

CITY OF INVER GROVE HEIGHTS

A G E N D A

CITY COUNCIL WORK SESSION

JANUARY 7, 2019 6:00 PM

**INVER GROVE HEIGHTS CITY HALL
COUNCIL CHAMBERS**

- A. SWEARING IN CEREMONY**
- B. CALL TO ORDER – MAYOR TOURVILLE**
 - 1. MCGROARTY PARK**
 - 2. COMMUNITY SURVEY UPDATE**
 - 3. POLICE DEPARTMENT INTERIM ADMINISTRATION AND
PROCESS/SCHEDULE FOR FILLING POSITION**
 - 4. SET SPECIAL LEGISLATIVE MEETING**
- C. ADJOURN**

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Follow up to McGroarty Park Preliminary and Final Plat Application

Meeting Date: January 7, 2019
 Item Type: Work Session
 Contact: Allan Hunting 651.450.2554
 Prepared by: Allan Hunting, City Planner
 Reviewed by: Janice Gundlach, Director

PURPOSE/ACTION REQUESTED

Direct Staff on whether to proceed with preliminary/final plat or stop action.

SUMMARY

Staff brought forward to Council a plat application to create a 2.5 acre parcel to sell to the owners of Americinn for their park n ride business. The Council discussed the item on August 13, 2018 and tabled the matter to provide time to answer some questions that came up at the meeting. The matter was rescheduled for January 14, 2019.

ANALYSIS

The following are the questions Council asked Staff to review:

1. **Continued interest by applicant to purchase the property.** Staff has contacted the applicant and they are still willing to purchase the property if the subdivision is approved.
2. **Distance between nearest homes and the proposed parking lot.** A map has been prepared showing the distance from the nearest homes to the closest point of the property to be purchased. Home distances range from 445 feet to 625 feet away from the property. There is also an approximate 35 foot elevation difference. The property would be approximately 35 feet higher than the homes. Staff took four photos from Blaine Avenue in front of the nearest homes to show visibility. There would be tree removal at the site of the parking lot, but the rest of the site would not be cut until future development occurs. It appears that during leaf-off conditions, the parking lot would not be visible from street elevation.
3. **Property ownership.** Staff has reviewed the Dakota County parcel information and has prepared a map with ownership.
4. **Development potential.** The topography of the land has significant elevation changes from north to south. The land to be subdivided has a topographic elevation change of about 60 feet from north to south. It would be very difficult to incorporate this parcel into a development with the land to the south because the land to the south is much lower in elevation. If the land in question is developed, it would not impact the unified development of the remainder of the land down to Lyons Park.

ACTION REQUESTED

Staff seeks direction whether to proceed with the plat of McGroarty Park Addition.

Attachments: Plat of McGroarty Park 1st Addition
 Dakota County property information cards and map for the parcels
 Map of distances between homes and proposed subdivision
 Pictures taken from Blaine Avenue northwest towards the proposed parking lot

SECTION 33, TWP. 28, RGE. 22

NO SCALE

SW 1/4 OF THE SW 1/4

2
BLOCK 1

Scale in Feet
1 inch = 60 feet

[illegible]

