



City of Mora  
Kanabec County, Minnesota  
Joint Special Meeting  
Agenda  
City Council/PUC



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Monday, November 1, 2021

4:30 PM

Mora City Hall

1. **Call to Order** *(Each board will call their meeting to order.)*
2. **Roll Call** *(Each board will conduct roll call.)*
3. **Adopt Agenda** *(No item of business shall be considered unless it appears on the agenda for the meeting. Board members may add items to the agenda prior to adoption of the agenda. Each board will adopt the agenda.)*
4. **Business Items**
  - a. Accept Letter of Resignation – City Administrator/Public Utilities General Manager  
Crawford submitted her letter of resignation, attached. The boards will accept the letter.
  - b. City Administrator/Public Utilities General Manager Replacement Process  
The boards will discuss the process for replacing Crawford. An option is to secure the services of a recruiting firm to assist with the executive search, a proposal from DDA Human Resources, Inc is attached for consideration.  
  
Both boards should consider appointing an interim City Administrator/Public Utilities General Manager to ensure duties are fulfilled during the transition.
5. **Adjournment** *(Each board will adjourn their meeting.)*



RECEIVED

OCT 21 2021

October 21, 2021

Mayor, City Council and Public Utilities Commission  
City of Mora/Mora Municipal Utilities  
101 Lake St South  
Mora, MN 55051

RE: Letter of Resignation

Dear Mayor, Council and PUC:

Please accept this letter as my notice of resignation from my position as City Administrator/Public Utilities General Manager. My last day of employment will be Friday, December 10, 2021.

Over the last few years we have made great progress in many areas and overcome a few setbacks. I know that progress will continue well past my departure because of our wonderful staff and supportive community members.

I have enjoyed serving the Mora community and wish the City and Utility nothing but the best. You have my full support and cooperation for a smooth transition.

Sincerely,

  
Lindy Crawford



October 28, 2021

*Sent via email only*

Lindy Crawford  
City of Mora  
101 Lake Street South  
Mora, MN 55051

Dear Ms. Crawford

Thank you for the opportunity to submit a proposal to assist the City of Mora and the Mora Municipal Utilities with a search for your next City Administrator/Public Utilities General Manager. DDA is based in Minnesota, our firm has extensive experience with local governments, and we thoroughly understand the complexities faced by local governments in Minnesota. DDA uses a proven, comprehensive process ensuring clients can identify the best fit for their organization and community.

The attached proposal includes several elements that sets us apart in our approach to providing this service.

Highlights include:

- **Knowledge and experience:** Our firm comprehensively knows and understands local government in Minnesota. DDA has conducted more Minnesota City and County Manager/Administrator searches in the last five years than any other firm, by a wide margin.
- **Communications:** Communication with the City Council and Utilities Commission is a high priority and something we take great pride in. I will be on site multiple times throughout the search process or can be available virtually, if preferred, and will provide weekly email updates to the City Council and Commission throughout the process.
- **National and local outreach:** Our advertising penetrates a diverse market. We advertise nationally, regionally, and locally to attract a greater pool of candidates. We also concentrate our efforts on personal outreach to potential candidates who may not be actively job seeking.
- **Adherence to deadlines:** When a deadline is established, we will meet it.
- **Work Personality Index:** Each semifinalist will complete a work personality index which describes key features of the candidate's personal style that influence their approach to tasks, ways of interacting with people, and performance at work.
- **Background check process:** Instead of doing a comprehensive background check on a single finalist, we do so for all interviewees including personal character references from current and former supervisors.
- **Intellect Profile:** Each finalist will complete an intellect profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.
- **Comprehensive and competitive service:** We take great pride the best service at a fair and equitable price. We think you will find that our Minnesota based company is nimble, efficient, and personable. We know and understand local government, and that will always guide our work.
- **Assurance:** We provide a 24-month guarantee. For any reason, if the newly hired Administrator/Public Utilities General Manager leaves the organization within the first 24 months of employment, DDA will complete another search without professional service fees.

We look forward to answering any questions you may have after reviewing the attached material. Thank you for your consideration.

Sincerely,



Liza Donabauer  
DDA Human Resources, Inc.  
[liza@daviddrown.com](mailto:liza@daviddrown.com)



City of  
**MORA**  

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**MINNESOTA**  
A City for All Seasons

# CITY OF MORA

City Administrator/Public Utilities General Manager  
Search Proposal

Submitted by **DDA Human Resources, Inc.**

October 28, 2021



Prepared by:  
**Liza Donabauer**  
**Management Consultant**

## CONTENTS OF THE PROPOSAL

- Description of the Firm
- Approach to the Process
- Service Team
- Timeline
- Process Details
- Fees
- Assurance
- References

## DESCRIPTION OF THE FIRM

Proudly based in Minnesota, David Drown Associates (DDA) is a full-service consulting firm with more than 20 years working with local governments providing a full range of fiscal and economic development services, along with compensation and classification services and executive searches, to over 450 government clients throughout Minnesota. Over these years, we have gotten to know local government well, and we have worked hard to keep our services up to date to meet the ever-changing needs of our clients.

In 2013, we expanded our scope to provide human resources services — we started with executive recruitment and organizational studies and more recently added classification and compensation studies. Because of growth in our human resource service area, a new human resource affiliate company was created in 2017. DDA Human Resources Inc. currently employs nine individuals serving cities, counties, and special districts throughout Minnesota. The vast majority of our consultants are recent practitioners having served as Administrators or Human Resource Managers.

