

**INVER GROVE HEIGHTS SPECIAL CITY COUNCIL MEETING  
MONDAY, APRIL 19, 2021 - 8150 BARBARA AVENUE**

**\*\*Hybrid In-Person or Zoom Virtual Meeting\*\***

**A. Call to Order and Roll Call:**

The City Council of Inver Grove Heights met in a Special Session on Monday, April 19, 2021, in the City Council Chambers. The Pledge of Allegiance was recited. Mayor Bartholomew called the meeting to order at 1:09 p.m. Present In-Person were: Council Members: Piekarski Krech, Dietrich, Gliva, and Murphy; Interim City Administrator/Community Development Director Heather Rand, and City Clerk Rebecca Kiernan Also in Attendance: (In Person) Sharon Klumpp, Director of Public Sector Executive Recruitment, Baker Tilly, US, LLP.

**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.**

Sharon Klumpp, Director of Public Sector Executive Recruitment, Baker Tilly, US, LLP. stated the Council has a copy of the updated recruitment brochure. She asked if the brochure meets Council needs, once it does, advertising can begin. One item for discussion is the salary used in the recruitment. She stated at the Interim City Administrator's suggestion, since there are three searches: the pay for the City Administrator, Director of Public Works, and the Parks and Recreation Director all use information from the League of Minnesota Cities Salary Survey for 2020. The timeline:

- Proof brochure by April 23<sup>rd</sup>
- Advertising would begin on April 26<sup>th</sup>

If able to approve prior to the above dates, advertising would begin right away. The process:

- Information was used from the most recent Police Chief search
- Pulled information from the City Website about the City Council
- Used the job description to pull out different elements of the City Administrator responsibilities
- Put together the desired capabilities and leadership opportunities based on discussions with the Council
- Had a discussion with City Department Heads

Information in the brochure would be covered page by page beginning with Page 1 for Council comment or questions.

Councilmember Piekarski Krech referenced the portion discussing Inver Grove Heights Days and asked to make it clearer that the Inver Grove Heights Days Committee is made up of local volunteers. The City is not involved in the actual organization of the event. Credit goes to the volunteers.

Ms. Klumpp stated on Page 2, the budget number was run by the Finance Director. Everything else should be standard.

Mayor Bartholomew referenced the amount of \$60 million dollars stating he thought they had \$65 million dollars. He stated if the Finance Director worked with this amount, he was fine with it. Ms. Klumpp responded they checked with the Finance Director.

Mayor Bartholomew referenced the City Employee Staff of 151 full time. He stated there is a large contingency of part time that he wondered if they should make the Candidate aware of. There is a lot of seasonal employment. Ms. Klumpp responded she was unsure what number to use. The last time this went out it said 400-500 part time and seasonal workers. With the Pandemic there may be things they are not doing; she was unsure what kind of number to use. She questioned if an actual number or an average should be used. Mayor Bartholomew

responded it could state a very large part time seasonal contingent. Ms. Klumpp suggested stating a "significant contingent".

Ms. Klumpp stated on Page 3 they tried to explain about the position.

Councilmember Murphy asked if a few more adjectives could be added when describing the Community, he felt it would be helpful.

He stated under Organization, he would like to see language around the Council endeavoring to set the vision of the Community. He questioned if language such as "makes laws, set policy, adopt budget" was needed. He would like to see language around visioning if other Councilmembers agreed. Mayor Bartholomew responded he was not opposed. Ms. Klumpp responded she liked the addition of "sets the vision" because there are times when doing interviews one of the questions that concerns her is people would look at the City Administrator and ask what their vision is. She stated the City Administrator's role is to help articulate that vision and execute it.

Ms. Klumpp stated she would make all suggested changes and send it back to the City Council.

Ms. Klumpp asked Councilmember Murphy for adjectives or items he would like to see under Community. Councilmember Murphy responded for example, there are three School Districts, they could add thriving, growing, or vibrant.

Ms. Klumpp referenced the Community section stating she may re-order the paragraphs. She may discuss Employers in the second paragraph. Recreation, Veteran's Memorial, the Community Center, and School Districts in the fourth. Council agreed to the suggestion.

Councilmember Murphy asked if this was specific to the City of Inver Grove Heights based on feedback or if it was standard for the position. Ms. Klumpp responded this was more standard for the position. It gives a preamble to the position in the first paragraph. Every single item is not listed under duties but picked the larger of the work the Council would like the City Administrator to do.

Mayor Bartholomew referenced Organization, when talking about the Councilmembers and primary duties, he suggested adding "responsive to the residents of the City" which brings an understanding of having a close connection with residents.

