



Inver Grove Heights City Council

Monday, February 2, 2026 at 6:00 PM

**Veterans Memorial Community Center Room #2,
8055 Barbara Ave, Inver Grove Heights, MN 55077**

AGENDA

NOTICE TO RESIDENTS: 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, February 2, 2026, will be provided to the Council at or before the February 2, 2026 meeting.

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Discussion Items**
 - A. City Administrator position — Pre-recruitment Report (Dave Unmacht)
 - B. Central Maintenance Facility - Detailed Design Update
5. **Adjourn**

This document is available upon a three (3) business day request in alternate formats such as braille, large print, audio recording, etc. Please contact Rebecca Kiernan, City Clerk, at 651.450.2513 or rkiernan@ighmn.gov.



Request for Council Action

SUBJECT: **City Administrator position — Pre-recruitment Report
(Dave Unmacht)**

MEETING DATE: February 2, 2026

ITEM TYPE: Discussion Items

CONTACT: Ellen Hiniker, Interim City Administrator, 651.450.2511

ACTION REQUESTED

No action requested

BACKGROUND

In preparation for the recruitment of a new City Administrator following the departure of Kris Wilson, the City Council engaged the services of Dave Unmacht to identify important leadership and management characteristics as identified through a series of meetings with Council and staff. Attached is a summary report submitted by Mr. Unmacht, who is prepared to present his findings to Council at its February 2 work session.

FISCAL IMPACT

None

RECOMMENDATION

ATTACHMENTS

1. City of Inver Grove Heights Report to the City Council 020226

City of Inver Grove Heights, Minnesota
Prerecruitment City Administrator Position Profile Analysis

1. Background

The following information is provided pursuant to a work plan approved by the City Council as part of the executive search process for a new City Administrator. The information produced from this process and summary will be used in the position profile created to advertise and promote the position.

A position profile is an essential component of a search process. The profile is used as an informational brochure and marketing tool to recruit qualified applicants. The profile contains valuable information on the community, the organization, and the position, all of which applicants use to consider whether to apply for the job. One component of the profile – desired attributes and qualities – is information that is not easily found by other means and is typically unique and distinct to the employer and position.

Position profiles generally follow certain models but are unique to the search firm, organization, and search. With respect to desired attributes, it is common to include up to a dozen (12) characteristics. Depending on the desires of the City Council, the list can be shorter or longer. It is important to point out that the language in this document may not mirror exactly the wording in the profile. I defer to the DDA team to incorporate the intentions of the Council with their standards and methods.

2. Interview and Summary Process

I interviewed the mayor and four city council members, four department heads, and four administrative managers. Two members of the staff recused themselves from the interview process because they are exploring the option of applying for the position. Interviews were conducted between December 30 and January 13.

With 13 individuals included in the interviews, it is not possible to successfully include every opinion and perspective offered. I analyzed and identified the most prominent and consistent themes among the interview responses. All input was considered, but not all can be included in a position profile.

The City Council does not have to vote to approve this summary. I recommend the City Council focus on the themes and key words to ensure they represent your top priorities. If a council member has a preference or likes the **sample wording** provided, that is good to know; however, the purpose of the discussion on February 2 is not to finalize the wording, but to ensure the key words, themes and major projects successfully represent the desires and expectations for the City Administrator position.

3. Common Themes in Desired Qualities and Attributes

The interviews identified the following common themes in desired qualities and attributes for the City Administrator position. The list is not prioritized in order of importance or emphasis:

1. Works effectively with the City Council; builds trust and respects roles
2. Builds, develops and leads a dynamic organization
3. Professional, self-confident, and mature leader

4. Ethical, authentic leader with integrity
5. Organizational development and culture leader
6. Thoughtful, responsible and decisive decision maker
7. Strategic thinker; understands importance of visioning and planning
8. Experience leading a growing and developing city
9. Strong conflict resolution and negotiation skills
10. Collaborator, builds trust and external relationships in the community
11. Understands the importance of timely and effective communication

4. Common Themes with Sample Wording

Works effectively with the City Council; builds trust and respects roles

- **Sample Wording:** Builds trust through honest, ethical, and transparent communication to create a strong and effective working relationship with the City Council. Respects and understands the importance of the roles and responsibilities.

Builds, develops and leads a dynamic organization

- **Sample Wording:** Builds on the strengths of the organization through strategic human resource initiatives, timely and effective communication, supporting professional development, and building leaders throughout the organization. Respects and understands different generational influences in the workplace.

Professional, self-confident, and mature leader

- **Sample Wording:** Energetic, self-confident, and mature leader who is approachable, and values listening, learning, and understanding all viewpoints while pursuing the best interests of the City. Creates a standard of excellence and genuinely cares for and supports the mental and physical well-being of the organization and its employees.

Ethical, authentic leader with integrity

- **Sample Wording:** Leads by example with a strong ethical foundation, has a good sense of self awareness, works to earn and retain respect among colleagues, and creates pride and positive energy in the workplace. Has the capacity to get to yes and the fortitude to say no if required. Serves in a non-partisan manner.

Organizational development and culture leader

- **Sample Wording:** Experience in culture development with a keen eye to understanding and learning quickly by assessing strengths, gaps, and areas of need in staffing to create a plan to move the organization forward. Understands change management principles and practices, the inter-relationship between departments and services, and the value and importance of positive change.

Thoughtful, responsible and decisive decision maker

- **Sample Wording:** Makes decisions with confidence, clarity, and purpose; delegates effectively. Creates expectations of accountability and performance that allows for risk-taking, innovation, and creativity with the objective being a high functioning and collaborative organization.

