



**City of Inver Grove Heights
Hybrid Meeting Via In-Person & Zoom**

City Council Special Meeting at 1 p.m.

To be held at City Council Chambers

Monday, April 19, 2021

A G E N D A

NOTICETORESIDENTS: If you are interested in participating please contact Rebecca Kiernan prior to this meeting via telephone (651) 450-2513 or email (rkiernan@ighmn.gov) to inform her - your name, address. Individuals may submit written public comments in advance of the meeting by emailing comments to Rebecca Kiernan (rkiernan@ighmn.gov). Comments received prior to 12:00 p.m. on Monday, April 19, 2021, will be provided to the Council at or before the April 19, 2021 meeting.

A. Call to Order - Mayor Bartholomew

1. Presentation by Sharon Klumpp, Director of Public Sector Executive Recruitment at Baker Tilly US, LLP, of the draft Inver Grove Heights City Administrator Profile for city council consideration and approval.
2. Consideration of adding a request to MN legislature and state for project planning and feasibility study funding to explore the feasibility of developing a South Metro Amateur Sports Complex in the cities of Inver Grove Heights and Eagan, MN to legislative priorities for 2021-2021.
3. Discussion related to the scheduling a city council and department head Leadership Summit meeting to discuss short term strategic objectives

B. Adjourn



CITY ADMINISTRATOR

INVER GROVE HEIGHTS, MINNESOTA



The Community

Inver Grove Heights (pop. 35,077) is a fast growing, diverse community located south of the Twin Cities, in close proximity to the Mississippi River. By 2025, its population is projected to reach 46,000. The city is located in Dakota County, one of the fastest growing counties in the state in terms of population, housing and business growth. Inver Grove Heights is 30.12 square miles and has easy access to Interstate 494 and Minnesota State Highways 52, 55, and 3. Residents are 15 minutes from downtown St. Paul and 25 minutes from downtown Minneapolis.

There are three school districts that serve the community: ISD 199, 196, and 197, with the majority of students attending ISD 199 or 196. ISD 199 has three elementary schools, one middle school, and one high school located within the city. Residents also have access to schools in Apple Valley, Rosemount, Lakeville, Burnsville, and Eagan. Inver Grove Heights is home to Inver Hills Community College, which strives to provide its graduates with transferable or career-focused degrees at an affordable price.

Veterans Memorial Community Center provides an array of recreation services to Inver Grove Heights residents. The community center has an ice arena, which includes a section of indoor turf used by lacrosse teams, and The Grove Aquatic and Fitness Center, featuring its own water park. Inver Grove Heights is also home to the Rock Island Swing Bridge, which gives visitors a lovely view of the Mississippi River. The City has 27 parks, including a golf course, an athletic complex at Rich Valley Athletic Complex, and mountain bike trails at Harmon Park Reserve. The City hosts Inver Grove Heights Days festival every fall. The celebration is run by local volunteers and features sporting events for all ages, a parade, fireworks, and more.

The largest employers in the area are Flint Hills Corporate Headquarters and Pine Bend Refinery, Cenex/CHS Corporate Headquarters, Inver Grove Heights Community College, ISD 199, and the City of Inver Grove Heights.





The Organization

The City operates under a statutory form of government consisting of a four-member city council and the mayor who is a voting member. Council members serve four-year staggered terms, with two council members elected every four years and the Mayor elected every two years. Among its primary duties, the City Council makes laws, sets policies, adopts budgets, and oversees a wide-ranging agenda for the community. The City Council appoints a City Administrator to head administrative functions and direct all city operations, projects, and programs. The City employs a staff of 151 full-time equivalents and has an all-funds budget of \$60 million.

The City of Inver Grove Heights is a full-service city, including police and fire protection, the construction and maintenance of highways, streets and other infrastructure, water and sewer services, community development support, and recreational activities and cultural events.



Vision

A welcoming community on the river, with varied landscapes, that provides a safe environment, quality built and sustainable infrastructure, supports local businesses, a variety of housing and promotes culture and recreation.

Mission

The mission of the City of Inver Grove Heights is to provide services and facilities that enhance the quality of life in our vibrant community.



The Position

Under the direction of the City Council, the City Administrator is responsible for overseeing the implementation of the decisions, policies, and goals of the City Council in collaboration with City department directors and their staff. The City Administrator provides overall direction and oversight to department directors to ensure the most effective use of City resources and adherence to City administrative policies and procedures. The City Administrator has ten direct reports: Director of Parks & Recreation, Director of Public Works, Director of Community Development, Police Chief, Fire Chief, Director of Finance, IT Manager, Human Resources Manager, Communications Manager, and City Clerk.

