliverables:**

- List of 3 to 5 finalists, confirming interview schedule and logistics
- Leadership staff interview panel including summary of comments
- Community engagement opportunities with virtual options
- Tour of the community logistics
- Video Interview
- Summary of References
- Results of background checks
- Personality Index
- Intellect Profile
- Information Disclosure
- Cover letter and resume
- Press release

## **STEP 6: OFFER**

After interviews are complete, Liza will assist the City Council with deliberations, and she will facilitate the offer to the selected candidate. Liza 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:

Entity	Type of Search	Entity	Type of Search
MWMO	Executive Director	Des Moines Valley HHS	Administrator
City of Wadena, MN	Administrator	City of Breezy Point, MN	Administrator/Clerk/Treasurer
City of Mora, MN	Administrator/Public Utility GM	Kitchigami Regional Library System	Director
City of North St. Paul, MN	Manager	Morrison County, MN	Administrator
City of Norwood Young America, MN	Administrator	City of Winthrop, MN	Administrator
City of White Bear Lake, MN	Manager	City of Aitkin, MN	Administrator
City of Barnesville, MN	Administrator	Metro-INET	Executive Director
City of Mahanomen, MN	Administrator	Kittson County, MN	Administrator
Nicollet County, MN	Administrator	Roseau County, MN	Engineer
City of Watertown, MN	Administrator	City of Redwood Falls, MN	Finance Director
City of New Prague, MN	Administrator	Mahnomen County, MN	Administrator
Le Sueur County, MN	Administrator	Jackson County, MN	Administrator
City of Staples, MN	Clerk/Finance Director	City of Watertown, SD	Manager
Waseca County, MN	Public Works Dir./Engineer	Kittson County, MN	Engineer
Prairie Lakes Youth Programs	Executive Director	Hubbard County, MN	Administrator
City of St. Anthony Village, MN	Manager	City of Cannon Falls, MN	Public Works Director
City of Monticello, MN	Administrator	City of Paynesville, MN	Administrator/ED Dir.
Beltrami County, MN	Administrator	Kittson County, MN	Administrator
City of Albert Lea, MN	Manager	Cook County, MN	Administrator
City of Crookston, MN	Administrator	City of Waseca, MN	Director of Engineering
Brainerd HRA, MN	Executive Director	City of Aitkin, MN	Administrator

DDA is currently conducting searches for the Cities of Benson, Corcoran, Lester Prairie, Mayer, North Mankato, Nowthen, Olivia, Spring Park, and Wadena, Minnesota, Winona County, Minnesota, the Mississippi Watershed Management Organization, the Riley Purgatory Bluff Creek Watershed District, and the Watertown Development Company (South Dakota).

## FEES

The fee for the search process is \$23,000, 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

**Brian Stumpf**

Mayor, City of Monticello  
*City Administrator Search*  
Phone Number: 612-598-4016  
Email: [montitowing@gmail.com](mailto:montitowing@gmail.com)

**Dave Borchert**

Board Chair, Brown County Commissioner  
*County Administrator Search*  
Phone Number: 504-354-3295  
Email: [commissionerdistrict1@co.brown.mn.us](mailto:commissionerdistrict1@co.brown.mn.us)

**Val Johnson**

Former Mayor, City of New Brighton  
*City Manager Search*  
Phone Number: 651-491-3364  
Email: [valjohnson87@comcast.net](mailto:valjohnson87@comcast.net)

**Vern Rasmussen, Jr.**

Mayor, City of Albert Lea  
*City Manager, Econ. Dev. Executive Director*  
*(ALEDA) & HRA Executive Director Searches*  
Phone Number: 507-377-4330  
Email: [mayor@ci.albertlea.mn.us](mailto:mayor@ci.albertlea.mn.us)

"Thank you again, Liza, for a well-organized, professional, and detail-oriented process/search with us. It went so smoothly. I've been on Council through quite a few hires now, and this by far has been the best."

**-Charlotte Gabler, City Council Member**  
**City of Monticello, MN**

"We are very pleased with the professional services that you and your firm provided for a City Administrator. The process was stress free and provided us with many qualified candidates; this would have been very difficult for us to accomplish on our own. Thank you to Liza and her colleagues for guiding us from start to finish. Would highly recommend other organizations to consider DDA Human Resources for their hiring needs."