Strategic thinker; understands importance of visioning and planning

- **Sample Wording:** Understands the past and present to lay the groundwork for the future; brings analytical and forward-thinking skills to the role; coalesces City leaders around a strategic planning initiative to create a vision, mission and unified direction for the organization.

Experience leading a growing and developing city

- **Sample Wording:** Experience in a growing and developing city; understands development and growth processes and dynamics including land use and comprehensive planning processes; works in partnership with staff to introduce new ideas and models for public engagement and input to create consensus on the future direction of the City.

Strong conflict resolution and negotiation skills

- **Sample Wording:** Quick study and learner, curious mindset, inclusive decision-maker who respects varying opinions, is open to new ideas and respects and understands different perspectives in the workplace. Understands the art of negotiation and addressing conflict in a positive and constructive manner. Ability to manage a crisis if called upon.

Collaborator, builds trust and external relationships in the community

- **Sample Wording:** Actively participates in and builds collaboration and strong relationships with Dakota County, neighboring cities, local school districts, non-profits, community groups, state and federal legislators, regional entities, and others to strengthen partnerships and collaborations in mutual areas of interest. In partnership with others, serves as the City's public representative as required.

Understands the importance of timely and effective communication

- **Sample Wording:** An effective and strong oral and written communicator; places emphasis on connecting with people; understands the tools and means to connect with people at all levels; initiates a process to create a brand and marketing identify for the City.

5. Major Projects and Priorities

Two major projects and priorities of the City consistently rise to the top of the list. The first project is relatively new, while the second one has been in the works for a number of years. The incoming City Administrator must get up to speed quickly on the status of the:

- Minnesota Hockey Hall of Fame
- Central Maintenance Facility

In addition, other activities were identified as important and essential for the new City Administrator to become familiar with and provide leadership and direction on. They include:

- Vision and strategic planning
- Compensation and classification study
- Comprehensive plan update
- Internal city policies and recodification of the city code
- Staffing capacity and assessment of strengths and areas of need

- Federally mandated accessibility requirements across the city
- A cohesive identity, brand and communication strategy

Understanding the status of each, the current and anticipated work of the staff, where it fits in the overall list of priorities, and the role of many partners in support of the projects is a priority.

The City Council selected DDA Consultants to conduct the executive recruitment process. I am partnering with Management Consultant Liza Donabauer on the transition of information to ensure this material is considered for the position profile. Ultimately, the final language and format will be prepared by DDA at the direction of the City Council.

It has been an honor and privilege to work on this process with city officials in Inver Grove Heights.

David Unmacht

David Unmacht
February 2, 2026

Request for Council Action

SUBJECT: **Central Maintenance Facility - Detailed Design Update**

MEETING DATE: February 2, 2026

ITEM TYPE: Discussion Items

CONTACT: Brian Connolly, Public Works Director, 651.450.2571
 Amy Hove, Finance Director, 651.450.2521
 Ellen Hiniker, Interim City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to receive a presentation from City and consultant staff regarding the detailed design layout from the City's architectural design consultant (Wold Architects & Engineers) and construction management consultant (Kraus-Anderson), and then engage in a discussion and provide direction to staff regarding funding and next steps in the project development process.

BACKGROUND

At the October 6, 2025 City Council work session, the Council received a presentation from City staff and consultants from Wold Architects & Engineers and Kraus Anderson regarding the Central Maintenance Facility schematic design progress. At that meeting, the Council reaffirmed its support for the construction of a new Central Maintenance Facility and the recommended project scope as outlined in the Space Needs Study and Facility Site Plan presented on April 14, 2025. It was also noted and affirmed by Council that postponing the project could result in increased costs due to inflation and that the operational needs of a new facility will not diminish. As such, the Council requested that staff continue to work with the project consultants to advance design to the detailed design phase.

Several funding mechanisms were reviewed at the October 6 meeting, including a Capital Improvement Program (CIP) bond (which was the subject of a valid reverse referendum petition requesting a resident vote), lease revenue bonds, and a local option sales tax. However, no consensus was reached at that time regarding a preferred funding approach for the Central Maintenance Facility.

At the upcoming February 2 Council work session, Wold Architects will present the detailed design work and updated project cost estimates. Staff will subsequently review funding and timeline options for Council discussion. Advancement to the next stage of design would include preparation of contract and bidding documents, which is contingent upon establishing a clear funding strategy. Staff will provide an overview of options and possible next steps, with a stronger focus on lease revenue bonds, and ways the City may utilize existing fund balances to reduce bonding levels, reduce the property tax impacts, or both. Staff will provide information regarding the schedule and timing of such decisions, and the general fiscal and contractual impacts of making timely decisions on the project effort. Staff will also provide information regarding the current CIP Bond referendum, and options the Council may wish to take with respect to the outstanding petition regarding that funding method.

The architectural design contract for the Central Maintenance Facility included five phases: Schematic Design, Detailed Design Development, Construction Documents, Procurement/Bidding, and Construction. At this time, the Detailed Design phase has been completed. The update Wold and Kraus-Anderson will present is the second of three contractually-defined touch-points with the full City Council, to review key design components and receive feedback. The focus of this update will be to highlight the final architectural designs and layout for the building, and provide an updated cost estimate for the project to facilitate the above funding discussion.

FISCAL IMPACT

RECOMMENDATION

ATTACHMENTS

None