SW 1/4 OF THE SW 1/4

EXCEPTION

OUTLOT B

BLAINE AVE

BLACKBERRY TOWN
OFFICE PARK

INVER GROVE MARKET

IN ADDITION

COMMUNITY TELEVISION
ADDITION
585.11

BLAINE AVENUE

PIONEER *engineering*

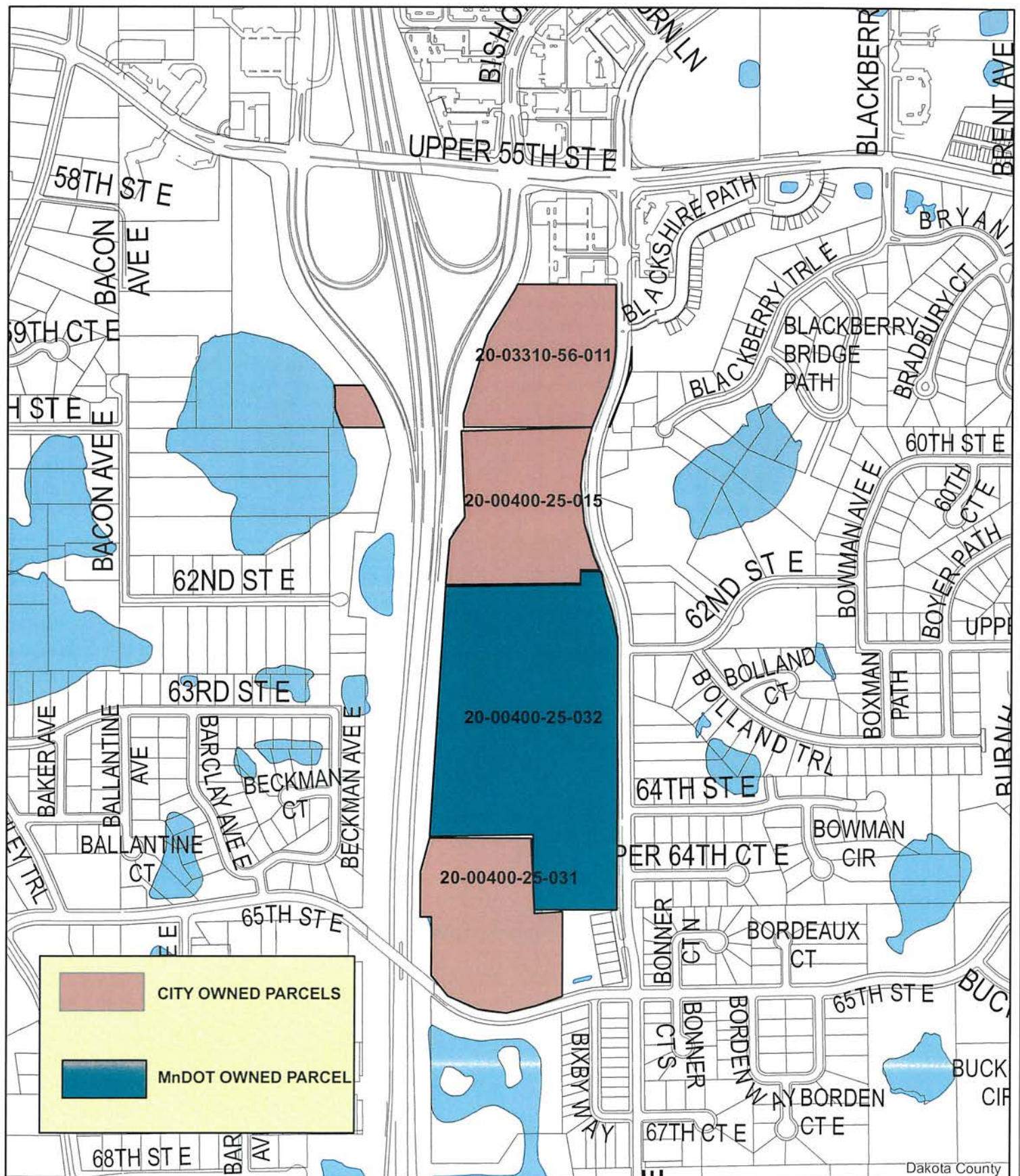
SHEET 2 OF 2 SHEET

CONCLUSIONS

EL.

EL.

Parcel Ownership



Property Card	Parcel ID Number 20-03310-56-011
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Owner Information	
Fee Owner CITY OF INVER GROVE HEIGHTS	
Mailing Address 8150 BARBARA AVE INVER GROVE HEIGHTS MN 55077	
Property Address	
Address	
Municipality INVER GROVE HEIGHTS	

Parcel Information			
Last Qualified Sale		Total Acres	13.25
Sale Value	\$0.00	R/W Acres	1.36
Uses	EXEMPT	Water Acres	0.08
		Plat	SECTION 33 TWN 28 RANGE 22
		Lot and Block	33 28 22
		Tax Description	S 44 R OF SE 1/4 OF SW 1/4 & S 13 R OF E 13 R OF SW 1/4 OF SW 1/4 EX PT IN R/W STH #3 EX PT SE'LY OF LINE COM SE COR SW 1/4 W ON S LINE 110 FT TO BEG NE'LY TO PT 290 FT N OF SE COR SAID SW 1/4 & THERE TERM

2018 Building Characteristics (payable 2019)*		
Building Type	Year Built 0	Bedrooms
Building Style	Foundation Sq Ft	Bathrooms
Frame	Above Grade Sq Ft	Garage Sq Ft
Multiple Buildings	Finished Sq Ft	Other Garage

Miscellaneous Information					
School District	Watershed District	Homestead	Green Acres	Ag Preserve	Open Space
199	LOWER MISSISSIPPI RIVER	NON HOMESTEAD			

Assessor Valuation		
	Taxable	Estimated
2018 Land Values (payable 2019)	\$0.00	\$429,300.00
2018 Building Values (payable 2019)*	\$0.00	\$0.00
2018 Total Values (payable 2019)*	\$0.00	\$429,300.00
2017 Total Values (payable 2018)*	\$0.00	\$408,900.00

Property Tax Information		
Net Tax (payable 2018)	Special Assessments (2018)	Total Tax & Assessments (2018)
\$0.00	\$0.00	\$0.00

* Manufactured Homes Payable the Same Year as Assessment.