**-Chris McKern, Mayor**  
**City of Kasson, MN**

DDA has been outstanding to work with. Liza Donabauer is fantastic and her past experience as a city administrator and an HR manager really allows her to be especially responsive to the needs and wants of a city's officials and senior staff. Liza is fantastic with communication with the council and staff which helps everyone feel connected and comfortable with the process.

**-Dan Coughlin, City Administrator**  
**City of Olivia, MN**

"After working with then, City Administrator Liza Donabauer for over 2 1/2 years, I can truthfully say she is the epitome of hard work and dedication to her profession. Her communication skills and procedures are without compare, and she did not shy away from any challenge. I have no doubt that she will continue to provide exemplary service in any work endeavor."

**-Rich Nagel, Mayor**  
**City of Arlington, MN**

"David Drown and Associates realize that every city has its own personality and you (Liza Donabauer) worked to identify New Brighton's personality to assure us the best possible candidate to become our new City Manager. The work that was done by you prior to even advertising for the position was key to our success. You spent hours interviewing staff, council and citizens trying to identify the qualities as well as the qualifications desired in a City Manager for our community. The resulting documentation represented New Brighton well and encouraged numerous qualified candidates to apply. Throughout the process, the entire Council was informed of progress and action steps along the way."

**-Val Johnson, Mayor**  
**City of New Brighton, MN**



# Sample Profile





# CITY OF CORCORAN

## CITY ADMINISTRATOR POSITION

CITY OF CORCORAN, MINNESOTA

Salary Range: \$114,233 to \$140,000





CITY OF CORCORAN

The **City of Corcoran** will provide high-quality public services in a cost-effective, responsible, and professional manner in order to create a preferred environment to live, work, play, and conduct business.



## 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 an attractive wooded countryside with wildlife enriched wetlands, this hidden gem 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, Plymouth, Medina, Loretto, Greenfield, Hanover, and Rogers, Minnesota. Corcoran is said to be one of the safest cities in Minnesota, and the average income of its residents is rather high at \$122,075 (According to the U.S. Census). Corcoran's population is 6,185 and growing rapidly.

With the recent addition of city sewer and water in the downtown area, Corcoran commercial and industrial commerce is poised for growth. Since the utilities inception in 2015, the community has added over 750 residences and the projected growth is to exceed 2,000 residences by 2026. Business owners are preparing for growth and opportunity with the future changes the Corcoran Southeast Downtown District will bring. 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. A significant portion of Corcoran is agricultural. With thousands of acres of undeveloped land, including portions along the Hwy 55 corridor and with easy access to interstates 94 and 494, Corcoran is an attractive location for business investment. Just under 36 square miles, Corcoran is a large land city and is the same land size as Maple Grove or Plymouth.

The potential for economic growth and development in Corcoran is vast. The significant increase in residents creates a corresponding demand for recreational opportunities and downtown development. This comes with challenges, but also great opportunity to shepherd the growth so as to ensure consistency the City's vision and heritage.





CITY OF CORCORAN

The **City of Corcoran** will provide high-quality public services in a cost-effective, responsible, and professional manner in order to create a preferred environment to live, work, play, and conduct business.

## EDUCATIONAL OPPORTUNITIES

Corcoran is divided between five school districts: Buffalo-Hanover-Montrose Schools, Delano Public Schools, Osseo Area Schools, Rockford Area Schools, and Wayzata Public Schools. Approximately 1,300 children from Corcoran attend preschool age programs, elementary, middle, and high school within the five school districts. Though there are no public schools located right in the City of Corcoran, there is one private school available, St. John's Lutheran School, which offers PreK-8<sup>th</sup> grade education.



## RECREATION & COMMUNITY EVENTS

Corcoran's motto is "A Hidden Gem Waiting To Be Discovered." Corcoran lives up to this motto with many great places to explore. Golf is a very popular activity in Corcoran, with three courses to choose from: Rush Creek Golf Club, Shamrock Golf Course, and Pheasant Acres Golf Course. If golf isn't your sport, Corcoran is also home to Schneider Field, a large, open baseball field. The area also offers something for the animal lovers of the family with many options that offers horseback riding lessons perfect for all ages.

