



Inver Grove Heights City Council Work Session
Monday, April 4, 2022 at 6:00 PM
8150 Barbara Avenue, Inver Grove Heights, MN 55077

AGENDA

1. **Call to Order**
2. **Discussion Item**
 - A. Discuss 6500 Block of Concord Blvd Redevelopment Opportunity
 - B. City Administrator Performance Evaluation (Pursuant to Minnesota Statute Chapter 13D.05, subd. 3a, this portion of the meeting may be closed to the public.)
3. **Adjourn**

Request for Council Action

SUBJECT: **Discuss 6500 Block of Concord Blvd Redevelopment Opportunity**

MEETING DATE: April 4, 2022

ITEM TYPE: Discussion Item

CONTACT: Heather Rand, Community Development Director, 651.450.2546

ACTION REQUESTED

Discuss 6500 Block of Concord Blvd Redevelopment Opportunity

BACKGROUND

For the last 15 years and perhaps much longer, city leadership has discussed plans and acted on numerous strategies for advancing redevelopment along the northern section of Concord Boulevard in Inver Grove Heights. The City Council and its' EDA, city administration, in addition to IGH community development, public works and parks & recreation department staff have collaborated through the years to develop and approve small area studies, master plans for the area, the most recent in 2012. They have also partnered with other government organizations such as the county and state agencies to develop public assets like the Swing Bridge, regional trails, the Heritage Village Park and to also make major roadway and stormwater improvements along Concord Boulevard and surrounds.

The consistent rationale behind the city leading these Concord Boulevard/Mississippi Riverfront Redevelopment initiatives has been threefold:

- 1) Providing increased floodplain protection and stormwater management in the area
- 2) Developing a "Mississippi River Gateway" for residents and visitors to access and enjoy as an attraction, this natural asset and while also celebrating the area's unique history
- 3) Encourage the redevelopment of the area for the purpose of eliminating blight and setting the table for new private sector housing and commercial real estate investment that can provide more housing options and new jobs opportunities for residents, while also growing the city's tax base

The IGH 2012 Concord Boulevard Master Plan suggests that the city lead redevelopment efforts to establish the Mississippi River Gateway between 65th and 66th Streets and undertake efforts to reintroduce new housing, retail and services within that concentrated area (see Attachment A). As a result, the city has secured grants from the state and county to purchase blighted parcels within the Concord Boulevard/Riverfront floodplain with the intention to utilize such for parks, trails and future private sector housing and retail redevelopment (see Attachment B).

More specifically, on the 6500 Block of Concord Boulevard, the city and its EDA have purchased 4 of the 9 total land parcels that make up that city block over the last 15 years. The city has long

communicated to the owner of the other 5 parcels on the block, Republic Services, that when Republic Services was ready to relocate their garbage truck and roll-off container operations closer to their Pine Bend Landfill, the city and its EDA would likely have interest in purchasing those parcels so that the city could then prepare the block for redevelopment to new housing, retail, and services (mixed-use).

In late 2021, Republic Services provided the city with advance notice that they would likely be relocating from the 6500 Concord Block in 2022. In December 2021, the city council approved submittal of a MN DEED Host Community Economic Development Grant application for up to \$415,625 in state funds to be utilized in a potential acquisition of the 5 Republic Services parcels for a 6500 Block redevelopment project to include housing and retail (mixed use). Last month, the city learned that the grant had been awarded.

Presently, the block is zoned I-1 and guided in the IGH 2040 Comprehensive Land Use Plan as “park”. An ariel map shows the block to have both railroad and transmission road easements and the southeastern corner of the block is located within floodplain (see Attachment C). The City Administrator, Parks & Recreation Director and Community Development Director do not see the need for the 6500 Block of Concord to be redeveloped into a public park and wish to discuss with the city council the redevelopment opportunity for the 6500 Block of Concord Boulevard at the work session.