Ms. Klumpp stated Desired Capabilities is taken from what she has heard from the City Council. The first thing includes their statements. This represents things of importance and portrays expectations for the next City Administrator.

Councilmember Murphy suggested with this page, mentioning residents a bit closer to the top of the page. Ms. Klumpp responded she moved "Creative Leader and someone who is a Champion for the City" first because there seemed to be a strong theme around it. She stated there was some discussion about "not the status quo", they want someone who will come in and bring fresh eyes, listen to people, look and make changes. She suggested moving it ahead to the third bullet space. Council agreed.

Councilmember Gliva asked where this would be posted. Ms. Klumpp responded it would be posted in many different places:

- The best place is the International City/County Management Association.
- It will be sent out on ListServe to members of the Minnesota City/County Management Association.
- Posted on the League of Minnesota Cities website.
- Will look at several different State websites to post on, one of which would be Illinois. Wisconsin is another.

- Careers in Government. It would be National, State, and Regional.
- A mailing list is generated of a large number of City Managers, City Administrators, and of similar populations or higher in the event there is a Deputy City Manager in a larger City who may have an interest.

She stated Council would be notified when they give the semifinalist report. Council will know how many people this was sent out to.

Councilmember Gliva stated she asked because there was discussion about including residents. She asked if residents would see this. Ms. Klumpp responded this would be on the City website.

Councilmember Murphy referenced the first bullet point that states "A creative leader who can be a champion for the City". He asked about adding "untap it's potential". Ms. Klumpp responded "untapped" is in terms of the growth potential. She did not feel the need to have it in there. Councilmember Piekarski Krech suggested "facilitate its potential". She stated there is a lot of potential here that has not been delved into yet. What is needed is to get going on that potential and get it out there. Ms. Klumpp stated she could discuss "facilitate it's potential". She commented that sometimes people look at this as it is the responsibility of a City Administrator to help with Community building, its dynamic. To facilitate Community building would be another way to look at it.

Mayor Bartholomew referenced under "Desired Capabilities", "effective communicator who welcomes questions". He commented when having discussions with Staff, residents, and Councilmembers, there is a need to expand on just welcoming questions. Not only do they welcome questions but do their best to answer them with insight and knowledge instead of answering with this is the way we have always done it. It is used as a teachable moment. He suggested it be more than just welcomes questions. Councilmember Piekarski Krech stated something more that keeps the conversation focused. Mayor Bartholomew stated a problem they run into is so many times they hear in meetings "this is the way it is done; this is the way it has to be done". They need to talk about the reason why it is done, not because it has always been done this way. It has done this way because this is the best practice. He stated it not only welcomes questions but takes the time to explain why. Councilmember Piekarski Krech suggested "keeps the conversation focused on best practices".

Ms. Klumpp referenced the next page of the brochure where the following items were addressed:

- Discusses what the leadership opportunities are.
- Things expected to work on. She stated from discussion the Council/Administrator relationship is a priority. Working collectively, being certain of rules and responsibilities. She commented when working with City Councils over the years her sense is once there is a different composition on the Council, there is a discussion of rules and responsibilities. It takes into consideration where things are and what is important. She sees that as a dynamic conversation and where this began.
- The City Administrator takes on the responsibility of trying to help the Council reach a consensus. It does not mean all will always agree, but tries to work with people, get the best solution, and bring it before the City Council for discussion and votes.
- There was discussion about options and recommendations. Someone who can give the Council the substance of research and thought which helps the Council with decision making.
- Making sure everyone gets the same information at the same time.
- Strategic Direction, goes to the vision. Makes sure it stays in front with short- and long-range plans, someone is bringing energy to get them done.
- Organizational Development. There were a lot of comments about Staff and Council teams working together. Tried to define that as something someone would be working on in the position to create cohesion.
- Values, collaboration, teamwork, and respect were listed and came up frequently.

- Vacancies in other positions was listed as a part of the organizational context.
- Community Building was another item addressed. Out in the Community building trusting relationships and having regular communication. Not a once-a-year thing.
- The City Administrator should be more active in professional, regional, and various State Organizations. That type of interaction is very important. They are out, hearing different ideas of what others are doing and bringing it back to the City. Doing this gives Inver Grove Heights more visibility. She likes seeing more visibility for the Community in those Organizations.
- Economic Growth is important. What is done to make the City more of a business-friendly place. She takes that to mean time is money, how is it being streamlined, work with people, share what is needed to be aware of, what to do to improve our situation for economic growth.
- Modernizing Administrative processes. Looking at processes or looking at what is needed to be done to update technology. If growing, to be looking ahead at what is projected for Staffing needs. Understand what that would look like. This way on an annual basis, it is not surprising. There is a plan about what it means. This comes in a projected manner.