Corcoran offers many different services to residents and visitors. The City currently has 3 parks and is looking to continue expanding the Parks and Recreation amenities and programs. The Memorial Garden is a special area where families have preserved a loved one's memory through benches and bricks, City Park offers a variety of ballfields and ice rinks for individuals of all ages to stay active, and Wildflower Park is a neighborhood park with a playground for children to let their imaginations flourish. In addition to the parks maintained by the City, Three Rivers Park District has the Lake Independence Regional Trail that runs through the west side of the City. Currently Three Rivers Park District is in the process of planning an additional trail, the Diamond Lake Regional Trail, that would run through the east side of the City and connect with local planned trails as well.

Community events are a key feature of Corcoran. Corcoran Country Daze is a city-wide festival that celebrates the roots of Corcoran and features free family events as well as big name concerts. The Hamel Rodeo is the largest professional rodeo in Minnesota. The Hennepin County Fair is celebrated each year in Corcoran. Demo derbies, tractor pulls, and music festivals all types of events hosted in the Community. The City also hosts a Fire Arms Safety program, Night to Unite, and Truck Safety Seminars for the community.



## CITY OF CORCORAN

The **City of Corcoran** will provide high-quality public services in a cost-effective, responsible, and professional manner in order to create a preferred environment to live, work, play, and conduct business.

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 Southeast District is the historic heart of the City. The area is home to the existing City Hall, St. Thomas Catholic Church, and an existing business park. The Southeast District is also beginning to see the residential development that has been long anticipated with the developments of Lennar's "Ravinia" and "Tavera" and M/I Homes "Rush Creek Reserve", "Bass Lake Crossing" and "Bass Lake Crossing South." A new addition to Corcoran's eastern gateway, the City has received preliminary approvals for Cook Lake Highlands, a mixed-use development with a senior cooperative, villa homes, day care and a memory care facility. Saint Therese is also developing a new senior community on 13-acres in the Southeast District with a complete continuum of living: independent & assisted living apartments, memory care, rehabilitative and skilled nursing care all on one campus. As the city continues to grow, these developments help address the growing housing demand for 55+ residents.



## DEVELOPMENT

The Town Center is the walkable traditional neighborhood supporting the Downtown Core, with a variety of housing types and densities, and a unified public realm aesthetic. The Downtown Core is a subset of the Town Center and shall have additional design guidelines. 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 are included to give residents and visitors safe and convenient options for active transportation as an option to driving. Special emphasis will be placed on providing accessible destinations and inviting design. Housing, retail, and other destinations are located in or near the Downtown Core to invite walking by creating pleasant and safe routes within the Town Center. A Town Square, City Hall Park, and two small Neighborhood Parks create additional opportunities for physical activity and social connectedness. Uses within the Town Center include mixed use, public/semi-public, and mixed residential. The entire Town Center is guided Mixed Use in the 2040 Comprehensive Plan. This land use category would allow development in this area by Planned Unit Development (PUD). This District provides a variety of anticipated uses, and the City developed the Town Center master plan as their preferred vision for the area; however, the City is willing to evaluate other uses provided that the spirit and intent of the Town Center master plan is preserved.





## CITY OF CORCORAN

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## 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 and four Council members who serve four-year terms. City council members serve at large.

The City boasts an exceptional leadership team of very capable people that get along well with each other. The organization currently employs 32 full-time and 3 part-time staff, and it contracts for fire, building inspections, IT, and planning/engineering services. It is in the process of converting legacy systems to modern software which will help streamline City processes and attract innovative employees.

The City organization has two main facilities. These include City Hall, which is shared by Administration, and the Police Department building. The City also has a Public Works facility as well as a small auxiliary public works building.

The organization seeks to continue its mission with the help of a new City Administrator who is excited to find great ideas to implement to keep the vision of the City alive, even as it changes and grows.