Property Card	Parcel ID Number	20-00400-25-015	PENDING NEW
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Owner Information	
Fee Owner CITY OF INVER GROVE HEIGHTS	
Mailing Address 8150 BARBARA AVE INVER GROVE HEIGHTS MN 55077	
Property Address	
Address	
Municipality INVER GROVE HEIGHTS	

Parcel Information	
Last Qualified Sale	Total Acres 14.66
Sale Value	R/W Acres
Uses	Water Acres
	Plat
	Lot and Block
	Tax Description

2018 Building Characteristics (payable 2019)*		
Building Type	Year Built	Bedrooms
Building Style	Foundation Sq Ft	Bathrooms
Frame	Above Grade Sq Ft	Garage Sq Ft
Multiple Buildings	Finished Sq Ft	Other Garage

Miscellaneous Information					
School District	Watershed District	Homestead	Green Acres	Ag Preserve	Open Space
199	LOWER MISSISSIPPI RIVER				

Assessor Valuation	
	Taxable Estimated
2018 Land Values (payable 2019)	
2018 Building Values (payable 2019)*	
2018 Total Values (payable 2019)*	
2017 Total Values (payable 2018)*	

Property Tax Information		
Net Tax (payable 2018)	Special Assessments (2018)	Total Tax & Assessments (2018)

* Manufactured Homes Payable the Same Year as Assessment.

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

Property Card	Parcel ID Number	20-00400-25-032	PENDING NEW
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Owner Information	
Fee Owner STATE OF MN - DOT	
Mailing Address % DIR OF LAND MGMT STOP 630 395 JOHN IRELAND BLVD SAINT PAUL MN 55155	
Property Address	
Address	
Municipality INVER GROVE HEIGHTS	

Parcel Information	
Last Qualified Sale	Total Acres 30.75
Sale Value	R/W Acres
Uses	Water Acres 2.11
	Plat
	Lot and Block
	Tax Description

2018 Building Characteristics (payable 2019)*		
Building Type	Year Built	Bedrooms
Building Style	Foundation Sq Ft	Bathrooms
Frame	Above Grade Sq Ft	Garage Sq Ft
Multiple Buildings	Finished Sq Ft	Other Garage

Miscellaneous Information					
School District	Watershed District	Homestead	Green Acres	Ag Preserve	Open Space
199	LOWER MISSISSIPPI RIVER				

Assessor Valuation	
	Taxable Estimated
2018 Land Values (payable 2019)	
2018 Building Values (payable 2019)*	
2018 Total Values (payable 2019)*	
2017 Total Values (payable 2018)*	

Property Tax Information		
Net Tax (payable 2018)	Special Assessments (2018)	Total Tax & Assessments (2018)

* Manufactured Homes Payable the Same Year as Assessment.

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

Property Card	Parcel ID Number	20-00400-25-031 PENDING NEW
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Owner Information	
Fee Owner CITY OF INVER GROVE HEIGHTS	
Mailing Address 8150 BARBARA AVE INVER GROVE HEIGHTS MN 55077	
Property Address	
Address	
Municipality INVER GROVE HEIGHTS	

Parcel Information	
Last Qualified Sale	Total Acres 4.84
Sale Value	R/W Acres
Uses	Water Acres 3.71
	Plat
	Lot and Block
	Tax Description

2018 Building Characteristics (payable 2019)*		
Building Type	Year Built	Bedrooms
Building Style	Foundation Sq Ft	Bathrooms
Frame	Above Grade Sq Ft	Garage Sq Ft
Multiple Buildings	Finished Sq Ft	Other Garage

Miscellaneous Information					
School District	Watershed District	Homestead	Green Acres	Ag Preserve	Open Space
199	LOWER MISSISSIPPI RIVER				

Assessor Valuation		
	Taxable	Estimated
2018 Land Values (payable 2019)		
2018 Building Values (payable 2019)*		
2018 Total Values (payable 2019)*		
2017 Total Values (payable 2018)*		

Property Tax Information		
Net Tax (payable 2018)	Special Assessments (2018)	Total Tax & Assessments (2018)

* Manufactured Homes Payable the Same Year as Assessment.

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McGroarty Park Plat

Distance to Nearest Homes



Photo taken from southern most house looking northwest towards the proposed parking lot



Photo taken from mid-point along Blaine Avenue looking northwest towards proposed parking lot



Photo taken from northern most house looking northwest towards proposed parking lot