FISCAL IMPACT

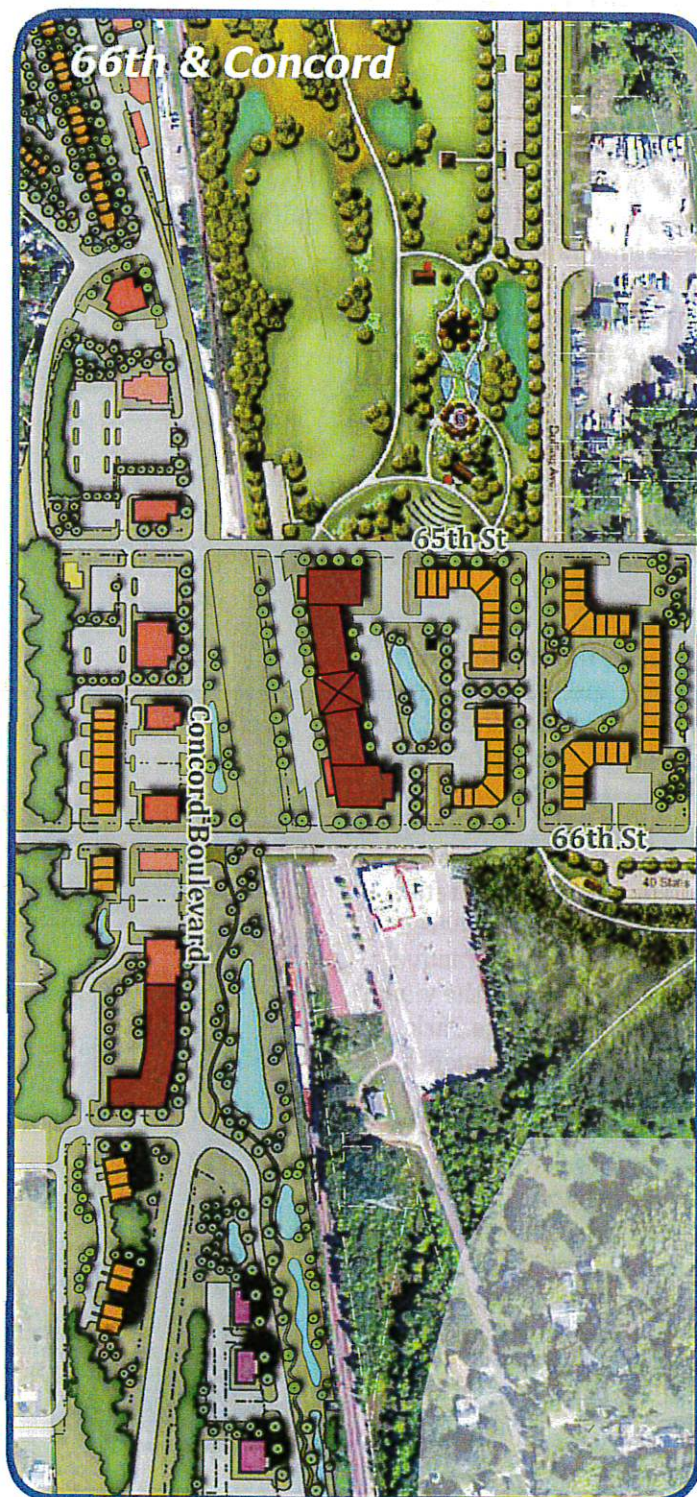
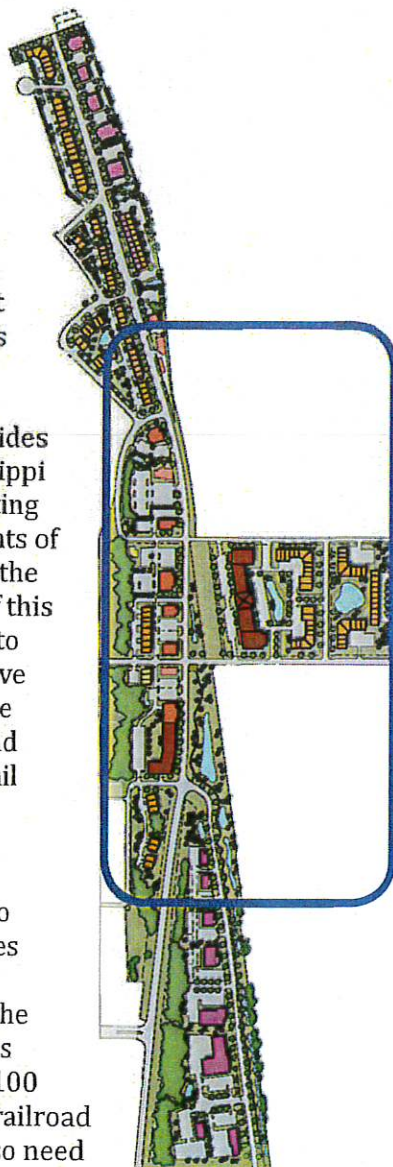
RECOMMENDATION

