



City Council Work Session
Tuesday, October 17, 2023 at 6:00 PM
Public Meeting Room

AGENDA

- 1. Call to Order**
- 2. Items for Discussion**
 - A. Utility Bill Appeal
 - B. ABM Facility Maintenance Study
 - C. ISG Facility Maintenance Study
 - D. Parks and Recreation Scholarship Changes
 - E. Public Safety Aid Funds Spending Plan
 - F. City Administrator Recruitment Services Proposals
- 3. Future Discussion**
- 4. Adjournment**

(The Council may meet as a group for dinner)

Please contact the City Administrator's Office if you need special accommodations while attending this meeting



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Jeanne Schmuck, Finance Director
MEETING DATE: October 17, 2023
SUBJECT: Utility Bill Appeal

Discussion:

Chuck Budde, account #009535-002, indicated in an email on October 9th to the City Administrator that he wished to appeal utility billing charges resulting from an adjustment to the storm water charges on his property and applying the increased charges retroactively. Based upon Mr. Budde's request, Administration directed that this appeal be placed on the October 17th agenda.

History:

In August, during an internal audit, it was discovered that account #009535-002 had been undercharged for storm water charges when the account was put in Mr. Budde's name following the purchase of the property on March 8, 2019. A letter was sent on September 6, 2023 with a billing adjustment of \$8,877.91, which is a calculation of three years for recovery back to August 2020, in accordance with the City's Utility Billing Policy. State Statute allows the City to seek recovery for mistakes for the last six years. However, it is the City's Policy to seek recovery for three years. It was also included in the letter that \$296.43 would be the monthly charge reflected on the utility bill going forward.

On September 13th, the City Administrator received an email stating Mr. Budde received the letter and indicated that something didn't seem right, at least in his eyes, and asked if the Administrator could take a look at it and give him a call. The Administrator forwarded the email to me requesting that I follow up and let Mr. Budde know what all his options were, including appealing the bill to the Council. When I contacted Mr. Budde regarding the storm water charges, we discussed the billing in arrears as this was what he asked of me, and I indicated that there was an error when his account was set up and that this was City Policy to make a billing adjustment. I apologized for the inconvenience and indicated that a payment plan was an option if necessary. Mr. Budde then questioned how the calculation or RLEs was made and asked if the previous owner had

such a monthly charge. The information was provided that the previous owner had a RLE charge similar on the parcel and the City Engineer's (Mark DuChene) contact information in the letter was pointed out as Mr. Budde was seeking additional information on the Engineer's calculation of the RLEs for the property. An update of my conversation was provided to the Administrator on September 19th by myself and the City Engineer. The Engineer indicated that Mr. Budde said he was not paying the back bill but that was not part of my conversation with Mr. Budde.

Basis for Denial:

- The City Council began discussing a Utility Billing Policy in 2021. Recovery of mistakes was part of several discussions. State Statute allows six years of recovery, but the Council wanted three years to be the City's policy.
- Since the Policy was established, internal audits have found several billing issues. There have been corrections of three accounts in 2021 totaling \$8,712.36, 71 accounts in 2022 for a total of \$85,044.07, and five more in 2023 with one more being calculated totaling \$13,948.48. Overall, billings totaled \$107,704.91 in accordance with the Utility Billing Policy. Many of these are similar in nature and none have been written off, even through the appeal process.
- At the October 18, 2022 work session, review of utility billing internal audits was an agenda item. It was a discussion of the type of billing corrections as well as the three-year practice of the City. The Policy held to remain as three year although State Statute allows for six years of recovery.
- Several discussions were had with the Council regarding the establishment of the policy and up to three years of recovery billing was a significant part of the discussions in 2021 and 2022.
- The recovery billing was necessary due to the new account in new ownership, the RLEs were not established properly.
- Correct RLEs were calculated and recovery billing was made in accordance with City policy.
- The back billing is only for the time frame of this current owner.
- Payment arrangement options are available for up to the length of the recovery.

Attachments:

1. Budde Correspondence Adjusted Billing_Redacted
2. September Budde Email Chain_Redacted
3. October 9 Request for Written Appeal_Redacted
4. Utility Billing Policy
5. October 18 2022 Work Session Memorandum-Utility Billing Internal Audits

6. 2021-2023 Summary of Adjustments 3 Yrs

September 6, 2023

Charles Budde
[REDACTED]
Faribault, MN 55021

RE: Utility Billing – Stormwater Fees
 Service Address: [REDACTED]
 Account #: 009535-002

Dear Mr. Budde:

During an internal audit it was discovered that the above referenced account has been undercharged for storm water charges since the account was requested to be put into your name as of June 1, 2019.

Storm water charges appear on your monthly utility bill along with water and sewer charges. Storm water is charged for one residential lot equivalent (RLE) per 3,500 square feet of impervious surface. The above referenced property has 40.63 RLE's and the property has only been charged for one RLE.

Per Minnesota State Statute, the City is allowed to seek recovery for mistakes in billing for the last six years. However, it is the City's practice to seek recovery for three years. The three year calculation results in Account #009535-002 having been undercharged by \$8,877.91.