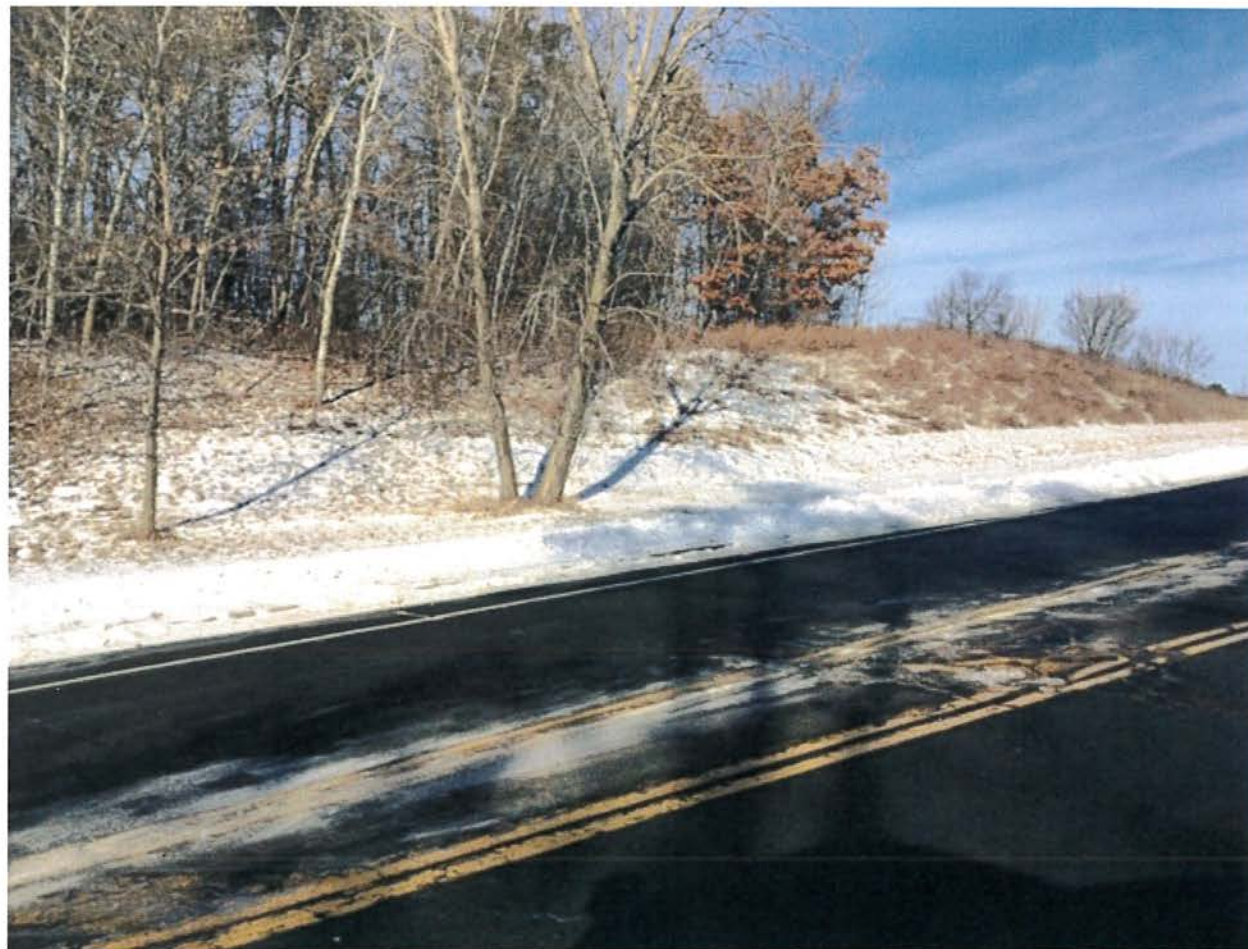
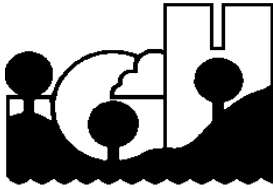


Photo taken at highest point along Blaine Avenue at Blackshire Path intersection.





CITY OF INVER GROVE HEIGHTS

MEMORANDUM

TO: Mayor & City Council

FROM: Michelle Calvert, Management Analyst

APPROVED BY: Joe Lynch, City Administrator

SUBJECT: Community Survey Update

DATE: January 7, 2019

Enclosures: Survey Timeline

Update: Survey Name Change

We have renamed the survey to more accurately reflect the aim, content, and participants. (From “*Resident and Visitor Survey*” to “*Community Survey*”)

Communication About the Survey:

Staff will be presenting updates on the Community Survey at the beginning of each quarter. Those updates will reflect the actions that are occurring as a result of the findings of the 2018 survey. The next update will occur at the April 1, 2019 Work Session.

Timing of the Survey:

The following page shows a high-level timeline of the work that will be done to complete the 2019 survey. The timing of the annual survey has been altered, to better meet the Minnesota Council on Local Results and Innovation’s July 1st deadline. From this year forward (2019), the survey will be conducted during the month of April so that results may be assembled by staff and reviewed by Council prior to publication, and prior to submitting the results to the State on July 1 of each year.

Update on Responses to Comments:

Staff are preparing fact sheets related to the top five topics that were identified in the 2018 survey. Some fact sheets are expected to be available beginning in March. When those are complete, the next five topics will be addressed.

A page dedicated to the survey results has been created and is live on the City website, under the Residents tab.