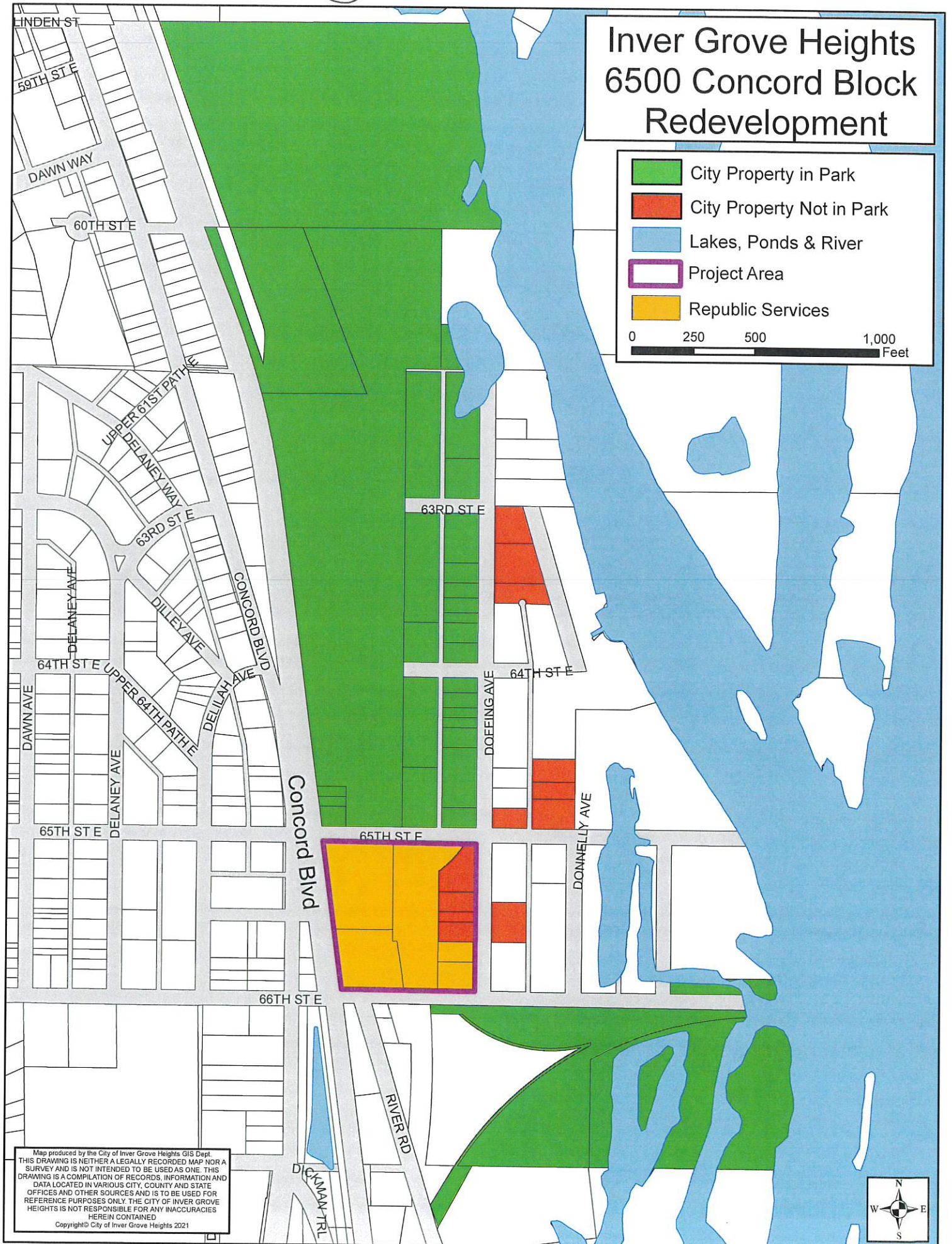
ATTACHMENTS

1. Attachment A
2. Attachment B
3. Attachment C

THE MISSISSIPPI RIVER GATEWAY

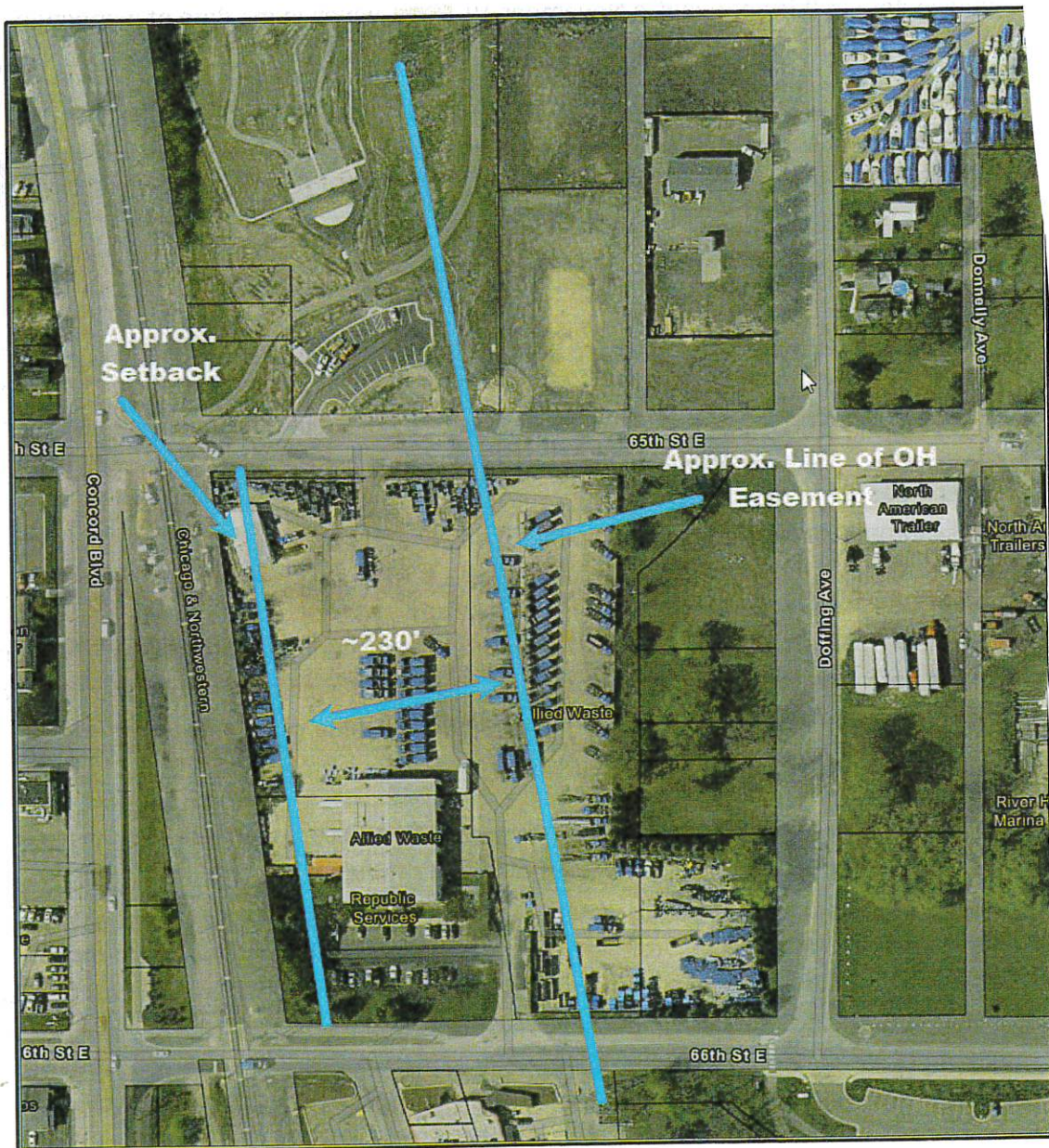
Probably the most notable area of change presented in the master plan is the area east of the Railroad tracks between 65th Street and 66th Street. This site is currently envisioned as part of the future Heritage Village Park. The site is currently used by a waste hauler and implementation of the Park Master Plan would require acquisition of this parcel. The Park master plan envisions a highly programed entrance and park focal point on this site. This plan suggests a different direction. One that seeks to introduce housing, retail and services with an orientation that provides a gateway to the Mississippi River along 66th. By shifting the programmed elements of Heritage Village Park to the north, redevelopment of this site could also orient onto the park creating an active multi-use frontage on the park. The envisioned land uses include limited retail and service commercial, higher density housing in a 3 or 4 story structure transitioning to lower density townhomes or rowhouses as you move toward the river. The illustrative concept keeps development out of the 100 year flood plain. Future railroad improvements would also need to be investigated to explore quite zone improvements to further make the site attractive for residential uses.