We have provided executive search services to over 100 cities and counties throughout Minnesota. Therefore, we understand the current challenges, know hundreds of potential candidates, and have our finger on the pulse of hiring City and County Administrators and Managers anywhere in the state.

We take great pride in providing the best service at a fair and equitable price. We think you will find that our small company is nimble, efficient, and personable. We know and understand local government, and that will always guide our work.

## APPROACH TO THE PROCESS

Our approach to this search will be to focus on finding the best fit for the City of Mora and the Mora Municipal Utilities. This is accomplished, first and foremost, by listening to what you are saying, understanding your goals and objectives, and building the search process off that foundation.

After gathering background information, we comprehensively advertise the position and make sure that the posting gets into the hands of prospective candidates. In some cases, those persons are not active job seekers, so we will make every effort to find those folks through direct outreach efforts. After the posting closes, an analysis of candidates will be completed so that, when the semifinalists are presented to the City Council and Commission, you will be confident that these people are the best matches from the submitted applications.

After the Council and Commission selects the finalists, these candidates will be fully researched, and all necessary hiring information will be available prior to the Council and Commission making a decision.

Communication with the City Council and Commission is a high priority. In addition to our Consultant Liza Donabauer being on site regularly, the City Council and Commission will receive weekly email updates, and she will always be available for questions.

## SERVICE TEAM

### LIZA DONABAUER – PROJECT LEAD

Liza came to DDA with both private and public-sector experience. With a background in construction and finance administration, her passion for public sector work led her to Wright County where she provided support to the HR Department, County Coordinator, and Commissioners. While pursuing her MBA, Liza entered city management for Clearwater, Kansas, and then later moved to Arlington, Minnesota.



During her four years in Arlington as a City Administrator, she completed a reorganization of the administration department, developed an orientation and capital planning process for two new councils, conducted compensation studies for several departments, engaged in a strategic planning session, and took part in developing a leadership curriculum for up-and-coming leaders in Sibley County. Her work has centered on human resource management, strong community participation, and leadership development. Liza enjoys working with colleagues throughout the state through her involvement in MCMA, a state affiliation of ICMA. She currently serves on the MCMA Women in the Profession Committee and Annual Conference Planning Committee.

Since joining DDA, Liza has conducted over 30 Administrator/Manager and Department Director searches.

**Contact Information:**

[liza@daviddrown.com](mailto:liza@daviddrown.com)

612-920-3320 x111

4796 Merganser Drive

St. Bonifacius, MN 55375

### LIZ FOSTER

Liz is an Assistant Consultant that provides support and assistance within our Human Resources Division. Since joining DDA in 2015, Liz has been involved in numerous executive searches and other HR projects.

Some of Liz's duties include community research, creating position profiles, assembling interview materials for our clients, and providing general administrative support to our consultants.



**Contact Information:**

[liz@daviddrown.com](mailto:liz@daviddrown.com)

612-920-3320 x108

704 10<sup>th</sup> Ave SE

Austin, MN 55912



## MARK CASEY

Mark joined DDA in September as a Management Consultant specializing in executive searches, strategic planning, and organizational consulting in the Twin Cities metropolitan area. In his thirty-three years of public service, Mark has served as the City Manager for the City of St. Anthony Village, City Administrator for the City of Annandale, and Director of Community Education for both the Annandale and Maple Lake school districts. He also worked for the Cities of Faribault, Saint Peter, and Columbia Heights.



Mark received his undergraduate degree from the University of Minnesota and a master's from St. Cloud State University. He has served on numerous boards and commissions including the League of Minnesota Cities, Metro Cites (President), Metro Area Management Association, and the Allina Hospital Board of Directors (Buffalo, MN), and he has been a frequent guest lecturer at the University of Minnesota, Hamline University, and Metro State University.

Mark will assist with recruitment and consulting as needed.

### Contact Information:

[mark@daviddrown.com](mailto:mark@daviddrown.com)

612-920-3320 x113

2241 17<sup>th</sup> Street NW

New Brighton, MN 55112

## GARY WEIERS

Prior to joining DDA in 2013, Gary had over 20 years of county government management experience, the last 11 years as County Administrator in Rice County. Prior to becoming Administrator, Gary served as the Social Service Department Director in Rice County and worked as a Social Service Supervisor in Mower County and Sherburne County. Gary received his bachelor's degree from the University of St. Thomas and has honed his skills by working his way up from an entry level social worker position to be the head of a \$50 million organization with over 350 employees.



Gary has worked with local governments ranging in size from a couple thousand residents to communities of over 150,000 persons.

In addition to conducting executive searches, Gary has done work with communities on sharing services, organizational analysis, strategic planning, and other management related work.

Gary has conducted over 80 executive searches and numerous organizational studies. Gary will assist with recruitment and consulting as needed.

### Contact Information:

[gary@daviddrown.com](mailto:gary@daviddrown.com)

612-920-3320 x109

1327 Merrywood Court

Faribault, MN 55021

# TIMELINE

This timeline is tentative. The final timeline will be set after the City Council and Commission's decision to proceed. The dates **highlighted in yellow** indicate required Council/Commission participation.