Councilmember Murphy stated this was a great page. He commented that he gets the impression there are some City Administrators/Managers that like to be in the office, some like being out of the office. He referenced Community Building and asked if verbiage was needed for striking a balance between the two. Ms. Klumpp responded it depends, they would not want anyone to read that last sentence and say they could spend all of their time doing this, or that. She felt it was something she would see more as an interview question. She questioned with the different demands, how balance is struck, how does one know when they are out of the office too much, or in the office too much.

Councilmember Dietrich thanked Ms. Klumpp stating this page was very well put together.

Ms. Klumpp continued:

- Under Qualifications and Experience, this closely follows the job description. "The successful Candidate will demonstrate..." was added. She suggested discussing a master's degree stating there are times when they get an Administrator who has a bachelor's degree and lots of experience. She stated with an equivalent combination of education and experience, she would look at someone with a bachelor's degree, but would want to see more than five years of experience. It could be changed to say a bachelor's degree is required; a master's degree is preferred.

Councilmember Piekarski Krech liked the master's degree required better. If having tons of experience and have proven capabilities, it can be considered. Ms. Klumpp responded with people who have bachelor's Degrees, she would be looking at something along the order of seven years.

- Pulled out that there would be a record of successful and ethical leadership and a passion for Community Building.
- Discussion about a collaborative management style.
- Deep familiarity with Municipal Services and Administrative functions including Finance and Human Resources.

Councilmember Murphy stated it was mentioned that it is preferred to have five years of experience. He asked if someone had three years and a master's degree in a City this size, if the extra two years makes a big difference. Ms. Klumpp responded sometimes she says "considerable". She tries to look at it all. When going over all Applicants she makes sure she is being fair and giving everyone a chance to go to the next step. She said it could state "considerable" meaning they would not look at putting someone out if they had five years. Sometimes there are people who have transitioned into Local Government from something else, years can sometimes be an impediment. She stated they may want to change the five years and place "considerable" there and have more

flexibility. Councilmember Murphy asked if that affects the process. Ms. Klumpp responded it does not. It is not known what they are going to get.

She commented she recently worked with a Community who wanted a bachelor's degree stated, nothing else. They had someone who had worked for them long ago, applied, but did not have the bachelor's degree. It was determined the business wanted the person added in, so they were added. She stated they did not hold off, there were reasons the Community wanted that person included. Its flexible. She would work with the Council on what makes the most sense. She could work with five years, or considerable. Five makes it consistent with the job description. Mayor Bartholomew responded that was the reason he preferred five years, it showed consistency. Ms. Klumpp stated if she sees someone that needs to be looked at, she could count them in. Councilmember Murphy stated it sounded like flexibility was built in, which was his biggest concern.

Ms. Klumpp discussed Compensation stating with the data provided, they are seeing an average of comparable Cities. In 2020 they were looking at a salary of close to \$164,000. They would also look at what happens with aging salaries, where the Salary Survey advances with respects to inflation or other factors. That came up to \$167,379. The former City Administrator's salary was between \$162,000-\$163,000. She stated the position would probably need to be about \$170,000 to \$172,000, or even \$175,000. They want to get somebody good, want to make sure pay is not the reason they do not look at the job. Pay is set by the City Council in the final analysis, she would work with Council about that. People will be asked where they feel they need to be from a salary requirement standpoint. That information is shared with the Council at the time they receive semifinalist.

Mayor Bartholomew prefers staying within the \$167,500 range. He does not want someone who is interested in the money, he wants someone interested in the position, willing to work with the Council, help the Community, and be a team member. He commented if focusing on the difference between \$167,000 and \$170,000 his thought was perhaps, they do not belong here. He suggested staying with \$167,000. Councilmember Piekarski Krech asked where this fits in the City Salary. She commented whatever is done with the City Administrator affects everything down the line. The salary schedule could be skewed. Ms. Klumpp responded she was unsure what the maximum was/is. The former City Administrator was at \$162,000/\$163,000. The questions are whether or not he was at the maximum. Councilmember Piekarski Krech suggested looking into that. If going outside of where the pay currently sits affects everyone, all salaries would be affected. She stated it is State Law. Ms. Klumpp responded part of the reason she asked the question is for that reason, it has other impacts. There are other things they could get into with negotiations to make it work, like relocation, or car allowance. She stated this year's Local Government salary cap based on the Governor's Salary is running about \$181,000 or \$182,000. Councilmember Murphy asked where the information can be found. Ms. Klumpp responded the League of Minnesota Cities Salary Survey. Councilmember Piekarski Krech stated the Human Resources Manager has the information.