As directed by Council at the November 5th Work Session, some questions for the 2019 survey have been added in order to reflect an emphasis on resident demographics. Staff have also been writing additional questions to gain more feedback from residents, based on the comments that were provided in the 2018 survey.

Community Survey: 2019 Response Plan

[illegible]



TO: Joe Lynch, City Administrator

FROM: Janet Shefchik, Human Resources Manager

RE: Items for Consideration Regarding the Police Chief Vacancy

DATE: 1/3/19

I have been thinking about some of the items for consideration in regard to Chief Schnell's leaving and the needs of the Police Department and City.

Interim Options:

Under the current org structure, the Deputy Chief position assumes the duties of the Chief in his/her absence. If there is an actual vacancy (e.g. the Chief resigns), the Deputy Chief and others may (and should) receive out-of-class pay for all (or a corresponding proration) of the higher-level duties performed.

There are several options to consider in the short-term:

- Deputy Chief Folmar to perform the duties of Chief, and Commander Otis to perform the duties of Deputy Chief.
- Deputy Chief Folmar to perform the duties of Chief and Commander Otis and Haugland to split the duties of Deputy Chief.
- Commander Otis to perform the duties of Chief; Deputy Chief Folmar remains in his current position, and Commander Haugland does as well.

All of these scenarios save money while providing continuity of operations in a command-control environment, and some additional compensation as recognition for performing the higher-level duties.

Recruitment:

We have a few options regarding the process to replace Chief Schnell.

- We could enlist Springsted to assist us with the recruitment process again. As you may know, Springsted provided a “triple guarantee” in which they would conduct a recruitment process for a replacement Chief, should he resign within 24 months of hire. The charges for the replacement process would be limited to project costs (generally administrative) only.
- We could do our own recruitment, which has proven to be successful in the past (such as the recent Community Development Director hire). This would save money, and we could emphasize the candidate qualities indicated in the Springsted survey during the latest process. The Council can direct staff and be as involved in the process as they wish.
- We could re-look at the finalists from the last process, however, our personnel policy says that we can utilize that list within one year of appointment (1-6A5(L)) and Chief Schnell was appointed on 12/11/17. The Council would want to approve a formal exception to this policy. This option would preclude others who may not have been interested or available during the last recruitment, who would be now. This does assume that a sufficient quantity of previous finalists is still available.
- I believe an open process is more transparent and fairer and will allow the opportunity for the most qualified and best fit candidate to fill the position.
- Internal candidates that are interested should be encouraged to apply and go through the process. The hiring of an internal candidate may have advantages such as continuity of operations and the opportunity for promotion that increases the probability for staff retention. Any candidate would have a one-year probation in which to prove themselves. Council and Administration can help to ensure success by open communications with all involved. The internal candidate would have to work against past history and opinions previously formed by staff but conversely, would be a “known quantity”.
- The hiring of an external candidate may send a signal to staff that the City does not value or trust its current employees. It may also be a fresh start and provide an outside perspective (which may or may not be successful in Inver Grove Heights). Finally, Chief Schnell was a rare find and has raised the expectations for other external hires.

In brief, my recommendations are:

- Short/Mid-term: Allow Deputy Chief Folmar to perform the duties of Chief, and Commander Otis to perform the duties of Deputy Chief.
- Ensure that any internals performing out-of-class duties understand that there are no guarantees for promotional opportunity for serving the assignment.
- Have staff conduct an open recruitment process that would include inviting any past final candidates to apply. We are positioned well at the command staff level so that we can manage the department and ensure a well thought out process and time for interim developmental experiences.
- Involve the Council by keeping them apprised of the process and including them in the interview panels at the semifinalist and/or finalist level, etc.

Proposed Recruitment Process:

- City Human Resources/Administration will conduct the full recruitment process.
- We will post at LMC, diversity papers and websites, and the POST Board website.
- We will invite top candidates from the previous process to reapply, if interested.
- We will utilize the leadership qualities and capabilities identified by stakeholders and residents in the Springsted-Waters survey report (see page 3 of the 2017 Brochure), to develop supplemental application and interview questions.
- The City Administrator and Human Resources Manager will screen the applicants for relevant training and experience to arrive at approximately the top 10-12 candidates as semi-finalists.
- We will prepare interview panels consisting of residents, Command staff from other jurisdictions, the school district, Department Heads, and Council Members (max of 2 per panel) to conduct interviews. First round interviews will include the semi-finalists, and second round will include approximately the top 5 finalists.
- We will eliminate portions of process that did not add significant value to the decision-making process, including the timed video recorded responses, on-line testing, and the public meet and greet/comment cards. I would be happy to talk about why I believe these should be eliminated.
- We estimate the full process from posting to offering the position will take 4 to 5 months.
- Once offered, additional time will be needed to conduct backgrounding, the psych. and physical, etc.