ITEM	TASK	COMPLETION DATE
<b>Decision by City Council/Commission to proceed</b>		November 1, 2021
<b>Information gathering</b>	<ul style="list-style-type: none"> <li>Gather all pertinent background information</li> <li>Gather salary information and review job description</li> <li>Meet with staff, stakeholders, and each member of the City Council/Commission</li> </ul>	<b>November 8, 2021</b>
<b>Professional position profile</b>	Develop position profile and advertisement	November 23, 2021
<b>Approve position profile</b>	City Council/Commission approves profile, job description, salary range, and hiring process	<b>November 30, 2021</b> Special Meeting
<b>Candidate recruitment</b>	<ul style="list-style-type: none"> <li>Post position immediately upon approval of profile</li> <li>Comprehensively advertise</li> <li>Email and phone calls to prospective candidates</li> </ul>	December 1, 2021- December 29, 2021
<b>Screening of applicants</b>	DDA will review and rank applicants based on job related criteria and select semifinalists	December 30, 2021
<b>Personality Index</b>	DDA will administer a work-related personality index to all semifinalists	January 9, 2022
<b>Video interview</b>	Each semifinalist will complete a video interview	January 9, 2022
<b>Selection of finalists</b>	<ul style="list-style-type: none"> <li>City Council/Commission selects finalists for interviews</li> <li>DDA will notify candidates not selected as finalists</li> </ul>	<b>January 18, 2022</b>
<b>Background check of all finalists</b>	Includes: <ul style="list-style-type: none"> <li>Criminal background: county, state, national</li> <li>Sex offender registry</li> <li>Social Security number verification</li> <li>Education verification</li> <li>Credit check</li> </ul>	February 3, 2022
<b>Reference check on all finalists</b>	DDA will conduct reference checks with current and former employers on all finalists	February 3, 2022
<b>Intellect profile</b>	DDA will administer an intellect profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.	February 3, 2022
<b>Finalist packet</b>	DDA will provide the Council/Commission information including: <ul style="list-style-type: none"> <li>Summary of references</li> <li>Results of background checks</li> <li>Personality index reports</li> <li>Video interview</li> <li>Resumes, etc.</li> </ul>	February 4, 2022
<b>Interviews</b>	DDA will prepare all interview materials and be present at all interviews and other functions. It is recommended that Council/Commission interviews be at a special meeting	<b>February 14, 2022</b>
<b>Decision</b>	City Council/Commission will select candidate for offer	February 14, 2022
<b>Offer and agreement</b>	DDA will negotiate agreement with selected candidate	February 21, 2022
<b>Projected start date</b>	New Administrator/Public Utilities General Manager begins	March 2022
<b>Follow up</b>	DDA will follow up periodically with the new Administrator/Public Utilities General Manager	March 2023

# PROCESS DETAILS

## STEP 1: INFORMATION GATHERING

DDA will gather and assemble background information pertaining to the city and position. In addition, Liza will meet individually with all Council and Commission members to discuss candidate attributes, experience, and other important qualifications. Others will be interviewed as per the direction of the City. At the same time, the job description will be reviewed and updated and, if needed, we will gather relevant comparative salary information for consideration by the Council/Commission. We will quickly develop a comprehensive understanding of the organization, community, and position.

### Deliverables:

- In-person information gathering via interviews with the Council/Commission
- DDA receives information from the City such as organizational chart, logos/images, budgets, existing job description, etc.

## STEP 2: DEVELOPMENT OF POSITION PROFILE

Based on the information received from the City Council and Commission, DDA will develop a professional position profile that is customized to present the City of Mora in the most positive manner and provides prospective candidates with meaningful information. A draft will be presented to the City Council/Commission for consideration and approval prior to advertising. A sample profile is attached.

### Deliverables:

- Draft profile sent to City Council/Commission for approval
- Review and approval of job description and salary range by Council/Commission
- Review and approve proposed search timeline for purposes of advertisement and scheduling

## STEP 3: ADVERTISEMENT AND RECRUITMENT

DDA will comprehensively advertise the position and make direct contact with possible candidates who are not active job seekers. Some of the places the position will be advertised include: League of Minnesota Cities, International City/County Management Association, Minnesota Association of City/County Managers, Association of Minnesota Counties, National Association of County Administrators, GovernmentJobs.com, and municipal associations in Iowa, Wisconsin, North Dakota, and South Dakota. In addition, the posting will be shared with professional networks through the Universities of Minnesota, Iowa, Wisconsin, South Dakota, and Nebraska, as well as the MN Private Colleges Consortium, MN State Universities, and other colleges and universities. Beyond the traditional advertising sites, our advertising also penetrates diverse markets such as Woman Leading Government (WLG) and International Network of Asian Public Administrators (I-NAPA). Approximately 50% of our applications come from outside the state of Minnesota.

Other local advertising will be done as per direction from the City. Regular communication with candidates will occur throughout the process.

The simple DDA online application process will be used unless the City prefers to use an existing City methodology. Our online application system enables us to efficiently manage applicant flow, and corresponding reference information, and allows us to communicate with each applicant quickly and effectively. We are known for our communication with both the applicant and our client which engages and informs both parties of each step. Our system also allows us to access, review, and evaluate thousands of prior applicants who may not be actively seeking a job but who may be open the “right opportunity.”