Attachment C

6500 Block Concord Blvd





Request for Council Action

SUBJECT: **City Administrator Performance Evaluation (Pursuant to Minnesota Statute Chapter 13D.05, subd. 3a, this portion of the meeting may be closed to the public.)**

MEETING DATE: April 4, 2022

ITEM TYPE: Discussion Item

CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to close the meeting pursuant to Minnesota Statutes Section 13D.05, subd. 3 for the purpose of evaluating the performance of City Administrator Kris Wilson.

BACKGROUND

The City Administrator's Employment Agreement calls for a performance evaluation to be completed by the City Council after 6 months. At the Council's February 26 retreat, this topic was briefly discussed and the Council requested a relatively brief evaluation form that could be used to organize and guide the Council's evaluation. Sample evaluation forms were collected from other metro-area cities and used to develop the attached. Future performance evaluations may utilize other methods or means and may include additional categories for evaluation. The attached is offered as a starting point for an initial evaluation at the 6 (now 7) month mark in the City Administrator's employment.

Councilmembers may wish to fully or partially complete the attached form in advance of the evaluation as a reflection of their individual ratings or feedback. At the start of the closed session, an initial group discussion of the City Administrator's performance may be desired prior to inviting the City Administrator into the conversation to receive the collective results of the evaluation.

Best practice would call for some written record of the evaluation to be entered into the Administrator's personnel file. This could be a copy of each individual Councilmember's evaluation form, or a single evaluation form onto which the consensus of the Council is recorded. A brief summary of the City Administrator's evaluation must be provided to the public at the next regular meeting of the Council. The City Attorney is available to assist in preparing this, if the Council so desires.

FISCAL IMPACT

none

RECOMMENDATION

NA

ATTACHMENTS

1. IGH City Administrator Performance Review Form
2. City Administrator Baker Tilly Posting + City Job Description

City of Inver Grove Heights City Administrator - Initial Performance Evaluation

Evaluator: _____

Date: _____

INSTRUCTIONS: Please rate the City Administrator in each area of responsibility according to the definitions below. There is space to provide additional written comment if desired. If you do not believe you have had sufficient opportunity to evaluate the City Administrator in a given area, you may elect not to select a rating and instead indicate "no opportunity" in the comment section.