I have attached the following for your reference: The 2017 Position Brochure, the signed 2017 Springsted-Waters agreement with the “triple guarantee”, the 2017 process timeline with several areas grayed-out that I would recommend excluding from the next process.

Under separate email, I will include information on the rankings of the finalists from the past process. That information is private data and not to be included with the Council packet.

AGREEMENT FOR SERVICES

THIS AGREEMENT FOR SERVICES ("Agreement") is made as of the 12th day of June, 2017 ("Effective Date"), by and between the City of Inver Grove Heights, Minnesota ("Client"), and Springsted Waters (SIW).

WHEREAS, the Client wishes to retain the services of SIW on the terms and conditions set forth herein, and SIW wishes to provide such services; and

NOW THEREFORE, the parties hereto agree as follows:

SCOPE OF PROFESSIONAL SERVICES

SIW will provide professional services in the area of an executive recruitment for the position of Chief of Police. This Agreement includes SIW's commitment to provide all elements of the recruitment process, services, and conditions described in our proposal dated May 26, 2017, attached as Exhibit A.

Phase	Description of Professional Services
Phase I	<u>Task 1</u> - Candidate Profile Development/Advertising/Marketing (includes one day on site by Project Team Leader). <u>Task 2</u> - Identify Quality Candidates.
Phase II	<u>Task 3</u> - Screening of Applications and Submission of Recommended Semi-Finalists to Client. (includes one day onsite by Project Team Leader) <u>Task 4</u> - Reference Checks, Background Checks, and Academic Verifications.
Phase III	<u>Task 5</u> - Final Process/On-Site Interviews with Finalists (includes two days on site by Project Team Leader).
Conclusion	Acceptance of offer by candidate.

TERM

This Agreement shall be effective as of the Effective Date and shall remain in effect for the period necessary for successful completion of the project. This Agreement may be terminated upon thirty (30) days prior written notice to SIW. If the Client terminates, SIW is entitled to any portion of its fee so earned.

ALL-INCLUSIVE PROFESSIONAL FEE

1. The all-inclusive professional fee to conduct the recruitments is \$21,500 and includes the cost of professional services by the Project Team Leader, other consultant staff as necessary and the project support staff. All project-related expenses such as printing, candidate background and reference checks, and travel expenses for on-site visits by the Project Team Leader will not exceed \$2,000. Travel expenses incurred by candidates for on-site interviews with the Client are not the responsibility of S|W and are handled directly by the client organization. The Client will make payments for the project upon receipt of an invoice submitted by S|W. Payment to S|W is due upon receipt. All invoices will be forwarded to the Client for processing unless otherwise directed. For reporting purposes, S|W's tax identification number is 47-1064404.
2. The all-inclusive professional fee will be billed in four installments; 30% of the fee will be billed at the beginning of the recruitment; 30% at the implementation of Phase I; 30% at the completion of Phase II; and the final 10% upon acceptance of offer by the candidate. Project expenses will be invoiced as they are incurred.
3. Additional work related to the recruitment process and as specifically requested by the Client which is outside the scope of this project (i.e. additional on-site visits) will include an additional fee. The fixed professional fee for this recruitment anticipates no more than three on-site visits which include four consulting days with one consultant. However, we would be pleased to provide additional on-site consulting visits for our standard hourly rate of \$220 plus expenses.

TRIPLE GUARANTEE

1. A commitment to remain with the recruitment assignment until you have made an appointment for the fee and tasks quoted in the proposal. If you are unable to make a selection from the initial group of finalists, S|W will work to identify a supplemental group until you find a candidate to hire.
2. Your executive recruitment is guaranteed for 24 months against termination or resignation. Within the first two years following the date of hire, the replacement recruitment will be repeated with no additional professional fee, but only for project-related expenses. Candidates appointed from within your organization do not qualify for this guarantee. This guarantee is subject to further limitations and restrictions of your state laws.
3. S|W will not solicit any candidates selected under this contract for any other position while the candidate is employed with your organization.

DEVOTION OF TIME

S|W shall devote such time to the performance of its duties under this Agreement as is necessary for the completion of all project phases.

NOTICE

All notices hereunder shall be in writing and deemed to have been given when delivered, transmitted by first class, registered or certified mail, postage prepaid and addressed as follows:

If to Client:

City of Inver Grove Heights, MN
8150 Barbara Avenue
Inver Grove Heights, MN 55076

If to S|W:

Springsted | Waters
380 Jackson Street, Suite 300
Saint Paul, MN 55101
Attention: Managing Principal

ENTIRE AGREEMENT

This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement that is not contained herein shall be valid or binding.

AMENDMENT

This Agreement may be amended by the mutual agreement of the parties hereto in writing and must be attached to and incorporated into this Agreement.

LEGAL CONSTRUCTION

In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions thereof and this Agreement shall be constructed as if such invalid, illegal, or unenforceable provision had never been contained herein.