**Deliverables:**

- Advertising outreach begins with posting on identified websites and social media platforms
- Direct contact through established professional network
- We utilize our database of identified prospective candidates to contact via email or phone call

**STEP 4: INITIAL SCREENING AND REVIEW**

DDA will complete a comprehensive analysis of every application received and determine approximately 8-12 semifinalists based on job related criteria to complete a video interview. Our clients have most notably been pleased with the video interview component of our process. Video interviews allow our clients to determine whether they see the candidate as a good prospect for a final interview and gain additional insight on the candidate's education, experience, personality, as well as their ability to think on their feet, all of which has been said to help lay the foundation for the final interview process. Access to, and viewing of, this information is as simple as clicking on a link from the individual client's laptop, phone, or smart device in a location and at a time that is convenient for them. Candidate confidentiality when the Council and Commission is deliberating is maintained by assigning and referring to each semifinalist candidate as a number. Candidates are considered public once they are chosen as a finalist.

Each semifinalist would also complete an information disclosure and a work-related personality index. About one week prior to selecting finalists for interviews, the information disclosure, video interview, personality index, cover letter, and resume from each of the semifinalists will be made available to the Council and Commission for viewing. This will allow you ample time to comprehensively review candidates prior to determining who to bring in the for the final interviews. Upon reviewing this introductory material, DDA will then assist the Council/Commission in selecting its finalists for final interviews. After the Council/Commission selects finalists, those not selected as finalists will be notified by DDA.

**Deliverables:**

- List of approximately 8-12 semifinalists with cover letter, resume, and video interview
- Results of personality assessment
- Results of information disclosure that provides insight about conduct that could be viewed as impacting one's ability to perform the requirements of this leadership role
- Confirm interview schedule and logistics
- DDA will contact those not selected

**STEP 5: SELECTION**

After the City Council/Commission selects finalists, DDA will complete comprehensive background screenings including criminal history, civil court history, verification of education, driver's license review, credit check, and other items. Along with background checking all finalists, DDA will conduct character references with current and former supervisors to discuss various work responsibilities, projects, initiatives, leadership style, personality characteristics, etc.

In addition, DDA will administer an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.

Approximately one week prior to the final interview process, the City Council/Commission will have access to each of the candidate's application materials, video interview, background check results, reference information, information disclosure, a work personality report, and an intellectual profile on each person.

Early in the search process, Liza will discuss interview possibilities including leadership staff participation or

virtual and/or in-person options for community involvement through a meet and greet event or interview panel, stakeholder interviews, individual and/or full Council and Commission panel interviews, a community tour, lunch with leadership staff, or other functions.

Prior to interviews, Liza will prepare questions and then facilitate all interviews and other activities the City Council/Commission determines appropriate. Our goal is to make the process smooth and painless so the City Council and Commission can focus all its energy on finding the right person for the job and minimize staff disruptions to ensure the City can focus on the tasks at hand.

**Deliverables:**

- List of 3 to 5 finalists, confirming interview schedule and logistics
- Leadership staff interview panel including summary of comments
- Community engagement opportunities with virtual options
- Tour of the community logistics
- Video Interview
- Summary of References
- Results of background checks
- Personality Index
- Intellect Profile
- Information Disclosure
- Cover letter and resume
- Press release

**STEP 6: OFFER**

After interviews are complete, Liza will assist the City Council and Commission with deliberations, and she will facilitate the offer to the selected candidate. Liza will negotiate the terms with the candidate based on the parameters established by the Council/Commission.

**Deliverables:**

- Employment agreement
- Press release
- DDA will contact those not selected

**STEP 7: FOLLOW UP**

DDA will make periodic contact with the new Administrator/Public Utilities General Manager for at least the first year of employment.

**Deliverables:**

- Periodic check in with new Administrator/Public Utilities General Manager and Council/Commission representative

# LIST OF SEARCH CLIENTS FROM THE PAST TWO YEARS

In addition to the specific references listed on the following page, the City is encouraged to speak with any of the entities listed below:

Entity	Type of Search	Entity	Type of Search
City of Barnesville, MN	Administrator	Metro-INET	Executive Director
City of Mahnomon, MN	Administrator	Kittson County, MN	Administrator
Nicollet County, MN	Administrator	Roseau County, MN	Engineer
City of Watertown, MN	Administrator	City of Redwood Falls, MN	Finance Director
City of New Prague, MN	Administrator	Mahnomen County, MN	Administrator
Le Sueur County, MN	Administrator	Jackson County, MN	Administrator
City of Staples, MN	Clerk/Finance Director	City of Watertown, SD	Manager
Waseca County, MN	Public Works Dir./Engineer	Kittson County, MN	Engineer
Prairie Lakes Youth Programs	Executive Director	Hubbard County, MN	Administrator
City of St. Anthony Village, MN	Manager	City of Cannon Falls, MN	Public Works Director
City of Monticello, MN	Administrator	City of Paynesville, MN	Administrator/ED Dir.
Beltrami County, MN	Administrator	Kittson County, MN	Administrator
City of Albert Lea, MN	Manager	Cook County, MN	Administrator
City of Crookston, MN	Administrator	City of Waseca, MN	Director of Engineering
Brainerd HRA, MN	Executive Director	City of Aitkin, MN	Administrator
City of New Brighton, MN	Manager	City of Lake City, MN	Finance Director
City of St. James, MN	Manager	Waseca County, MN	Administrator
Isanti County, MN	Administrator	City of Brainerd, MN	Administrator
City of Kasson, MN	Administrator	City of Aitkin, MN	Administrator

DDA is currently conducting searches for the Cities of North St. Paul, Norwood Young America, White Bear Lake, and Winthrop, Minnesota, the Counties of Morrison and Winona, Minnesota, the Kitchigami Regional Library System, and the Red Wing HRA.