Major duties for this position include:

- Oversees the preparation of meeting agendas.
- Attends City meetings, committee meetings, staff meetings, and meetings with other governmental entities.
- Evaluates projects, programs and services and the impact they may have on the community and City.
- Provides direction, supervision, coordination, and oversight to department directors and administrative personnel.
- Cultivates and sustains an organizational culture that supports and enhances City's values.
- Oversees and directs administrative services of the City including technology, human resources, communications, and City Clerk functions; monitors and develops budgets in collaboration with Finance Director and other department heads/directors.
- Oversees the selection process of department directors and direct reports and makes recommendations to the City Council.
- Serves as an advisor to the City Council and its committees on operational issues, items concerns, and recommendations.
- Plans, researches, formulates and/or recommends policies, procedures, and proposals for the Council's consideration.
- Oversees and plans the budgetary process and fiscal operations of the City.
- Conducts and performs activities involved in public relations and public information services for the City.
- Establishes relationships and communications with County administrators, County Commissioners, school superintendents, local businesses, associations, and agencies.
- Works with a variety of different groups representing various sectors of the community to identify or discuss their issues, concerns and to represent the City or serve as a liaison between the community, citizens, and the Council.
- Represents the City with local legislators, appointed officials, community leaders, and other city managers or administrators.





Desired Capabilities

The successful candidate will be a leader who is approachable and aligned with the City's values of being ethical (doing the right thing), engaged (delivering collaborative results), and striving for excellence (setting high standards and exceeding expectations). Exercising trust and respect for all, the successful candidate will create an organizational culture that supports and empowers good governance. The successful candidate will understand, respect, and support the role of the City Council while remaining apolitical. The successful candidate will be a critical thinker in evaluating and addressing City needs and problems and receptive to the ideas and perspectives of others. Other desired capabilities include:

- Creative leader who can be a champion for the City and untap its potential
- Innovative, receptive to new ideas, not content with the status quo
- Projects confidence and inspires others to do their best
- Demonstrates the highest level of trust, integrity, and ethics; is transparent in all interactions
- Knowledgeable on issues facing growing communities, relates to the interests of large rural lots and small city lots
- Connects with the community and champions the City's accomplishments
- Listens effectively and engages with staff, residents, intergovernmental representatives, other stakeholders, and the City Council
- Invites perspectives, professional opinions, and discussion to make informed decisions
- Motivates and encourage staff performance; ensures that employees understand how their work contributes to organizational goals and objectives
- Sets goals, communicates expectations, and holds staff accountable
- Effective communicator who welcomes questions and keeps the conversation focused
- Fiscally conservative with a strong financial acumen, emphasizes the importance of long-range fiscal planning
- Calm, courteous, and respectful demeanor
- Self-aware and emotionally intelligent
- Approachable and visible in the community, regularly attends community events

Leadership Opportunities

Council-Administrator relationship. The City Administrator will make it a priority to get to know the individual members of the City Council and to work with them collectively to define roles and relationships, to discern priorities, and to help the City Council reach consensus on policy matters. The City Administrator, working with the senior management team, will provide timely information and analysis to the City Council and engage the City Council by providing options and recommendations on policy issues. The City Administrator will ensure that all Council members get the same information at the same time.

Strategic direction. The City Council has begun work to identify its strategic goals. The City Administrator will work with the City Council and the staff leadership team to develop short- and long-range City goals that are linked to the City budget and long-range financial plans and will provide the leadership and energy to accomplish adopted goals.

Organizational development. The City Council and staff leadership team understand the importance of building a cohesive organization with a forward-looking, shared strategic direction for the City. The City Administrator will cultivate an inclusive organizational environment that values collaboration, teamwork, and respect. With vacancies in the positions of the Directors of Public Works and Engineering and Parks and Recreation, the City Administrator will also have the opportunity to build the leadership team.

Community-building. The City Administrator will establish trusting relationships and regular communications with County officials, school superintendents, and local businesses and connect with groups from various sectors of the community and the general public to represent the City and discuss issues and concerns. The City Administrator will also represent the City in professional, regional, and state organizations.

Economic growth. The City wants to ensure that development and construction processes are streamlined to attract more businesses and developments to help the City realize its untapped potential. The City Administrator will work with the staff leadership team to accomplish the City's goals of improving existing residential neighborhoods, increasing commercial activities, increasing the tax base, and providing additional employment opportunities.