In summary, the utility bill that you will receive dated September 2023, will include an adjustment for additional storm water charges. The charge will appear on your billing statement as an additional billing under the "Bill Summary" portion of your bill as shown below.



BILL SUMMARY	
Previous Balance	0.00
Payments Received	0.00
Adjustments	0.00
Additional Billing	0.00
Current Charges	0.00

Going forward, Account #009535-002 will reflect a monthly charge of \$296.43 for stormwater fees.

We apologize for any inconvenience this may have caused. If this causes a hardship in any way and the city can assist with a payment arrangement please let us know. The utility billing department can be contacted at (507) 333-0392 or by e-mail at utilitybilling@ci.faribault.mn.us with any questions. Should you have any questions regarding specifics of how the storm water RLE or impervious surface was calculated please contact the City Engineer, Mark Duchene, at (507) 333-0360.

Sincerely,

Ann Remold
Assistant Finance Director

From: Jeanne Schmuck
Sent: Tuesday, September 19, 2023 10:18 AM
To: Tim Murray <tmurray@ci.faribault.mn.us>
Cc: Mark DuChene <mduchene@ci.faribault.mn.us>
Subject: RE: Utility bill

Mark has recalculated and documented. We have this attached to the parcel in utility billing. This was not requested to be shared but we certainly would if requested. We brought several items last year to Council for discussion of back billing similar to this and Council agreed and set our policy to back bill three years. There were several back charges and some back charges much more than this was back during those discussions.

From: Tim Murray <tmurray@ci.faribault.mn.us>
Sent: Tuesday, September 19, 2023 8:20 AM
To: Jeanne Schmuck <jschmuck@ci.faribault.mn.us>
Cc: Mark DuChene <mduchene@ci.faribault.mn.us>
Subject: RE: Utility bill

OK, thanks.

The correct RLEs should be calculated/documented, shared with Chuck, and used for future billing. However, I do not believe we should be imposing back charges, as that appears to be City staff error. I view that as different than a malfunctioning meter, where someone got a tangible service and were undercharged.

From: Jeanne Schmuck <jschmuck@ci.faribault.mn.us>
Sent: Tuesday, September 19, 2023 8:06 AM
To: Tim Murray <tmurray@ci.faribault.mn.us>
Cc: Mark DuChene <mduchene@ci.faribault.mn.us>
Subject: RE: Utility bill

I called and talked with him. I indicated that he could set up a payment plan if needed. He didn't want that. He wasn't disputing the retro billing he was disputing the charge he would be receiving on a monthly basis going forward. He didn't think the person prior was paying such a RLE charge. When I told him that they were he then wanted to discuss the RLE calculation with Mark and told me he would call him to discuss the calculation. I then shot Mark an email to give him a heads up that he would be called.

From: Tim Murray <tmurray@ci.faribault.mn.us>
Sent: Tuesday, September 19, 2023 7:41 AM
To: Jeanne Schmuck <jschmuck@ci.faribault.mn.us>
Cc: Mark DuChene <mduchene@ci.faribault.mn.us>
Subject: RE: Utility bill

Can I please get an update on where this is at--thanks

From: Tim Murray
Sent: Wednesday, September 13, 2023 12:04 PM
To: Jeanne Schmuck <jschmuck@ci.faribault.mn.us>
Cc: Mark DuChene <mduchene@ci.faribault.mn.us>
Subject: FW: Utility bill

Please follow up with Chuck and let him know what all his options are (including appealing the billing to the Council). I assume this is the former Schrader Auction property. Thanks, Tim

From [REDACTED]
Sent: Wednesday, September 13, 2023 9:20 AM
To: Tim Murray <tmurray@ci.faribault.mn.us>
Subject: Utility bill

Good Morning Tim,
I got this in the mail and something doesn't seem right at least in my eyes. Can you take a look and give me a call at your convenience?
Thank you
Chuck Budde
[REDACTED]



CityOf Faribault

September 6, 2023

Charles Budde

Faribault, MN 55021

RE: Utility Billing – Stormwater Fees

Service Address:

Account #: 009535-002

Dear Mr. Budde:

During an internal audit it was discovered that the above referenced account has been undercharged for storm water charges since the account was requested to be put into your name as of June 1, 2019.

Storm water charges appear on your monthly utility bill along with water and sewer charges. Storm water is charged for one residential lot equivalent (RLE) per 3,500 square feet of impervious surface. The above referenced property has 40.63 RLE's and the property has only been charged for one RLE.

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In summary, the utility bill that you will receive dated September 2023, will include an adjustment for additional storm water charges. The charge will appear on your billing statement as an additional billing under the "Bill Summary" portion of your bill as shown below.

BILL SUMMARY

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Payments Received	0.00
Adjustments	0.00
Additional Billing	0.00
Current Charges	0.00

Going forward, Account #009535-002 will reflect a monthly charge of \$296.43 for stormwater fees.

We apologize for any inconvenience this may have caused. If this causes a hardship in any way and the city can assist with a payment arrangement please let us know. The utility billing department can be contacted at (507) 333-0392 or by e-mail at utilitybilling@ci.faribault.mn.us with any questions. Should you have any questions regarding specifics of how the storm water RLE or impervious surface was calculated please contact the City Engineer, Mark Duchene, at (507) 333-0360.