## FEES

The fee for the search process is \$21,000, payable at the completion of the search. This all-inclusive fee covers professional services and all expenses including travel, advertising, personality index, intellectual profile, background checks on all finalists, etc.

If the City/Commission chooses to offer a travel stipend or reimbursement for expenses of the candidates, that cost is handled directly between the City/Commission and the candidates. DDA would be available to provide input and guidance on this item.

## ASSURANCE

If the newly hired Administrator/Public Utilities General Manager leaves the organization within the first 24 months of employment, DDA will complete another search without professional service fees. Only actual expenses will be billed to the City.



## REFERENCES

### **Brian Stumpf**

Mayor, City of Monticello  
*City Administrator Search*  
Phone Number: 612-598-4016  
Email: [montitowing@gmail.com](mailto:montitowing@gmail.com)

### **Val Johnson**

Former Mayor, City of New Brighton  
*City Manager Search*  
Phone Number: 651-491-3364  
Email: [valjohnson87@comcast.net](mailto:valjohnson87@comcast.net)

### **Dave Borchert**

Board Chair, Brown County Commissioner  
*County Administrator Search*  
Phone Number: 504-354-3295  
Email: [commissionerdistrict1@co.brown.mn.us](mailto:commissionerdistrict1@co.brown.mn.us)

### **Vern Rasmussen, Jr.**

Mayor, City of Albert Lea  
*City Manager, Econ. Dev. Executive Director (ALEDA) & HRA Executive Director Searches*  
Phone Number: 507-377-4330  
Email: [mayor@ci.albertlea.mn.us](mailto:mayor@ci.albertlea.mn.us)

“Thank you again, Liza, for a well-organized, professional, and detail-oriented process/search with us. It went so smoothly. I’ve been on Council through quite a few hires now, and this by far has been the best.”

**-Charlotte Gabler, City Council Member  
City of Monticello, MN**

“We are very pleased with the professional services that you and your firm provided for a City Administrator. The process was stress free and provided us with many qualified candidates; this would have been very difficult for us to accomplish on our own. Thank you to Liza and her colleagues for guiding us from start to finish. Would highly recommend other organizations to consider DDA Human Resources for their hiring needs.”

**-Chris McKern, Mayor  
City of Kasson, MN**

“After working with then, City Administrator Liza Donabauer for over 2 1/2 years, I can truthfully say she is the epitome of hard work and dedication to her profession. Her communication skills and procedures are without compare, and she did not shy away from any challenge. I have no doubt that she will continue to provide exemplary service in any work endeavor.”

**-Rich Nagel, Mayor  
City of Arlington, MN**

“David Drown and Associates realize that every city has its own personality and you (Liza Donabauer) worked to identify New Brighton’s personality to assure us the best possible candidate to become our new City Manager. The work that was done by you prior to even advertising for the position was key to our success. You spent hours interviewing staff, council and citizens trying to identify the qualities as well as the qualifications desired in a City Manager for our community. The resulting documentation represented New Brighton well and encouraged numerous qualified candidates to apply. Throughout the process, the entire Council was informed of progress and action steps along the way.”

**-Val Johnson, Mayor  
City of New Brighton, MN**



# Sample Profile



## CITY ADMINISTRATOR

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CITY OF NEW PRAGUE, MINNESOTA

POPULATION: 8,248

SALARY RANGE: \$123,572 to \$162,073



# WELCOME TO NEW PRAGUE - A TRADITION OF PROGRESS



The City of New Prague is a progressive, small town founded in 1856. Rich in Czech, Bavarian, and Bohemian culture, the City is home to a thriving business and agricultural community. Located 45 miles southwest of Minneapolis/St. Paul and in close proximity to Interstate 35 and U.S. Highway 169, the City of New Prague is a great combination of urban meets rural. The community is unique in that it sits in two counties: Le Sueur and Scott. Although Scott County is considered part of the metro area, under a statutory exemption, New Prague is not part of the Metropolitan Council's Jurisdiction.

New Prague was recently recognized by SmartAsset's Healthiest Housing Markets Study, and New Prague made the list at number 8 in Minnesota. It also earned a spot in the annual SafeWise 20 Safest Cities in Minnesota Report which has been acknowledged by many nationally-recognized publications as a trusted resource for people looking to relocate to Minnesota.

New Prague is a full-service town with a small-town feel. This community has become a regional hub for surrounding communities and provides numerous amenities including Coborn's and HyVee grocery stores, two Kwik Trip stores, several auto dealerships, Chart Industries, Inc., Scott Equipment Company,

Electromed, Inc., a strong school district, and numerous religious denominations.