Modernize administrative processes. The City Administrator will engage the staff leadership team to identify areas where efficiencies can be achieved by streamlining business processes and updating technology. As the City grows, the City Administrator will review, and project staffing needs required to support municipal services



Qualifications and Experience

This position requires a Master's degree in public administration or closely related field and at least five years of management and leadership experience in the areas of finance, government and public administration or an equivalent combination of education and experience. ICMA-CM is a plus. The successful candidate will demonstrate a proven record of strategic and ethical leadership and a passion for community building. skills, and a collaborative management style. Deep familiarity with the delivery of municipal services and administrative functions, including finance and human resource, is required.



Compensation and Benefits

The starting salary for this position is up to \$xxx,xxx. The City offers a full range of employee benefits. Residency is not required. Relocation is negotiable.

Application and Selection Process

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

<https://bakertilly.recruitmenthome.com/postings/2892>

This position is open until filled; first review of resumes occurs on May 21, 2021. Following this date, applications will be screened against criteria outlined in this brochure. For more information or to request accommodations, please contact Sharon Klumpp at sharon.klumpp@bakertilly.com or 651-223-3053.

For more information about the City, please visit <https://www.ighmn.gov/>

The City of Inver Grove Heights is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



380 Jackson Street, Suite 300

St. Paul, MN 55101

651-223-3000

bakertilly.com

Salaries: City/ County Admin./Manager/Coordinator

Organization	Pop	Region	# of Emp	Job Title	Range Min	Range Max	Actual Average
Andover	31,298	Metro	1	City Administrator	\$130,783.00	\$160,845.00	\$160,845.00
Apple Valley	52,361	Metro	1	CITY ADMINISTRATOR	\$132,396.00	\$175,621.00	\$151,039.00
Cottage Grove	34,502	Metro	1	City Administrator	-	-	\$158,060.00
Maplewood	37,755	Metro	1	City Manager	-	-	\$177,715.00
Richfield	33,859	Metro	1	City Manager	-	\$154,502.00	\$154,502.00
Roseville	33,660	Metro	1	City Manager	\$142,396.80	\$171,558.40	\$171,558.40
Shakopee	41,123	Metro	1	City Administrator	\$173,663.00	\$173,664.00	\$173,663.00
Average					\$144,809.70	\$167,238.08	\$163,911.77

Aged Results: City/ County Admin./Manager/Coordinator

Municipality	Date	# of Month: Effective A	Actual Average	Aged Average
Andover	4/15/2021	0	\$160,845.00	\$160,845.00
Apple Valley	4/25/2019	24	\$151,039.00	\$160,101.30
Cottage Grove	4/13/2021	0	\$158,060.00	\$158,060.00
Maplewood	5/13/2020	11	\$177,715.00	\$182,602.20
Richfield	5/27/2020	11	\$154,502.00	\$158,750.80
Roseville	4/5/2021	0	\$171,558.40	\$171,558.40
Shakopee	2/3/2020	14	\$173,663.00	\$179,741.20
AVERAGE				\$167,379.84

Salaries: Director Of Public Works

Organization	Pop	Region	# of Emp	Job Title	Range Min	Range Max	Actual Average
Apple Valley	52,361	Metro	1	PUBLIC WORKS DIRECTOR	\$108,215.00	\$144,287.00	\$140,851.00
Cottage Grove	34,502	Metro	1	Public Works Director/City Engineer	\$120,120.00	\$150,155.00	\$130,000.00
Edina	53,268	Metro	1	Director of Public Works	\$124,109.50	\$155,136.80	\$155,136.80
Maplewood	37,755	Metro	1	Public Works Director/City Engineer	\$121,424.00	\$150,482.00	\$142,293.00
Richfield	33,859	Metro	1	Director of Public Works	\$118,310.00	\$152,110.00	\$152,110.00
Roseville	33,660	Metro	1	Director Of Public Works	\$119,932.80	\$144,518.40	\$144,518.40
Shakopee	41,123	Metro	1	City Engineer/Public Works Director	\$117,703.00	\$147,119.00	\$147,119.00
Average					\$118,544.90	\$149,115.46	\$144,575.46

Aged Results: Director Of Public Works

Municipality	Date	# of Month: Effective A	Actual Average	Aged Average
Apple Valley	4/25/2019	24	\$140,851.00	\$149,302.00
Cottage Grove	4/13/2021	0	\$130,000.00	\$130,000.00
Edina	3/30/2021	1	\$155,136.80	\$155,524.70
Maplewood	5/13/2020	11	\$142,293.00	\$146,206.10
Richfield	5/27/2020	11	\$152,110.00	\$156,293.00
Roseville	4/6/2021	0	\$144,518.40	\$144,518.40
Shakopee	2/4/2020	14	\$147,119.00	\$152,268.20
Average				\$147,730.34