Exceeds Expectations: Performance is consistently above expectations generating results higher than expected. Has exceptional accomplishments.

Meets Expectations: Performance consistently meets the standards required for the position. Employee is fully competent and occasionally goes above the results expected.

Below Expectations: Performance does not consistently meet the standards required for the position. Employee does not adequately accomplish objectives and improvement is needed.

1. CITY COUNCIL RELATIONSHIPS -

Provides sufficient and timely information for Council to make decisions. Makes recommendations when requested. Updates Council on city business, activities, and developments in a timely, clear and concise manner. Aids Council in establishing long range goals. Accepts direction and instructions in a positive manner. Is available to Council.

Exceeds Expectations _____ Meets Expectations _____ Below Expectations _____

COMMENTS:

2. COMMUNICATION-

Entire Council is kept informed with consistency, immediacy, and equity. Responds promptly to Council inquiries. Able to respectfully disagree in a healthy, professional way where appropriate. Effectively communicates both orally and in written form. Speaks in a manner that is professional, concise, direct and well-thought out.

Exceeds Expectations _____ Meets Expectations _____ Below Expectations _____

COMMENTS:

3. CITIZEN INQUIRIES AND COMPLAINTS-

Responds to resident inquiries and complaints in a professional and timely manner. Implements policies and ensures staff is trained to effectively meet citizens' needs in a timely, efficient, and courteous manner.

Exceeds Expectations _____ Meets Expectations _____ Below Expectations _____

COMMENTS:

4. DECISION MAKING / PROBLEM SOLVING-

Recognizes and appropriately prioritizes challenges and opportunities facing the organization. Allocates staff and Council time toward highest priority issues. Makes decisions in a timely fashion and proactively identifies problems; exhibits good judgement and common sense when analyzing issues; develops relevant facts; demonstrates creativity and innovation regarding solutions to problems faced; considers alternatives/ contingencies and their impact before making decisions or recommendations.

Exceeds Expectations _____ Meets Expectations _____ Below Expectations _____

COMMENTS:

5. DEPENDABILITY & INTERPERSONAL SKILLS -

Diligent and thorough in the discharge of duties, a "self-starter" displaying initiative, drive and energy to get things done and a willingness to take action where appropriate without being directed; exercises good judgement in day-to-day operations, working under pressure and in emergency situations; takes responsibility for actions; presents an even-tempered, positive and pleasant disposition; treats others respectfully and follows the highest level of ethics and integrity; develops smooth working relationships and deals effectively with conflict; welcomes constructive criticism and admits and learns from mistakes; presents an appearance appropriate for an executive position; is reliable, dependable and prompt and available to Council and others as needed.

Exceeds Expectations _____ Meets Expectations _____ Below Expectations _____

COMMENTS:



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.

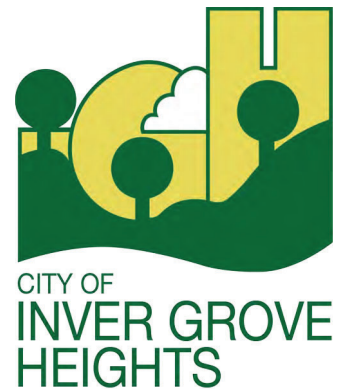




The Organization

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



CITY OF INVER GROVE HEIGHTS

JOB DESCRIPTION

Job Title: City Administrator

Revision Date: 3/20/21

Last Classification Review: 2018

Exempt Status: Exempt

Department: Administration

Reports To: City Council

Job Summary:

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.