The City boasts a thriving business community with retail shops, dining, professional services, manufacturing, and agriculture. The City's Main Street continues to be a vital center of business that symbolizes and communicates a sense of identity. Many of the buildings have retained their historic integrity. The City of New Prague and MnDOT are cooperatively completing the multi-year reconstruction project of New Prague's Main Street through downtown. The project includes replacing aging City utilities, reconstruction of the roadway, and lighting and sidewalk replacement.

The active Downtown hosts a variety of businesses including a bowling alley, bakery, printing company, the Farmhouse Market which specializes in farm-to-table fresh food, the historic Hotel Broz, which is now a beautiful wedding venue, and restaurants and retail. A downtown pocket park is in the plans for completion with the MnDOT reconstruction project. Locals and visitors enjoy the Next Chapter Winery as a destination boutique winery. Giesenbräu Bier Co. is also very popular which is located in City limits.

With the construction of a \$30 million wastewater treatment plant, the community is poised for future growth.

An industrial park, with seven remaining shovel-ready lots, is located adjacent to Highway 21. The lots are zoned I-1 Light Industrial and range from 2 to 2.6 acres in size. The park is planned for future phasing. The City also provides sanitary sewer service on a contractual basis to the Cedar Lake Area Water & Sanitary Sewer District.

New Prague continues to expand its housing options all while providing suburban amenities. Residential housing includes the newly completed Praha Village which is comprised of an independent living, assisting living, memory care, and respite care. There are many other senior living and care options which include: Mala Strana Rehabilitation Center and Assisted Living, Millpond Apartments, Phillip Square, and Queen's Court.

The Chamber of Commerce and the City enjoy an active and communicative partnership. The City Hall and Chamber Office are located in near proximity which benefits both organizations.





# EDUCATIONAL OPPORTUNITIES

The New Prague School District #721 provides a high level of education to the students of New Prague and the surroundings. With five schools, the growing District enrolls over 3,800 students throughout its facilities. Made up of three elementary schools (K-5), one middle school (6-8), one high school (9-12), the Compass Learning Center, a Preschool, Early Childhood, and Community Education, the District serves the communities of New Prague, Elko New Market, Lonsdale, and parts of 10 townships in Scott, Le Sueur, and Rice Counties. The passing of the 2018 referendum allowed for expansion of the middle school and the construction of the Fitness and Aquatic Center (FAC). The FAC has been a successful collaboration and partnership between the City and the School District.

New Prague also offers opportunities for private education which is provided by St. Wenceslaus Catholic School and Holy Cross Catholic School, located in Webster. At St. Wenceslaus, the primary focus is to provide a nurturing, faith-based, educational experience for its students in grades PreK-8. The St. Wenceslaus campus is considered one the town's most beloved landmarks.



# HEALTHCARE



Mayo Clinic Health System New Prague is a community-based healthcare provider that is part of the world-renowned Mayo Clinic. This local medical center provides routine and specialized care services as well as on- and off-site wellness support and community engagement. The facility also houses 24-hour Emergency Services, a Cancer Center, a Critical Care Unit, and much more.

Parkview Medical Center is an independently-owned family practice facility with four physicians serving New Prague and the surrounding communities. Optimal Sports Physical Therapy (OSPT) operates out of Parkview Medical Clinic where comprehensive physical therapy services are provided.



# RECREATIONAL ACTIVITIES AND EVENTS

The City of New Prague boasts an extensive park and trail system that provides residents and visitors with year-round recreational activities. The Greenway Trail offers opportunities for walking, jogging, and bicycling. Other recreational areas and parks offer numerous amenities including softball/baseball fields, basketball courts, playground equipment, a 9-hole disc golf course, and much more. Memorial Park offers an 18-hole municipal golf course and a new Veteran's Memorial is coming to the park in 2021. It is also home to the recently renovated baseball stadium where the City co-hosted the 2018 Minnesota State Amateur Baseball Tournament.

Located on the south shore of Cedar Lake near New Prague, Cedar Lake Farm Regional Park is a picturesque site for picnicking, swimming, and shore fishing. The park is jointly operated by Scott County and Three Rivers Park District and is a site that also offers a spectacular setting for an outdoor wedding and reception, a corporate retreat, and educational and recreational activities.

The multi-generational Fitness & Aquatic Center (FAC) is a popular, full-service fitness facility that features an aquatic center with an Olympic sized swimming pool that is

used for training of competitive dive and swim teams, open swim and swimming lessons, a cardio room, gymnasium, strength training room, and group fitness studios.

Czech Out New Prague is a business and community event that showcases what New Prague has to offer and takes place on the first Thursday every August in Memorial Park. The fun event features various exhibitors, great local eateries, a junior firefighter challenge, dance performances, entertainment, and more.

Dožínky®, a Czech Harvest Festival patterned after the "Old Country" original, is held on the third full weekend of September each year. The City's beautiful Main Street is transformed into an open-air market with vendor booths lining the sidewalks and a beer garden featuring authentic Czech beer. The event also features a Classic Car Cruise, a Parade of Farm Pride, kid's activities, and more.

The annual New Prague Half Marathon, 10K and 5K, takes runners on a circular loop course just south of town featuring a starting and finish line at Memorial Park near the New Prague Golf Club. This popular half marathon hosts more than 690 runners.

Other popular events in the City

include Coffee & Kolacky, a Chamber sponsored event held monthly, Chamber Bingo, Ladies Night Out in October, and a Parade of Lights and Celebration in the Park held in December.