Sincerely,

Ann Remold

Assistant Finance Director



Printed on recycled paper

City Hall ★ 208 First Avenue N.W. ★ Faribault, Minnesota 55021-5180 ★ Phone (507) 334-2222 ★ Fax (507) 333-0399

— AN EQUAL OPPORTUNITY EMPLOYER —

Sent from my iPhone

From: [Jeanne Schmuck](#)
To: [REDACTED]
Cc: [Tim Murray](#)
Subject: RE: Doc Oct 06, 2023, 1_03
Date: Monday, October 9, 2023 12:51:00 PM
Attachments: [Utility Billing Policy.pdf](#)

Chuck an appeal would need to be submitted in writing to me including what you are appealing and the basis of the appeal. Attached is the City Utility Billing Policy. The basis for the bill is in section 2.5, the payment plan option I discussed with you is in section 2.6 and the appeal process begins on page 6 section 9. If you have any questions please let me know.
Thanks.



JEANNE SCHMUCK
Finance Director

OFFICE | 507-333-0345
EMAIL | JSchmuck@ci.faribault.mn.us
WEB | www.faribault.org
ADDRESS | 208 1st Avenue NW, Faribault, MN 55021

From: Tim Murray <tmurray@ci.faribault.mn.us>
Sent: Monday, October 9, 2023 12:33 PM
To: Jeanne Schmuck <jschmuck@ci.faribault.mn.us>
Subject: FW: Doc Oct 06, 2023, 1_03

Jeanne - Please prepare an item for the 10/17 Work Session addressing Mr. Budde's appeal to the back billing. Be sure to include as much background on the billing is needed to layout the circumstances, as well as the policy you previously cited.
Thanks, Tim

From: [REDACTED]
Sent: Monday, October 9, 2023 11:02 AM
To: Tim Murray <tmurray@ci.faribault.mn.us>
Subject: Re: Doc Oct 06, 2023, 1_03

Thanks Tim,
I would like to appeal. Let me know what I need to do. Thanks for your help.
Chuck

Sent from my iPhone

On Oct 9, 2023, at 8:50 AM, Tim Murray <tmurray@ci.faribault.mn.us> wrote:

Chuck
Unfortunately I don't have the authority to trump policy set by Council. You do, however, have every right to appeal the charges to Council.
Assuming you want to appeal it (please let me know), I will direct Finance to put on the next Work Session (10/17) for consideration.
Tim

From: [REDACTED]
Sent: Friday, October 6, 2023 1:10 PM
To: Tim Murray <tmurray@ci.faribault.mn.us>
Subject: Doc Oct 06, 2023, 1_03

Hi Tim,

Needless to say I haven't gotten far. An apology for a \$9000 mistake/ bill certainly doesn't seem right to me. Also saying I wasn't the only one doesn't make me feel better either. To be honest I'm not real interested in paying for mistakes in billing. I certainly can't go back nor should the City. I paid the \$296.43. Any ideas?
Thanks again for your help.
Chuck Budde


Sent from my iPhone



UTILITY BILLING POLICY
Adopted: December 13, 2022

CITY OF FARIBAULT UTILITY BILLING POLICY

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UTILITY BILLING POLICY

The City of Faribault has developed this Utility Billing Policy to define reasonable regulation to operate successful Municipal Utilities and to enforce the collection of charges. Regulations of the Municipal Utilities are set by ordinance, City Code Chapter 28 Water and Sewers.

1 APPLY FOR UTILITY SERVICES

When moving in or out of the Faribault billing area, customers are required to notify the City of Faribault Utility Billing Division. The City of Faribault provides and bills for; water, sewer, and storm water utilities. The service area encompasses all of the City of Faribault. Applications are taken over the phone at 507-334-0392, via fax at 507-333-0399, email at UtilityBilling@ci.faribault.mn.us with application for service form available on line at www.ci.faribault.mn.us. We require three (3) day prior notification. The date of notification will be used as the final date if notification occurs after the move.

REQUIRED INFORMATION

Name, address, and phone number are required. Information is accepted from either the seller or buyer of a property; and also, from either the tenant or landlord in a lease situation. Information from a title company will also be accepted.

1.1 TRANSFER NAME AFTER ACCOUNT SET UP

It is advised to put all names of adult parties responsible on the utility account. If one party moves out, that party can submit a written request for their name to be removed from the bill.

2 BILLING

The City of Faribault bills all services on a monthly basis near the 10th of each month. The usage period is for the prior month. Bills are due upon receipt and will be assessed a late payment fee on the first business day following the 5th of every month. Bills and late payment fees are calculated according to the City's Fee Schedule adopted by City Council annually in accordance with City Ordinance.

2.1 CITY'S FEE SCHEDULE

All rates are approved by City Council and can be found in the City's Fee Schedule. This document can be found on the City's website at www.ci.faribault.mn.us. A copy may also be obtained at City Hall or emailed/faxed upon request.