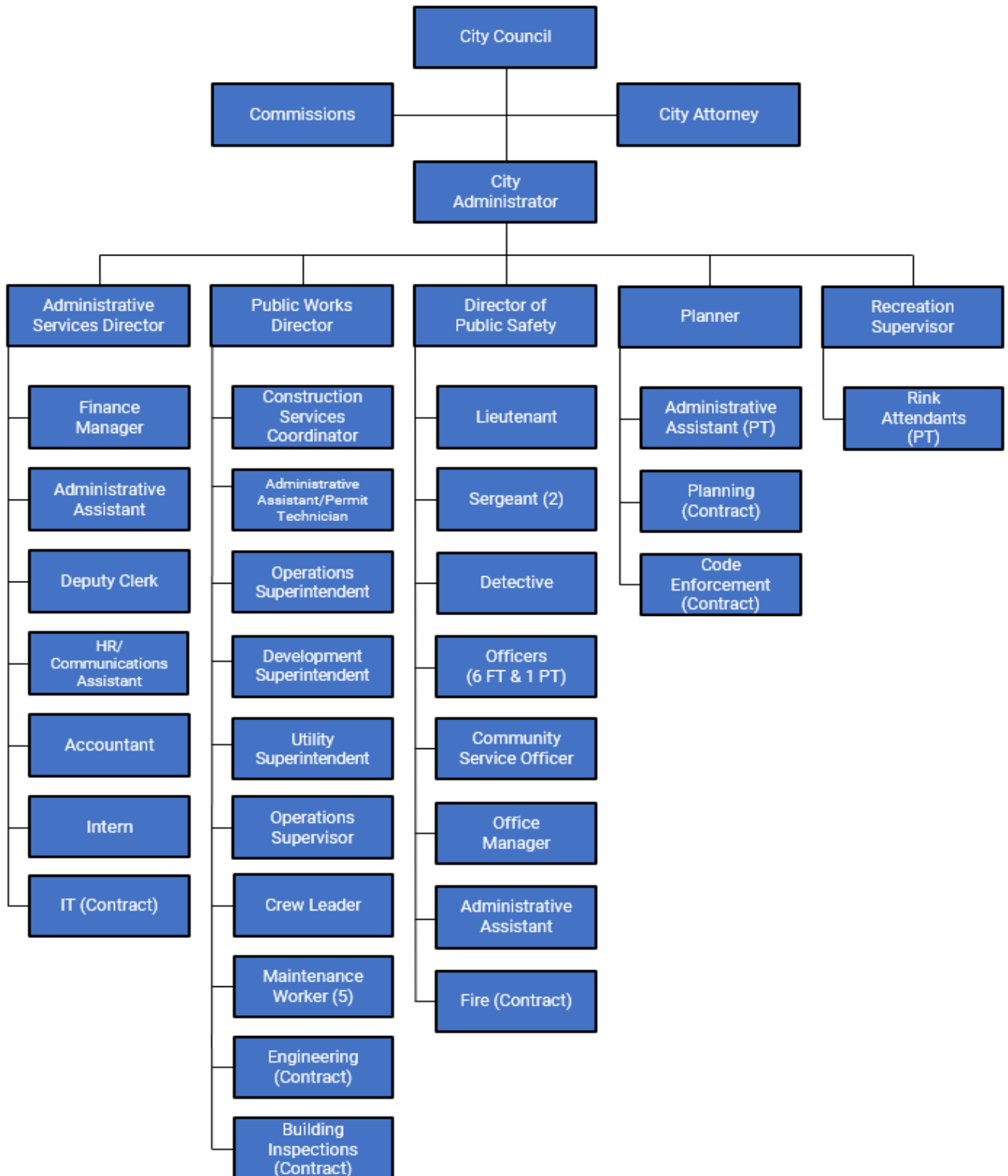




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# ORGANIZATIONAL CHART





## CITY OF CORCORAN

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### BUDGET SUMMARY

*The City of Corcoran's bond rating is Aa3.*

	2020 Actual	2021 Budget	2022 Budget
General Fund			
General Government	2,222,565	1,624,065	1,988,749
Public Safety	2,391,739	2,583,080	3,093,919
Public Works & Parks	1,623,493	2,027,355	2,490,116
Total General Fund	6,237,798	6,234,500	7,572,784
Combined Debt Service	555,815	597,586	559,718
<b>Total All Expenses</b>	<b>\$6,793,613</b>	<b>\$6,832,086</b>	<b>\$8,132,502</b>

Levy	2018	2019	2020	2021	Proposed 2022
General	3,489,870	3,710,129	4,104,744	4,447,791	5,139,711
Debt	494,633	552,808	555,815	597,586	559,718
Total	\$3,984,503	\$4,262,937	\$4,660,559	\$5,045,377	\$5,699,429
Change	7.2%	7%	9.3%	8.3%	13%