# THE ORGANIZATION

The City of New Prague operates under a Home Rule Charter form of government with an appointed City Administrator. The City is governed by the Mayor, who serves a two-year term, and four Council members who serve staggered four-year terms. All members are elected at large. The City has been well known for having a very stable and fiscally responsible Council. The Council is proud of the stewardship of past Councils. The City Council is charged with appointing the City Administrator who serves as the Chief Administrative Officer and is the liaison between the City Council and the staff. The current City Administrator began employment with the City of New Prague in 2008 and will be retiring after over 13 years of service to the City.

The organization boasts a well-functioning team with good, hardworking staff in place. This can be attributed to long-serving staff who feel empowered and the level of trust that has been built across the organization among staff and the City Council. Communication is important in this organization which can be seen in the weekly department head meetings. The City has 51 full-time employees who staff the following departments: Administration, Finance, Planning, Building Inspection, Parks, Police, Street, Electric, Water and Wastewater. The City also has a 30-member volunteer Fire Department, a Municipal Library which is operated by the Scott County Library System, owns and operates an 18-hole Municipal Golf Course with a contract manager, has a lease with the New Prague Area Community Center (NPACC) to operate an ice hockey facility, and is a partner with Independent School District No. 721 under a Joint Powers Agreement (JPA) to operate a Joint Fitness & Aquatics Facility.

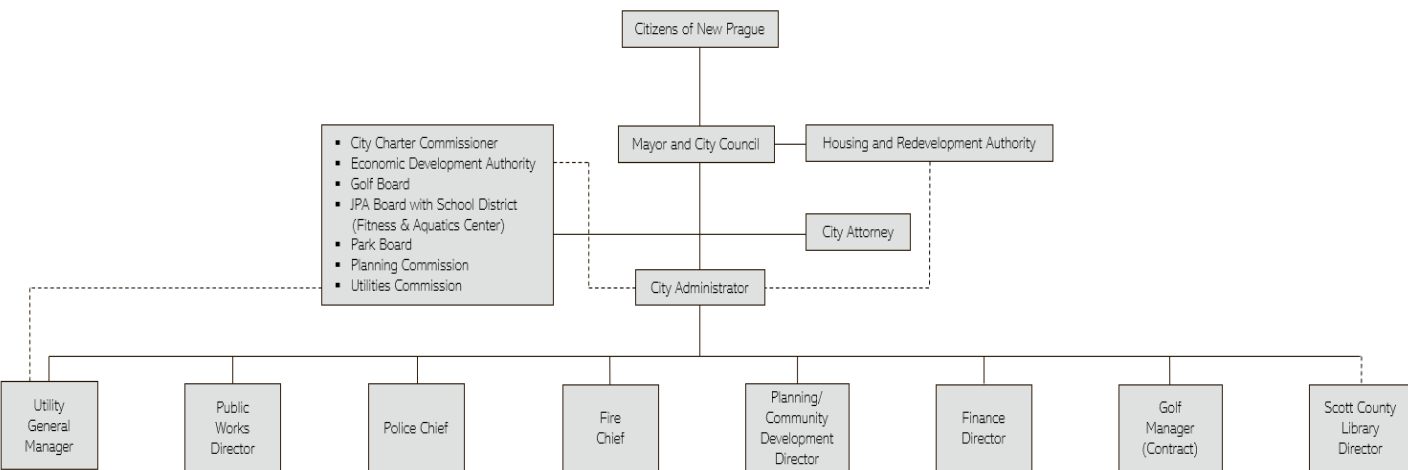
The City's 2021 General Fund Budget is \$5.2 million, and the Total Budget is \$33.5 million. The City's Bond Rating is "AA" with S & P Global Ratings. The Pay2020 Tax Base of the City is 78% Residential and 20% Commercial/Industrial and has been increasing at a rate of approximately 8.5% annually since 2013.



# BUDGET SUMMARY

Fund	2020 Audited Expenses	2021 Adopted Budget
General Fund	5,309,600	5,178,692
<b>Enterprise Funds (Major)</b>		
Water	1,257,615	1,322,163
Sanitary Sewer	3,665,076	3,723,048
Electric	8,698,360	8,095,634
<b>Enterprise Funds (Non-Major)</b>		
Ambulance	11,600	11,810
EDA	50,100	50,500
EDA – Industrial Park	1,800	1,800
Golf	1,044,673	1,058,581
Storm Water	378,975	376,057
Special Revenue Funds	127,000	34,400
Capital Project Funds	13,839,596	11,903,500
Debt Service Funds	1,616,947	1,766,087
<b>Totals</b>	<b>36,001,342</b>	<b>33,522,272</b>