2.2 BILL CALCULATION

Water meters are read on a monthly basis. Readings are obtained from the City's Automatic Meter Reading (AMR) system. When meter readings are not available, or a zero or substantially reduced reading is received, an estimate will be generated for the billing. Estimations are calculated using the average of the two previous months and one year ago consumption.

2.3 BUDGET BILLING

Budget billing is available to customers after twelve-months of billing and on-time payment history. Budget amounts are adjusted annually for all customers on the May bill. While on budget billing, customers must pay the budget amount shown on the bill. Paying amounts other than the budget amount may result in removal from the program.

2.4 E-STATEMENTS

Customers may sign up for e-statements through the City's on-line pay application system. E-mails will be sent to the customer notifying them that a billing statement is available on this system. To enroll, customers need to have received one utility bill. When enrolling the account number and the account name must be entered exactly as they appear on the bill. Customers may also opt out of paper bills when enrolling in e-statements.

2.5 BILL CORRECTIONS

If a bill is in error, the City of Faribault will correct the account for the period of time the error occurred, up to three years retroactively from the date of discovery.

2.6 PAYMENT PLANS FOR BILL CORRECTIONS

Payment plans and contracts are available for bill corrections. Payment schedules may be given for the length of time the error occurred, up to a three-year payment schedule. If a contract is agreed upon, penalties will not apply to the contract amount.

2.7 CREDIT REFUNDS

Credits due to billing corrections may be refunded upon request. The refund is processed through the City of Faribault Accounts Payable Division and approved by the City Council. This process may take up to four weeks. Interest will be calculated at the rate the City's operating bank account earned for the month refunded.

2.8 LATE PAYMENT FEE

The late payment fee amount is set by the City Council, and found in the City's Fee schedule. This document can be found on the City's website at www.ci.faribault.mn.us. The date the late payment fee will be added to the account and the amount of the fee is clearly noted on the Utility Bill. One late payment fee per calendar year may be waived, by City of Faribault Utility Billing Staff, upon request.

3 WATER, WATER CONNECTION FEE, SEWER AND STORM UTILITIES

Water fixed and consumption rates, state water lead surcharge, sewer fixed and flow charges, and storm water are charged monthly, as well as any applicable taxes. The rates are approved by the City Council and found in the City's Fee Schedule. This document can be found on the City's website at www.ci.faribault.mn.us.

3.1 WATER METERS

Meters are supplied and remain the property of the City of Faribault. Ordinance 2004-25 states that the meter remain under the City's control. Access to the meter is to be granted to the City of Faribault upon request for inspections and repairs. Denial of access could result in legal action. Billing is done in gallon measurements.

3.2 WATER LEAD SURCHARGE

This is a state mandated fee which is used to ensure that water utilities remain in compliance with the Safe Drinking Water Act, established in 1993. The fee is billed monthly to all water customers. The revenue collected is forwarded to the State of Minnesota.

3.3 SEWER CALCULATION

The sewer rate is based on water consumption. Sewer rates are approved by the City Council and found in the City's Fee Schedule. This document can be found on the City's website at www.ci.faribault.mn.us.

A sewer rate that is affected by an unusual water event (one-month excessive usage due to leaking pipe, etc.) may require a manual calculation, this may be done, upon request. Evidence that the problem was temporary and has been resolved is required. Such requests need to be made in accordance with the Appeal Process in Section 9.

3.4 STORM WATER UTILITY

Storm Water Utility is a fee to maintain the storm sewer. Properties are charged a monthly fee. All property within the city limits shall be charged and the owner of said property shall pay the fee amounts by multiplying the current storm water utility fee as outlined in the City's Fee Schedule by the property's RLE units as determined by City Ordinance. The City's Fee Schedule and City Ordinance can be found on the City's website at www.ci.faribault.mn.us. This document can be found on the City's website at www.ci.faribault.mn.us.

4 PAYMENTS

Bills are sent around the 10th of each month and are due by the fifth of the subsequent month.

4.1 ACCEPTABLE PAYMENT METHODS

We accept cash, check, money order, and credit or debit card (Visa or MasterCard).

4.2 WHERE PAYMENTS ARE ACCEPTED

On-line: www.ci.faribault.mn.us using checking account, credit/debit cards
Direct Debit ACH Complete form on City's website at www.ci.faribault.mn.us.
(See Section 4.3)

Over the Phone (IVR) Call: 1-507-412-5983 - A free service using a credit or debit card
(Visa or Master Card)

Drop Boxes: Drive up in north side of parking lot (silver box)

Mail to: City of Faribault, 208 1st Avenue NW, Faribault, MN 55021

In person: City Hall (Finance Counter-2nd floor)
208 1st Avenue NW
Faribault, MN 55021

Monday through Friday – 8:00 A.M. – 4:30 P.M.*

*Summer hours begin the first Monday after Memorial Day and end the Friday before Labor Day. Summer hours are Monday-Thursday 7:00 A.M. – 4:30 P.M. and Friday 7:00 A.M. – 12:00 P.M. noon.

4.3 DIRECT DEBIT ACH

Customers may elect to have their bill withdrawn automatically from their checking, or savings account each month. Customers who elect to use their checking accounts need to fill out the City's Authorization Form found on the City's website at www.ci.faribault.mn.us and provide a voided check.