	2018	2019	2020	2021	Proposed 2022
Tax Levy	\$3,984,503	\$4,262,937	\$4,660,559	\$5,045,377	5,699,429
Tax Rate	45.357%	45.160%	45.013%	43.522%	43.099%
Tax Rate % Change	-.637%	-.197%	-.147%	-1.491%	-.423%



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## **CORE DUTIES OF THE POSITION**

**Using knowledge of the scope of services provided by local government and personal leadership skills, the Administrator communicates with the City Council individually and in meetings to develop priorities for new and existing activities of government.**

- Evaluates services provided by the City and develops information for the Council about options for improving efficiency or matching services more closely to citizen needs.
- Educates the City Council about City services and presents optional approaches for improvement of delivery and facilitating the process of choosing alternatives.
- Performs research at the request of the Council and presents analysis of the strengths and weaknesses of various options.
- Seeks to identify common ground among competing interests and facilitates a productive working relationship among staff and Council.
- Takes a leadership role in projects involving development initiatives approved by the Council.
- Negotiates and administers contracts for City services with outside agencies.
- Provides material and information as needed to various committees and commissions.
- Coordinates the packets and follow-up on directives from the City Council, commission, and committee members at meetings.

**Attends City Council, Commission and other Meetings as needed.**

- Represents the City in front of the public, news media, and government agencies in a manner that conveys a positive image of city government and that fosters cooperation and support.
- Follows all legal communications requirements including those relating to public access to information and open meetings and counsels others regarding appropriate procedure and content.
- Listens to various individuals and groups including citizens and other units or agencies of government and brings that information into the formulation of positions and directions.
- Provides well-defined information to the local media and fosters a cooperative, professional relationship with members of the media in order to facilitate accuracy of information regarding matters of importance and interest.
- Builds working relationships with elected and appointed officials at the federal, state, county, and regional level in order to be in a position to advocate for the best interest of the City.
- Seeks cooperation from others in the form of actions, grants, or other desired outcomes by framing requests in a concise and favorable manner.
- Coordinates with consultants/contracted staff to ensure that directives are being followed through in a timely manner with the Attorney, Engineer, Planner, Auditor, and Assessor.





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## **CORE DUTIES OF THE POSITION – CONT'D**

**Directly supervises the Administrative Services Director, Public Safety Director, Public Works Director, Planner, Recreation Supervisor and collateral staff regarding the finance function of the City and ensures proper maintenance of all official accounting records so they conform to generally accepted government accounting principles and provide an accurate and current statement of the City financial condition.**

- With staff support, analyzes, interprets, and communicates financial operating results for the information and guidance of the Council and provides fiscal direction to all City departments.
- Ensures that financial records and budgets are maintained and that the Council is properly advised on the fiscal position of the City.
- Provides leadership in budget preparation under the direction of the City Council.
- Administers the annual budget and recommends changes in spending on line items based on changing conditions in order to balance revenues with expenditures.
- With staff support, oversees purchasing and bid-letting to ensure cost efficiency and compliance with law.
- Recommends appropriate fee schedules for City services and ensures that project costs are accurately tracked and charged to the correct accounts.
- Provides technical guidance, directly and through consultants, on financing for capital improvements, assessments and tax increment financing, grant writing, community and economic development, and redevelopment.
- Ensures the management of idle monies, in keeping with legally approved investment policies and practices, and acts in a direct leadership role in debt management and bond issuance to ensure the most efficient utilization of monies available.

**Oversees the technical operations of City government and is responsible for compliance with all legal and financial requirements.**

- Ensures that the staff in each department follows appropriate procedures and complies with City policies and general government requirements.
- Ensures that all election laws and procedures are followed and that elections are conducted in an efficient manner.
- Performs directly or through designated subordinates the statutory functions of City Clerk.
- Ensures that all records are maintained in a manner consistent with best practices and that regulations involving data privacy are followed.
- Prepares Request-For-Proposals as directed by the City Council.

**Under authority granted by the City Council and subject to Council approval directs hiring of qualified staff, and administration of human resource functions, involving department heads as appropriate.**

- Takes a leadership role in the development of employees, employment policy, collective bargaining, staff compensation, and benefit plans.
- Administers the staffing process by recommending staffing levels and then seeking to fill approved positions with the involvement of the Council and department heads.
- Manages the performance of staff directly and through department heads.
- Manages the use of outside consultants for those functions of government that are contracted.
- Signs-off on timesheets, verifies use of time off, and monitors banking and use of compensatory time off.