Mayor Bartholomew asked if they were at their limit with the range for City Administrator. He thought there were two more bands, but suggested sorting it out. Ms. Klumpp stated she would like to see what the 2021 number is. She would like to see them a bit closer to \$170,000 but understood. It could be put out there but does not have to be there. She suggested getting the 2021 salary base information and go from there. She stated they have to look at what they need to do to encourage Applicants to come and see this as a good Community. With internet and websites, Candidates are doing an incredible amount of research. For example, she did interviews last week with the Council present, and a Candidate made the comment that he had not met them all before but has watched so many videos he felt like he knew them. She stated they are trying to align the job, salary, and information about the City, so Candidates want to come and see the opportunity.

Councilmember Piekarski Krech questioned "the starting salary for this position is up to". Ms. Klumpp responded it should say depending on qualifications. Councilmember Piekarski Krech agreed with that addition. Residency

is not required. Mayor Bartholomew suggested setting a mileage limitation, he does not want to see someone putting in 50 miles every day. He asked if it could state "an ideal Candidate be within 30-35 miles". Ms. Klumpp responded State Law does not allow talk in terms of residency. She stated there could be conversations about it. Mayor Bartholomew agreed. Ms. Klumpp stated there are times when the City Administrator would be present during the week but away on weekends, such as at a Cabin. She tries to weigh that, meaning the person would not be available, what does it mean, and what are the expectations. Mayor Bartholomew stated he would hate to bring in a good candidate and after 24 to 36 months it is determined to be too long of a drive, they can no longer do it. Ms. Klumpp responded she has conversations with people about this.

Interim City Administrator Heather Rand stated she would check with Human Relations and share the information with Ms. Klumpp. She commented the two Interim positions, Public Works and Parks and Recreation, as Consultants, have indicated to her they have concerns about the City recruitment opportunities and current salary range proposed. She stated she asked Ms. Klumpp for the information from the League of Minnesota Cities last Salary Survey to have something to go off of. There are also comparable Cities. This is a City in growth mode. She stated the salary information provided to the Council from Ms. Klumpp is from 2020. Ms. Klumpp referenced the information stating the first average number is for 2020, then there is an aged average. The aged average is where it is coming from if applying months ahead. The survey comes out again in about June or July.

Ms. Klumpp stated the amount of \$163,911 for the City Administrator is 2020, \$167,379 is aged where it would be more in line with 2021 salaries.

Mayor Bartholomew asked the Interim City Administrator if she could request Human Resources send the current band and class compensation to Council Members.

Ms. Klumpp discussed the timeline:

- She stated her Colleague, Michelle, put in May 21. She has May 28<sup>th</sup> on her own timeline. If there is any way they can make the changes and get it back to the Council so it can be looked at within so many hours, and get HR information, they may be able to get this out the 22<sup>nd</sup>.
- Has the 23<sup>rd</sup> to confirm everything but felt they could get closer to the 21<sup>st</sup> date. It does not need to be out to May 28<sup>th</sup>.
- Looking at getting out there to do recruitment at the time ads are placed.
- Late May/mid-June to screen applications, supplemental reviews, video interviews, talk with the Candidate and ask questions. Candidates are not brought forward until they have been spoken with about their interest in the position.
- Council receives materials around June 18<sup>th</sup>.
- Select finalists on June 28<sup>th</sup>.

She stated this could be done sooner, it depends on how much time Council needs to look at Candidate materials and review videos. This can be adjusted as they move forward.

- Background/Records checks, and references done by June 9<sup>th</sup>.
- Finalist report to the Council on July 12<sup>th</sup>.
- Interviews done between July 14<sup>th</sup> to 20<sup>th</sup>.
- To Be Determined:
  - May want to do a second interview. (Optional)
  - Can work with the Employment Offer.
    - Work on the terms and provide them to the City Attorney.
    - City Attorney provides the Council with the Employment Agreement.
  - Employment Agreement goes before the City Council.
- As it is currently laid out this could run into early August.

Mayor Bartholomew asked for a brief discussion on how they get to receiving the semi-finalist report. He asked if that was strictly Baker Tilly or if there was input from Staff. Ms. Klumpp responded the Council will receive a semi-finalist book including:

- Cover Letters
- Resume's
- Includes questionnaires similar to an essay. The second questionnaire is on due diligence which covers whether the person has been terminated, received a severance, or received discipline. The only problem is when the Candidate does not acknowledge or admit. Disclosure should come from the Candidate.
- There will also be an Internet Scan and a Nexus search.
- Videos
- Provides what is found through the Scans, which are public information.