4.4 CREDIT BALANCES

Credits due to overpayment can be refunded upon request. Refund checks are processed through the City of Faribault Accounts Payable Division and approved by the City Council. This process can take up to four weeks.

4.5 RETURNED PAYMENTS

Payments returned to the City from the banking industry for any reason will be assessed a Return Payment Fee, approved by the City Council and listed in the City's Fee Schedule. This document can be found on the City's website at www.ci.faribault.mn.us. The Utility Account will be adjusted

accordingly. Notification will be mailed to the customer within five business days of notification to the City that a payment has been returned.

4.7 PAYMENT ARRANGEMENTS

City of Faribault Utility Billing Division will assist customers in payment arrangements. Customers who received a Disconnection Notice will be protected from disconnection if payment arrangements are made and agreed upon with Staff prior to the disconnection date. Arrangements are restricted to at least 50% of the delinquent balance being paid prior to the disconnection date, with the remaining delinquent balance being paid within 10 business days following. Formal payment arrangements will be documented on the customer's account and tracked by Staff. Unpaid balances will continue to accrue penalties at the rate approved by the City Council and listed in the City's Fees Schedule. This document can be found on the City's website at www.ci.faribault.mn.us. Failed arrangements will result in disconnection of water without written notification. Customers are advised of this when the arrangement is approved by Staff.

5 WATER DISCONNECTIONS

Water can be disconnected upon the request of the customer. A fee, approved by the City Council and found in the City's Fee Schedule, will be charged. This document can be found on the City's website at www.ci.faribault.mn.us. Properties with disconnected services that have possession of the meter or not will continue to be billed the monthly fee. If the building has been razed and the meter has been removed and returned to the City of Faribault there will be no monthly base fee.

5.1 PAST DUE BALANCE DISCONNECTIONS

Accounts that are past due 60 days or more plus a penalty amount from the previous bill, will receive a Disconnection Notice. The Disconnection Notice will clearly state the payment due date, the disconnection date, and the amount required to avoid disconnection. Phone notifications are sent out, approximately one week prior to the disconnection date, to all customers that have provided a current phone number. Customers that have not paid the balance due on their Disconnection Notice, or called to make payment arrangements that are approved by Faribault Utility Billing Staff by the due date on the Disconnection Notice, will be disconnected on or after the disconnection date. A Water Disconnection Processing Fee will be applied immediately on the scheduled date of disconnection to the account in accordance with the City's Fee Schedule. This document can be found on the City's website at www.ci.faribault.mn.us. To have water reinstated, the full delinquent balance on the account, plus a Water Disconnection Processing Fee approved by the City Council and found in the City's Fee Schedule must be paid in full.

5.2 DISCONNECTION EXEMPTIONS

The City of Faribault does not disconnect commercial properties as to not interrupt business operation.

5.3 NON-SUFFICIENT FUNDS

A payment returned to the City of Faribault to avoid disconnection, or to restore water after a disconnection, will result in disconnection without notification. A Returned Payment Fee and a Water Disconnection Processing Fee will be added to the account balance and will need to be paid in full before service will be reconnected. The Return Payment Fee and Water Disconnection Processing Fee are approved by the City Council and found in the City's Fee Schedule. This document can be found on the City's website at www.ci.faribault.mn.us.

5.4 FAILED ARRANGEMENTS

When making a payment arrangement with the City of Faribault Utility Billing Division, customers will be advised that arrangements that fail are subject to disconnection without notification. Accounts with a failed arrangement can be denied future arrangement plans for two years.

5.5 OTHER CONDITIONS

Safety is always the City's first priority. Meter tampering and hazardous conditions can result in loss of water. In addition, any unsafe condition, as deemed by the Faribault Water Department will result in disconnection of water. A Water Meter/System Tampering Fee will be added to the account balance and will need to be paid in full before service will be reconnected. The Water Meter/System Tampering Fee is approved by the City Council and found in the City's Fee Schedule. This document can be found on the City's website at www.ci.faribault.mn.us.

5.6 RECONNECTING SERVICE

Water will be reconnected Monday through Friday, 8:00 A.M. – 4:30 P.M. (Summer hours begin the first Monday after Memorial Day and end the Friday before Labor Day. Summer hours are Monday-Thursday 7:00 A.M. – 4:30 P.M. and Friday 7:00 A.M. – 12:00 P.M. noon) on the date the payment is received. For safety reasons, a responsible party may need to be on site when water is reconnected.

6 CANCELLING SERVICE

Customers are required to notify the City that they are moving out of their property. We require a three (3) day prior notification. The date of notification will be used as the final date if notification occurs after the move.

A final bill will be generated after the final reading is obtained. Final bills are due 25 days after the mailing. Late payment fees would apply.

The City's Utility Billing Division will begin the Assessment Process on a quarterly basis. For detailed information on the City's Assessment Process, see Section 7.

6.1 REFUNDS

After an account is final billed, if there is a credit (or overpayment) on the account, a refund check will automatically be generated, and mailed to the forwarding address provided by the customer. Interest will be calculated at the rate the City's operating bank account earned for the month refunded. The refund is processed through the City of Faribault Accounts Payable Division and approved by the City Council. This process can take up to four weeks. If a credit is due to a payment made by another party such as a title company the credit is refunded to the party as appropriate.