Executed on the day and the year first written in this Agreement

City of Inver Grove Heights, MN

By: x

Name:

Title:

Robert Lynch
City Administrator

Springsted Waters

By: x

Name: Sharon Klumpp

Title: Senior Vice President/Consultant

Sharon G. Klumpp

By: x

Name:

Title:

George Fournelle



Source: City of Inver Grove Heights, A Hinz Photography

THE CITY OF INVER GROVE HEIGHTS, MINNESOTA IS SEEKING A POLICE CHIEF

ABOUT 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. 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 also 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 20 parks, including an athletic complex at Rich Valley Athletic Complex, and mountain bike trails at Harmon Park Reserve. The City also 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 Pine Bend Refinery, Cenex/ CHS Cooperatives, Inver Grove Heights Community College, ISD 199, and the City of Inver Grove Heights.

THE CITY ORGANIZATION

The City is governed by a five-member City Council. 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 500, including full-time and seasonal employees, and has an all funds budget of \$39.3 million.

THE DEPARTMENT

The Inver Grove Heights Police Department is led by the Police Chief and organized into two divisions, each of which is supervised by a lieutenant. In 2016, the Patrol Division responded to 25,583 calls for service. It consists of six patrol sergeants and twenty-four patrol officers. The Investigations/Support Services Division consists of six investigators and seven civilian employees. This division conducts major case investigations, operates the School Resource Officer Program, and manages police records.

The department recently adapted a 12-hour schedule to give officers more time to interact with community residents and with local businesses.



THE POSITION

The Police Chief leads, directs, and supervises the City's 46-member Police Department, comprised of 39 sworn officers and 7 civilian staff; sergeants and officers are represented by two separate unions. The Police Chief also manages a budget of \$7.4 million. The position works closely with other public safety providers including the Inver Grove Heights Fire Department, HealthEast EMS, the Dakota County Sheriff's Office, Dakota Communications Center, which provides dispatch services, and neighboring police departments.

Major responsibilities for this position include:

- Establishing administrative policies and procedures to effectively manage department operations
- Effectively coordinating department operations with the operations of the Fire Department and other City departments
- Preparing information for the City Administrator evaluating the department's operational effectiveness
- Motivating and developing employees through employee training programs and professional development initiatives
- Developing job performance standards and ensuring that employees receive regular feedback
- Interacting with staff members, including those who represent conflicting views
- Building relationships that engage citizens, businesses, and community institutions and fostering partnerships that prevent crime, reduce conflict, and address community problems
- Maintaining the Emergency Preparedness Plan and ensuring the City's ability to respond to emergency situations



LEADERSHIP OPPORTUNITIES

Strategic direction

The next Police Chief will set a strategic direction to address the needs of a growing community and create a department culture that values community policing and proactively engages the members of the department.

Community relations

The Police Chief will build strong relationships with community organizations, business leaders, and neighborhoods. Developing a strong partnership with schools and providing youth outreach will be a strong focus for the Police Chief.

Respect for diversity

The Police Chief will demonstrate respect for diversity and will be committed to achieving greater diversity in the Police Department.

Public safety relationships

The Police Chief will strengthen the public safety working relationship with the Fire Department and with neighboring public safety agencies including the Dakota County Sheriff, Dakota Communications Center, and HealthEast, the City's EMS provider.

Review department operations

After spending time getting to know the department and its operations, the Police Chief will study and make recommendations on the use of body cameras, the department's social media presence, and the recently instituted 12-hour schedule.

Recruitment and retention

The Police Chief will increase opportunities for professional development and mentoring, especially among recently hired officers. The Police Chief will also identify strategies to retain officers and to attract new recruits to the department.

Training

The Police Chief will ensure that officers receive continued training in such things as crisis intervention, de-escalation, and implicit bias.

DESIRED CAPABILITIES

- Positive, forward-thinking leader with the ability to plan for public safety needs of a growing community
- Culturally competent, promotes dialogue and understanding
- Approachable and personable, readily engages others and take a genuine interest in their concerns
- Sets a professional, community service-oriented tone at all levels of the department
- Establishes a strategic direction for the department; sets priorities and clearly communicates short-and long-term goals
- Builds effective relationships and establishes open lines of communication in the department, within the City organization, and with external agencies and the general public
- Exercises sound judgment; recognizes when to delegate decisions and when to make decisions
- Creates opportunities for regular interaction with officers and staff; encourages and promotes professional development
- Effectively utilizes staff and other department resources
- Takes note of what is working well; seeks department input and involvement before making changes
- Treats people fairly and consistently; earns the trust and respect of the department and the community
- Stays abreast of best practices in public safety; receptive to new ideas
- Demonstrates a commitment to personal growth and education
- Interested in making a long-term commitment to the Inver Grove Heights community