She stated it comes down to how long it takes the Council to review the information.

- There would be a discussion with the Council and see where things are at with who they want to bring in.
- Look at the semifinalists and paring it down. Becomes public information.
- Would go back and make sure they have background record checks and references. Not all background record checks are shared with the Council, but if something is found the Council would be notified.
- The Council will be provided with the background records check for the person selected. If there is an issue, they ask the Candidate to put something in writing.

She stated there are interviews:

- It is the Council's decision on whether one or two are needed. This is not something the Council needs to tell her at this time.
- As done previously, Department Heads are involved. She stated it is important because the person coming in will want to have the confidence that they would work well with Staff and the City Council.
- During the Police Chief process there was a Community Panel. One may be wanted for this position.
- Feedback is received and provided to Council.

Councilmember Dietrich asked about discipline and asked how it was quantified since it is generally private data. Ms. Klumpp responded she does not see it very often for a City Administrator Candidate. She sees it a lot with Public Safety. If it comes up, they will need to understand the severity and context. Councilmember Dietrich stated the Applicant would have to bring the information to light, otherwise that type of information cannot be retrieved. Ms. Klumpp responded the way it was retrieved is backgrounding that is more in-depth than provided here. There is the ability, someone would have to be identified to assist to going into Personnel records.

Mayor Bartholomew stated further information can be submitted to the Interim City Administrator.

Ms. Klumpp stated once Council has the information, responses should be to her solely, not to "reply all".

## **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 2021-2022.**

Interim City Administrator Rand stated Staff is requesting the Council make an Amendment adding this request to the Minnesota State and Legislature for additional funding to explore the feasibility of the City of Inver Grove Heights and Eagan being potential locations for a future Minnesota Amateur Sports Facility, either indoor or outdoor. She stated it has been suggested by the Minnesota Amateur Sports Commission, appointed by the Governor, that there are needs for additional facilities in the Twin Cities Metro Area. Having a facility close to the

Minneapolis/St. Paul Airport and south of Minneapolis and St. Paul would be preferable in the future for those reasons.

She stated the Mayor and herself has met with the Eagan Mayor and the City Administrator for discussion about this potential. Staff suggests the Council authorize adding a request for pursuing a feasibility study with State Funds (no City Funds). She commented she has been asked where this would be located and what the specifics were. The response to that is unknown. Staff needs to work with the Minnesota Amateur Sports to determine what their needs are. Potential properties can be identified, likely privately owned. She stated in her conversations with the City of Eagan, the desire would be co-located with some in the City of Inver Grove Heights and some in the City of Eagan. If these facilities are constructed in the future by the State of Minnesota, there would be great commercial growth development opportunities in surrounding areas.

Staff recommends this be included as a Legislative Priority for Calendar Years 2021/2022. They are already well into this Legislative Session, it is possible if making the request and a Bill is introduced, there may still be funding this year. Not from a Bonding or Capital Investment Bill but could show up in a House or Senate Finance Bill for a various Department.

Mayor Bartholomew stated he felt this to be a good Amendment and would support it.

**Motion by Dietrich second by Murphy to approve 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 2021-2022.**

**Ayes: 5**

**Nays: 0      Motion carried.**

**3. Discussion related to the scheduling a City Council and Department Head Leadership Summit Meeting to discuss short term strategic objectives.**

Interim City Administrator Rand stated on April 10<sup>th</sup> the City Council and Department Heads last met and discussed Strategic Objectives short term for the next 12 months. Staff would like to continue the discussion within the next 30 days to bring about resolution and make sure they are all working on the same page. Further discussion is needed on updating the five-year Strategic Vision and Plan. Department Heads were asked for their availability and Saturday morning, May 22<sup>nd</sup> from 8:30 to 11:30 was one option. Councilmember Piekarski Krech responded that day does not work for her. Interim City Administrator Rand stated another date suggested was Monday, May 17<sup>th</sup> but the Finance Director will be unavailable that day and she was uncertain about the Interim Public Works Director. She stated the Council could give her some dates and she could consult with Department Heads.

Mayor Bartholomew stated he was pretty open for May with the exception of the Memorial Day weekend. Councilmember Gliva asked if anyone was opposed to meeting during the daytime. Interim City Administrator Rand responded early afternoon on a weekday may work for Council. She would send out a survey to the Council after checking with Department Heads on their availability. Mayor Bartholomew suggested keeping a start time of 1:00.

**B. ADJOURN:**

**Motion by Piekarski Krech second by Gliva to adjourn the Special Session at 2:21 p.m.**

**Ayes: 5**

**Nays: 0      Motion carried.**

Minutes prepared by Recording Clerk Sheri Yourczek