Supervisory Responsibilities:

Direct Supervision: [Department Heads] Director of Parks & Recreation, Director of Public Works, Director of Community Development, Police Chief, Fire Chief, Director of Finance, and [Administration Department] IT Manager, Human Resources Manager, Communications Manager and City Clerk

Indirect Supervision: All City personnel

Essential Duties and Responsibilities:

Serves as the chief administrative officer of the City. Performs such duties as:

- Implements City Council actions, policies, ordinances, resolutions, goals and objectives and directs the administration and operations of the City as provided by City Council actions.
- Ensures that the City operates in accordance with all federal, state and local laws.
- Follows accepted standards and practices of public administration.
- Evaluates projects, programs and services and the impact they may have on the community and City.
- Attends City meetings, committee meetings, staff meetings or meetings with other governmental entities.
- Oversees the preparation of meeting agendas.
- Provides direction, supervision and oversight to department directors and administrative personnel on administrative matters in the coordination of services and collaboration between departments and the sustainment of an organizational culture that supports and enhances the City's values.
- Oversees and directs administrative services of the City including technology, finance, human resources, communications and City Clerk functions.
- Oversees the selection process of department directors and direct reports and makes recommendations to the City Council.

Advises the City Council and its Committees regarding operational issues, items, concerns and recommendations.

- Advises committees of any operational issues as they arise and before presentation to the City Council.
- Advises the Council on proposed legislation that can have an effect on City operations.
- Represents the City at various meetings as directed by the Council.
- Coordinates, collaborates and works with departments to identify innovative opportunities.
- Plans, researches, formulates and/or recommends policies, procedures and proposals for the Council's consideration. Recommends ordinances, regulations, and/or policies for the consideration of the City Council.
- Oversees, manages and implements special projects as delegated by the City Council.
- Provides the City Council with reports regarding the impact of potential actions under review by the City Council.

Oversees and plans the budgetary process and fiscal operations of the City.

- Collaborates and coordinates budget preparation with the Finance Director and department directors in assessing City needs, resources, requirements, goals and objectives.
- Monitors City expenditures and financial reporting.

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 local news media to best represent the interests of the City.
- 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.

Performs other duties of a comparable level or type, as required.

Minimum Qualifications:

Requires a minimum of a Master's Degree in Public Administration or closely related field and at least 5 years management and leadership experience in the areas of finance, government and public administration or an equivalent combination of education and experience. Requires a valid driver's license.

Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:

- Principles, practices, and legal aspects of public administration as they relate to city government, public policy formulation and implementation.
- Budget preparation, presentation, and analysis.
- Local and state political processes.
- Governmental finance and reporting and the relationships of local, state, and federal funding.
- Principles and practices of supervision, leadership, management, and organizational theory.
- Governmental structure, laws, organization, and interdependency of levels of government.
- Knowledge of City policies, city governance and economic development rules.
- Intergovernmental and public relation principles, concepts, trends and approaches.
- Procedures and fundamentals of policy development and enforcement.

Essential Skills Necessary To Perform The Work:

- Establishing and maintaining effective working relationships with City Council, department directors, the public, the media, representatives from other governmental units, and County representatives.
- Considerable oral, written, presentational skills.
- Managing the overall financial and budgetary operations of the City.
- Delegating and managing directors in diverse programmatic areas.
- Planning, developing, and implementing long range and strategic issues, procedural policies and managing the competing and conflicting resource and political considerations and needs in implementing City directives, initiatives and resolutions.
- Preparing and presenting accurate statistical and narrative reports.
- Planning, researching and formulating recommendations to the City Council.
- Evaluating, analyzing, and critical thinking in evaluating and addressing City needs, problems.
- Communicating, implementing and enforcing departmental and City policies and practices.

- Time management and organizational skills.
- Motivating, persuading and directing employees and managers towards improved performance, organizational goals and behaviors that enhance the organizational objectives of the City.

Work Environment:

Works in a public service environment. Will deal with clients and public requiring judgment and discretion when dealing with the public matters that can involve some disagreeable human interactions.

Physical Job Requirements:

Employee is required to continuously sit, talk and hear; occasionally uses hands dexterously and intermittently stands, walks, reaches with hands and arms. Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City 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.