INVER GROVE HEIGHTS POLICE CHIEF STAKEHOLDER SURVEY TOP RESULTS

Desired Experience

Leadership and motivation

Applying best practices

Community –oriented policing

Communications with the public

Leadership Characteristics

Teamwork

Problem-solving

Transparency

Community Outreach

EDUCATION AND EXPERIENCE

Position Requirements

Bachelor's degree in criminal justice, police administration or a related field

Ten (10) years of experience in a police/public safety department with at least 20 sworn personnel, including at least five (5) years in a supervisory capacity

Eligible for Minnesota POST licensure

Valid, unrestricted driver's license

Cultural competence on issues of race, ethnicity, and equity

Desired Qualifications

Previous experience as a Police Chief, Public Safety Director or a command office in a comparable Minnesota police department

Master's degree in Public Administration or a related field

Successful completion of executive or advanced law enforcement training

COMPENSATION AND BENEFITS

The salary range for this position is \$105,581-\$131,851, dependent upon candidate education and experience. Competitive benefits package available.

APPLICATION AND SELECTION PROCESS

Qualified candidates please submit your cover letter and resume online by visiting our website at <https://springsted-waters.recruitmenthome.com/>. Position is open until filled; however first consideration will be given to resumes received by September 18. Following this date, applications will be screened against criteria outlined in this brochure. On-site interviews will be offered to those candidates named as finalists, with reference checks, background records checks, including credit history, and academic and employment verifications conducted after receiving candidates' consent. For more information, please contact Sharon Klumpp at sklumpp@springsted.com or by calling 651.223.3053 (office) or 651.270.6856 (mobile).

For more information about the City, please see their website at: <http://mn-invergroveheights.civicplus.com/>.

The City of Inver Grove Heights is an Equal Opportunity Employer.



Springsted Incorporated
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Serving

**LOCAL GOVERNMENT
& ORGANIZATIONS**



CITY OF INVER GROVE HEIGHTS, MINNESOTA POLICE CHIEF
SEARCH TIMELINE (Sept. 21, 2017)

Project Tasks	Deliverables	Target Date
Brochure development	- W&C completes on-site interviews to develop candidate profile and recruitment brochure - Stakeholder survey	July 10 – August 18
Recruitment and candidate outreach	- Advertising - Personal contacts	August 21 – September 18
Benchmark questionnaire	Benchmark questionnaire is distributed electronically to Subject Matter Experts to develop a leadership/management profile for the Police Chief position	September 11 - 18
Applicant screening	S W screens applications; applicants that best meet established qualifications are asked to complete: candidate questionnaire and application addendum (due diligence disclosures)	September 18 – October 2
Semi-Finalists determined	Meet with City Administrator to determine Semi-Finalists who will be presented to the City Council	October 2-3
Candidate videos	Candidates complete videos	October 4 - 11
Semi-Finalist Report	S W prepares and distributes the Semi-Finalists Report to the City Administrator and City Council	October 9
Candidate videos viewed	- Videos reviewed individually on-line by the City Administrator, HR Director and the City Council - Discussion of interview process	October 12 - 20
City Council Workshop	Designate finalists at City Council workshop	October 25
Management style assessment and comprehensive background records check and reference checks completed for finalists.	- Finalists complete the management style assessment - S W completes reference checks/background checks/ academic verification on finalists.	By November 3
Finalist information	S W prepares a Finalist Report	By November 6
On-site Interviews with finalists.	- Community Meet and Greet - Finalists meet with interview panel(s)	November 7-9
Employment offer made / accepted.	The City extends employment offer to selected candidate; S W assists as requested	Week of November 13 or 27

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

SCHEDULE SPECIAL MEETING

Meeting Date: January 7, 2019
 Item Type: Consent
 Prepared by: Carrie Isaacson, Admin Services Coordinator
 Contact: 651.450.2510
 Reviewed by: Joe Lynch, City Administrator

Fiscal/FTE Impact:

- | | |
|-------------------------------------|------------------------------------|
| ☐ | None |
| ☐ | Amount included in current budget |
| ☐ | Budget amendment requested |
| ☐ | FTE included in current complement |
| ☐ | New FTE requested – N/A |
| ☒ | Other |

PURPOSE/ACTION REQUESTED:

Schedule a special City Council meeting on Monday, January 14, 2019 at 5:30 p.m. in the City Council Chambers.

SUMMARY:

Council is asked to please establish a special meeting on Monday, January 14, 2019 at 5:30 p.m. for the purposes of inviting our representatives from all Metropolitan Agencies to give Council and staff an update to the 2019 legislative policies that have been approved and upcoming changes that will affect the City of Inver Grove Heights and Dakota County in regards to revenue & taxation, general government, housing & economic development and transportation projects.

The meeting will be begin at 5:30 p.m. and end at or before 6:30 p.m., giving Council enough time to prepare for regular session at 7:00 pm.