Salaries: Director of Parks and Recreation

Organizatio	Pop	Region	# of Emp	Job Title	Range Min	Range Max	Actual Average
Apple Valle	52,361	Metro	1	PARK RECREATION DIR	\$108,215.00	\$144,287.00	\$140,851.00
Cottage Gr	34,502	Metro	1		\$109,200.00	\$136,510.00	\$136,510.00
Richfield	33,859	Metro	1	Recreations Services Direc	\$114,358.00	\$146,058.00	\$120,078.00
Roseville	33,660	Metro	1	Director of Parks and Recr	\$114,233.60	\$137,633.60	\$137,633.60
Shakopee	41,123	Metro	1	Director of Parks Recreati	\$108,082.00	\$135,093.00	\$121,588.00
Average					\$110,817.72	\$139,916.32	\$131,332.12

Aged Results: Director of Parks and Recreation

Municipality	Date	# of Month: Effective A	Actual Average	Aged Average
Apple Valle	4/25/2019	24	\$140,851.00	\$149,302.00
Cottage Gr	4/13/2021	0	\$136,510.00	\$136,510.00
Richfield	5/27/2020	11	\$120,078.00	\$123,380.10
Roseville	4/6/2021	0	\$137,633.60	\$137,633.60
Shakopee	2/4/2020	14	\$121,588.00	\$125,843.60
Average				\$134,533.86

CITY OF INVER GROVE HEIGHTS, MINNESOTA
City Administrator Search Timeline
April 19, 2021

Project Tasks	Deliverables	Target Date
Approval of Recruitment Brochure	BT creates recruitment brochure and confirms starting salary range; City approves the brochure	April 23
Advertising and Recruitment	BT places ads and contacts prospective candidates; online applications are received	April 26
Applicant Review	Screen applications and administer/review supplemental questionnaires and complete video interviews	May 28 – June 16
Semi-Finalist Report	City Council receives confidential Semi-Finalist Report and reviews candidate materials, including candidate recorded video interviews.	June 18
Finalists Selected	City Council considers candidates application materials and selects finalists; options for design of interview process are discussed.	June 28
Background check/reference checks	BT completes reference checks/background checks/ academic verification on finalists.	By July 9
Finalist Report	City Council receives Finalist Report.	July 12
On-site interviews with finalists.	City Council conducts on-site interviews with finalists and selects top candidate(s)	July 14-20
Second on-site interviews with finalists.	City Council conducts on-site interviews with finalists. Community members meet finalists and provide information to City Council. (Optional)	TBD
Employment offer	BT assists HR and City Attorney developing an employment offer.	TBD
Employment offer made / accepted	Employment offer extended to selected candidate.	TBD

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY MINNESOTA
RESOLUTION NO. 2020-117**

**A RESOLUTION AUTHORIZING ADDITIONAL CITY LEGISLATIVE PRIORITY FOR
THE 2021-2022 LEGISLATIVE SESSIONS RELATED TO PROJECT PLANNING AND
FEASIBILITY STUDY PLANNING RELATED TO THE DEVELOPMENT OF A SOUTH
METRO AMATEUR SPORTS COMPLEX**

WHEREAS, the City Council of the City of Inver Grove Heights has previously established certain City legislative priorities for the 2021 legislative session; and

WHEREAS, it appears that legislative support may exist for state project planning and feasibility study funding to explore the feasibility of development a South Metro Amateur Sports Complex in the cities of Inver Grove Heights and Eagan; and

WHEREAS, the City Council of the City of Inver Grove Heights supports legislative funding of such project planning and feasibility study.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Inver Grove Heights, Minnesota as follows:

1. The City Council adopts as an additional City legislative priority for the 2021 and for the 2022 legislative session a request for project planning and feasibility study funding related to the development of a South Metro Amateur Sports Complex in the cities of Inver Grove Heights and Eagan.

This resolution is passed and adopted by the City Council of the City of Inver Grove Heights, Dakota County, Minnesota this 19th day of April 2021.

CITY OF INVER GROVE HEIGHTS

By: _____

Thomas Bartholomew

Its: Mayor

Attested:

By: _____

Rebecca Kiernan

Its: City Clerk