6.2 REFUND CHECKS RETURNED DUE TO A BAD FORWARDING ADDRESS

If a refund check is returned in the mail, the account will be noted that the check was returned. The check is then held with the City's Accounts Payable Division, and forwarded to the State of Minnesota in accordance with the Unclaimed Property regulations.

7 ASSESSMENT PROCESS

All accounts that are 60 days past due or discontinuation of service process is not applicable and have a water, sewer, or storm water utility charge balance will begin the Assessment Process.

7.1 QUARTERLY ASSESSMENTS

The main assessment process is in accordance with Minn. Stat. 282.07. Letters are sent to all owners of properties with a past due balance of 60 days or more for both active and final billed accounts. All properties left with an unpaid balance will have an assessment placed with the County, and an additional 10% penalty or \$25, whichever is greater, will be added. Assessments can be paid, without interest, until Certified by City Council each quarter, 30 days following the Resolution date.

8 MISCELLANEOUS

8.1 ACCOUNT BALANCE REQUESTS

All requests for utility account balances can be made by calling (507/333-0392) or emailing (UtilityBilling@ci.faribault.mn.us) the Faribault Utility Billing Division. This will not be a certified assessment search. For a certified Special Assessment Search an Assessment Search Form must be completed. There is a fee for this information, approved by the City Council and found in the City's Fee Schedule. This document can be found on the City's website at www.ci.faribault.mn.us. Once the form and fee are received, the Finance Department will record Deferred, Levied, and Pending Assessments, and Miscellaneous Accounts Receivable items, along with any Utility Balances on the form. The Finance Department will also record any unpaid utilities on the form. In neither the inquiry or Certified Special Assessment Search will the City of Faribault provide estimated amounts of unbilled charges.

8.2 FORECLOSURE

In the event of a foreclosure, the account will remain in the current occupant's name until the bank comes forward to claim the property. That property owner is responsible for the utility charges up to the date the bank takes full position of the property. Subsequent bills remain in that customer's name until the bank comes forward, but those bills are no longer the customer's responsibility to pay. Because the foreclosure process is so complex, and ownership can change banks rapidly, the account will not be taken out of that customer's name until after the foreclosure date. Banks will be responsible for all charges after the foreclosure date.

8.3 METER TESTING

If a customer feels their meter is not working properly, they can request a meter test. If the meter passes the test and is found to be accurate within the range of minus three percent (-3%) to plus one and one-half percent (+1.5%), the customer will be charged a Meter Test Fee, as approved by the City Council and found in the City's Fee Schedule. This document can be found on the City's website at www.ci.faribault.mn.us. If the meter does not pass the meter test within the range noted above, charges will be adjusted to the account for the period of time that the meter is assumed to be inaccurate, as determined by the City, not to exceed two (2) billing periods according to Ordinance 2004-25.

8.4 DATA PRIVACY

Water, sewer, and storm water utility account information is considered public data.

9 APPEALS

Customers have a right to appeal billings and/or disconnections. Appeals need to be done in writing, within 5 business days of the date of the bill or disconnection notice. Service will not be disconnected until the appeal is resolved. Utility Billing Staff will review appeals. Utility Staff will work with customers in establishing an amicable payment arrangement for balances due in

accordance with Section 4.47. Additional requests would first be analyzed by the Finance Director, further appeal would go to the City Administrator, and if satisfaction cannot be met, then final decision would be brought to City Council. All decisions will be returned to the customer in writing.

10 CONTACT INFORMATION

Finance Department

Email: UtilityBilling@ci.faribault.mn.us

Or call: 507/333-0392

City of Faribault

208 1st Avenue NW

Faribault, MN 55021



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Jeanne Day, Finance Director
MEETING DATE: October 18, 2022
SUBJECT: Utility Billing Internal Audits and Adjustments

Discussion:

Finance has been asked to bring examples of utility billing adjustments to this work session as a Council Member has recently received three complaints regarding adjustments.

We have recently been conducting internal audits on utility billing accounts to assure the accuracy of billing. This will be an on-going process over the next year as there are over 7,700 accounts to be reviewed. There has been significant turnover in staff in Finance over the past few years, which is part of the reason for the internal audit, in addition to the fact that periodic detailed review is good practice. Utility billing is a complex process with a lot of moving parts and takes some time to thoroughly understand setup and billing processes. Current staff in place is doing an excellent job of analyzing accounts whenever they are looked at for any reason (finals, change in mailing address, etc.) to eliminate errors.

It is current practice that when errors are found, they are back billed for three (3) years although State Statute allows for back billing of up to six (6) years. This was discussed with Council in May 2021 while discussing an internal Utility Billing Policy.

The following is a quick summary of the types of billing adjustments or back billings that may occur. Individual letters explaining the discovery and reasoning behind adjustments are sent with the billing to any affected customers. Along with the explanation, the letter does offer payment arrangements if needed. This is by no means a complete list of billing adjustments, but are some of the most common.