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## 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.



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## **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
  - Review and implement
- Street and utility plans
- 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
- Northeast water infrastructure plan
- Trail development
  - Collaborate with Three Rivers Park District on Diamond Lake Trail
  - Connect and expand park's trail system
- Fire services plan
  - Refine and implement

**Assess needs and opportunities; plan for the future**

- Integrate and include all residents
- City services
  - Long-range City campus planning
  - Parks and trails
- Create a framework to analyze future development proposals
  - Residential
  - Commercial
  - Industrial
- Expand broadband coverage
- 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

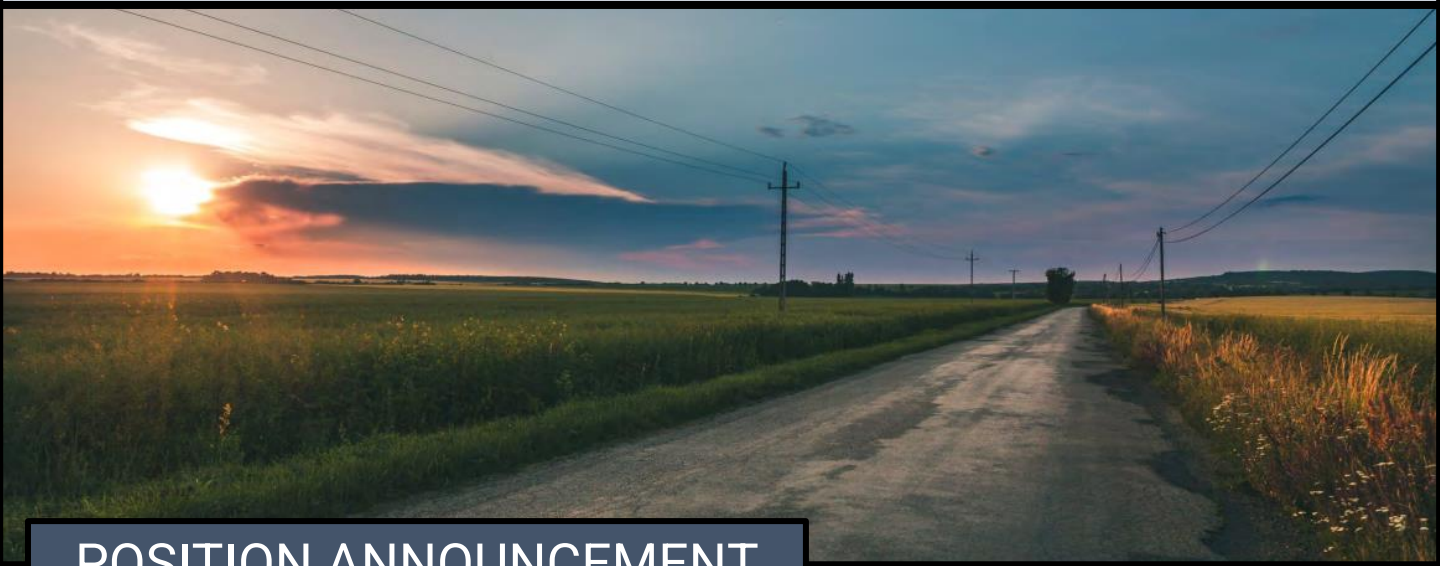
**Build and foster relationships within Corcoran and with local, county, regional, and state organizations through proactive outreach and outgoing communications.**





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## POSITION ANNOUNCEMENT

**City:** Corcoran, Minnesota

**Position:** City Administrator

**Salary Range:** \$114,233 to \$140,000

**Application Deadline:** 2/14/2022

**Job Summary:** As the Chief Operating Officer of the City, the City Administrator provides leadership to the 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 established by higher authority.

**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, 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/85474-corcoran-city-administrator/271525-application-form/en>, and complete the application process by February 14, 2022. Finalists will be selected on March 3, 2022, and final interviews are scheduled for March 25, 2022.

Please direct any questions to Mark Casey at [mark@daviddrown.com](mailto:mark@daviddrown.com) or 612-920-3320 x113.

**DDA Human Resources, Inc.**

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