# ORGANIZATIONAL STRUCTURE



# ESSENTIAL FUNCTIONS OF THE POSITION

- Plans, organizes, and supervises all aspects of municipal operations including administration, police, fire, finance, public works, parks, building and planning, golf, wastewater, water/electric; develops operating policies and procedures; develops short- and long-range goals and objectives for the City Council and organization; implements City-wide programs and policies consistent with goals and objectives of the City Council.
- Develops plans to meet current and future financial needs of the City; coordinates the preparation and administration of the City's annual operating/capital budget with input from department managers; oversees proper control of purchasing functions.
- Evaluates, rewards, promotes, transfers, disciplines, coaches, assigns work to employees; recommends hires and serious disciplinary action up to removal to City Council.
- Serves as the Executive Director for the EDA and HRA; consults with EDA and HRA members and provides administrative support; meets with industry and business owners; negotiates land sales and building rentals; manages industrial park; serves as a signatory on EDA/HRA matters on behalf of the City; oversees grant procurement and administration.
- Oversees comprehensive employee compensation program, performance management program, and personnel policies; negotiates all collective bargaining agreements; monitors and interprets agreements as needed; negotiates and monitors all City contracts, agreements, and legal documents.
- Supervises department managers through periodic meetings/discussions; reviews the status of projects and ongoing issues; coordinates the efforts between departments and divisions as needed.
- Advises and makes recommendations to the City Council on the adoption of policies, ordinances, and resolutions; monitors and participates in legislative issues impacting the City.
- Communicates and coordinates activities with the public and outside agencies; participates in local service/civic organizations; communicates with county, school district, and township officials; prepares and presents news releases and meets with media officials; responds to complaints and concerns from City residents.
- Prepares agendas/supporting data and attends all meetings of the City Council; attends meetings of various boards, commissions, and committees as needed; represents the City at various community meetings.
- Develops plans, programs, and projects relating to infrastructure, capital improvements, City growth, and management/utilization of physical assets; plans, develops, and implements administrative policies, regulations, and procedures. Stays current on the development of municipal affairs and public administrations; attends conferences, workshops, and seminars; participates in professional organizations.
- Performs other duties as directed by the City Council or as apparent.



# DESIRED ADMINISTRATOR ATTRIBUTES

- Focused on the overall picture at a 20,000' view and uses leadership ability to lead everyone forward to reach established goals and priorities. Takes a proactive approach in planning and decision making.
- Has a passion for leadership and public servitude. Active at the state and legislative level, with Scott and Le Sueur Counties, enjoys immersing into the community, and is comfortable being the face of the City.
- Has a strength for strategic planning and organizational management.
- Is an excellent delegator and motivator. Puts trust in staff yet holds staff accountable and supports staff development.
- Possesses a strong background in finance and the budgeting process.
- Is a professional communicator with the public, Council, and staff. Is approachable, willing to listen and explore ideas, share appropriate information, and provide follow-up.
- Is ethical, direct, and honest: definitively makes a decision and explains the "why," even when the decision may not be viewed favorably. Has thick skin.
- Is resourceful, uses common sense, and has an ability to pivot when deemed necessary.
- Is comfortable with technology and understands how it improves overall customer service.
- Has economic development experience and experience working with an electric utility and a municipal golf course.

# ADMINISTRATOR GOALS AND PRIORITIES

- Quickly get up to speed on the Main Street Construction project by working with the Public Works Director, Planning Director, and contractor.
- Immediately engage in the 2022 budget process.
- Facilitate a fall visioning session – use as a platform to get to know the Council and set priorities. Continue annually, thereafter.
- Keep personal connection going among staff via training and regularly scheduled leadership meetings.
- Conduct a staffing, technology, and space needs study to develop a plan for the future. Include this in the CIP and budget and remind all of the vision to move forward in meeting the needs of staff and a growing community.
- Review and bid out the ambulance contract in the spring of 2022 to determine if ambulance changes need to be made.
- Conduct a feasibility study and determine priorities in building out infrastructure for east/west sewer trunk lines.
- Negotiate Police Labor Union Agreement and franchise agreements for natural gas and cable TV.
- Support department transitions and make important hires to prepare for the retirement of the Finance Director and Police Chief.
- Lead a Recreational/Athletic Facility Study in collaboration with the school district. Also, work with the school district to determine funding sources that will ensure the Aquatic/Fitness Facility is self-sustaining long into the future.
- Continue efforts to increase senior housing options, expand or enhance City services, keep the downtown area vibrant, and maintain a small-town feeling.
- Develop a "New Council Member" training process with the addition of a new Council binder containing policies, Comp Plan, and other pertinent information to give new members a jump start in their term.
- Continue the process with the Rental Dwelling Inspection Ordinance and work with renters and landlords with the goal of providing safe housing in New Prague.
- Using an economic development approach, create a friendly environment for commercial and industrial growth to mitigate residents from carrying the majority of the tax load.





# POSITION ANNOUNCEMENT

City: New Prague, Minnesota  
Position: City Administrator  
Salary: \$123,572 to \$162,073  
Application Deadline: May 18, 2021



Job Summary: Performs complex executive work planning, directing, and overseeing all aspects of municipal activities, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Council. Organizational supervision is exercised over all personnel within the organization.

Minimum qualifications include a bachelor's degree with coursework in Public Administration, Business Administration, Urban and Regional Studies, or related field, and extensive experience as a City Administrator or Assistant City Administrator, or equivalent combination of education and experience. Desired qualifications include community economic development experience, experience working with an electric utility, and experience working with a municipal golf course. A master's degree is preferred.

To apply, visit <https://daviddrown.hiringplatform.com/60785-new-prague-city-administrator/201366-application-form/en>, and complete the application process by May 18, 2021. Finalists will be selected on June 7, 2021, and final interviews are scheduled for June 29, 2021.

Please direct questions to Liza Donabauer at [liza@daviddrown.com](mailto:liza@daviddrown.com) or 612-920-3320 x111.



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