Storm Water RLE Corrections – It was recently discovered that when new customers were being set up, the special multiplier that is used in the calculation of storm water was not being carried over to the new customer. This is an automated process within Springbrook software and

the utility billing setup for the module simply did not have a box checked called "copy special multipliers." This setup in the software has now been corrected. This caused new customers to be set up with one RLE rather than carrying forward what engineering had calculated for the parcel. These accounts have been in the process of being reviewed for finals a year at a time in order to determine any incorrect billings. In the past four months, 61 accounts have been discovered with this error and back billings of \$72,589.58 have been made. The majority of these accounts have been commercial/industrial type accounts. Of the 61 adjustments, four customers have contacted Utility Billing with questions and/or concerns about the adjustment and one adjustment has not yet been made. Finance is still in the process of thoroughly reviewing accounts for this type of error that occurred in the past. The change in setup to the utility billing software should eliminate any errors of this type going forward.

In addition, another example of back billing or credit for storm water may occur when a change in use occurs to a property. For example, a parking lot has been expanded on what used to be green space and now has created more impervious surface. Another example would be additional structures being constructed or removed from a parcel, again causing a change in impervious surface. There are times these changes are not communicated to Utility Billing by other departments, and if caught by Finance it is by accident. In the future, a process for communicating these types of changes to Utility Billing needs to be put in place.

Change in Accounts with Water or Sewer Only – There are approximately eleven (11) utility billing accounts that are billed for water only and approximately fifty (50) utility billing accounts that are billed for sewer only. Finance recently met with Public Works to review these accounts. After Public Works review, it was determined that eleven (11) accounts should be billed for sewer that are not. This will require back billing for those accounts. The final amount has not yet been determined, but is estimated to be at approximately \$8,583.28. The most frequent scenario causing this is new construction that has caused the hookup to occur, but was not communicated to Utility Billing. There could also be some other reason that the service is connected. Going forward, a process will need to be determined to define who and how communication of these changes will get to Utility Billing. In addition, Utility Billing is now providing a monthly list of water and sewer only accounts for Public Works review.

Irrigation Meters – A large portion of commercial irrigation meters are both installed and removed by a third-party property manager. When the meters are reinstalled in the summer, it is not always communicated that the irrigation meter has been reinstalled. This results in zero consumption being billed for the summer months rather than actual consumption. There

were approximately five accounts in the summer of 2021 and a few this summer, that Utility Billing was not aware that the meters had been reinstalled. This results in having to back bill these customers. A procedure should be established with Public Works to notify Utility Billing when these meters are removed and reinstalled.

Meter Read Failures – The city uses an automated meter reading system through Sensus. When radios are not communicating or there is a register problem, Utility Billing estimates these accounts. Once an actual reading is received on the meter, this may cause a back bill for usage that was not billed or the issuance of a credit if estimates were too high.

New Customer Setup - When a new customer is set up for a completely new service address, all services/rates associated with the setup (i.e. water, sewer, storm penalty, lead) need to be setup on the account. Very rarely, a service or rate might be missed, causing a back bill, but this is very infrequent in nature. A feature within the current software is the ability to setup account templates which can define which services and rates should be set up for a specific type of customer (for example, residential versus commercial). Finance will be exploring better use of this feature within the software to eliminate the potential of this type of error.

Multiple Meter Installations at Same Address – Occasionally, meters are installed for the same service address for one or more units (i.e. two apartments, etc.). Occasionally, meter installations are submitted to utility billing with the wrong meter assigned to the wrong unit. This will often result in requests for billing adjustments if a leak has occurred in one unit or the other, or a tenant has moved out of a unit.

Meter Information Incorrect – New meter installations with a new style of meter are not communicated with the correct multiplier. If correct multipliers (i.e. a tenth of a gallon, one gallon, 10 gallons, etc.) are not communicated properly upon installation, it results in billing corrections.

Leaks or High Consumption – Adjustments may be done for leaks or high consumption on a one-time basis for the sewer portion of the bill if it has been proven by the customer that the issue has been fixed.

Attachments:

1. 2022 RLE Correction Summary
2. Sewer Connections
3. Misc Examples of Corrections

Account	<u>Connect</u>	<u>RLE</u>	<u>Correct RLE</u>	<u>Total</u>
	<u>Date</u>			
009267-002	6/22/2018	1.00	8.32	1,431.93
018309-002	10/1/2019	1.00	4.37	629.92
020597-002	5/1/2019	1.00	13.11	2,368.96
022406-000	8/1/2018	1.00	1.97	189.76
022413-000	7/31/2018	1.00	21.23	3,957.39
022413-001	7/31/2018	1.00	14.35	2,611.52
022416-000	8/1/2018	1.00	22.14	4,135.42
022772-000	2/1/2019	1.00	24.55	4,606.84
022773-000	2/11/2019	1.00	22.53	4,211.72
022845-000	4/3/2019	1.00	23.07	4,317.31
022853-000	4/12/2019	1.00	5.78	935.05
022978-000	6/4/2019	1.00	2.14	223.02
023734-000	8/1/2020	1.00	8.52	\$ 1,045.36
				\$ 30,664.17

	<u>Connect Date</u>	<u>RLE</u>	<u>Correct RLE</u>	<u>Total</u>
022817-001	10/19/2020	1.00	2.48	167.14
021450-001	3/11/2019	1.00	2.48	265.73
017247-000	2/25/2011	1.00	2.48	283.12
024188-002	7/17/2017	-	9.00	1,721.34
014259-002	9/1/2015	-	2.29	437.89
024645-001	11/6/2020	1.00	9.75	890.78
				\$ 3,766.00

Account	<u>Connect Date</u>	<u>RLE</u>	<u>Correct RLE</u>	<u>Total</u>
005083-008	2/27/2020	1.00	2.07	\$ 107.67
008015-032	10/7/2021	1.00	9.17	348.93
008435-016	6/1/2021	1.00	13.38	823.86
009463-004	8/27/2020	1.00	33.73	3,100.17
010218-020	4/1/2022	1.00	1.09	7.12
015756-001	6/3/2020	1.00	9.75	833.58
016983-001	5/1/2021	1.00	1.13	15.85
017470-075	1/10/2020	1.00	1.60	63.24
017642-004	5/1/2021	1.00	7.63	482.03
018492-001	12/14/2021	1.00	9.45	251.33
021450-001	12/28/2021	1.00	10.09	250.70
022233-000	4/30/2018		17.52	3,123.60
022619-002	11/6/2020	1.00	1.60	63.24
022767-001	9/30/2021	1.00	3.92	132.73
023326-001	11/1/2019	1.00	14.26	1,841.16
023443-001	1/24/2020	1.00	2.19	119.01
023458-000	2/1/2020	1.00	24.38	2,216.41
023921-000	10/1/2020	1.00	5.62	443.21

024134-000	1/29/2021	1.00	58.99	5,266.20
024271-000	4/1/2021	1.00	3.32	186.14
024271-002	4/1/2021	-	1.49	44.47
024288-000	5/1/2021	1.00	1.13	15.85
024288-001	5/1/2021	1.00	1.13	15.85
024296-000	5/4/2021	1.00	12.45	819.24
024297-000	5/5/2021	1.00	7.04	435.24
024381-002	5/28/2021	1.00	3.09	145.94
024426-000	7/6/2021	1.00	4.83	233.41
024480-000	7/31/2021	1.00	1.34	79.72
024482-000	7/30/2021	1.00	16.87	873.35
024573-000	9/8/2021	1.00	2.55	80.06
024645-001	9/30/2021	1.00	25.68	1,073.20
024679-000	10/28/2021	1.00	1.96	43.26
024681-000	9/30/2021	1.00	1.04	8.26
024723-001	11/1/2021	-	4.91	153.23
024725-000	11/15/2021	1.00	3.69	99.79
024748-001	11/17/2021	1.00	1.69	30.69
024805-000	12/22/2021	1.00	3.36	71.54
024829-000	1/1/2022	1.00	61.25	1,580.26
024873-000	2/1/2022	1.00	5.20	88.81
024907-000	3/1/2022	1.00	4.78	55.90
				\$ 25,624.25

<u>Account</u>	<u>Connect Date</u>	<u>RLE</u>	<u>Correct RLE</u>	<u>Total</u>
0022454-001	8/1/2018	1.00	13.78	2,472.16
009282-000		1.00	50.32	10,062.99
				\$ 72,589.58

CITY OF FARIBAULT
CUSTOMERS WITH SEWER (NOT BILLED) AS OF OCTOBER 11, 2022

<u>Account #</u>	<u>Connect Date</u>	<u>9/30/2019 Meter Reading</u>	<u>9/30/2022 Meter Reading</u>	<u>Less Gallons of Sewer Capped</u>	<u>Gallons of Water Used</u>	<u>Fee Per Gallon</u>	<u>Billing For Consumption</u>	<u>Months to be Back Billed</u>	<u>Base Fee Per Month</u>	<u>Billing for Base Fees</u>	<u>Total to Be Back Billed</u>
005238-001	9/17/2014	299,017.90	476,094.90	0.00	177,077.00	0.00361	639.25	36	8.32	299.52	938.77
007119-001	Forever										
010155-001	5/11/2020	111,790.00	417,991.50	35,566.20	270,635.30	0.00361	976.99	28.66	8.32	238.4512	1,215.44
010585-000	9/23/2013	187,117.40	270,963.60	0.00	83,846.20	0.00361	302.68	36	8.32	299.52	602.20
011693-000	?	284,893.90	484,210.00	0.00	199,316.10	0.00361	719.53	36	8.32	299.52	1,019.05
018427-000	Forever	439,376.60	596,870.00	0.00	157,493.40	0.00361	568.55	34	8.32	282.88	851.43
013244-000	Forever	148,304.70	148,304.70	0.00	0.00	0.00361	0.00	35	8.32	291.2	
025360-000	8/26/2022	148,304.70	148,304.70	0.00	0.00	0.00361	0.00	1	8.32	8.32	8.32
021308-000	8/26/2016	524,244.60	980,130.00	120,873.70	335,011.70	0.00361	1,209.39	36	8.32	299.52	1,508.91
021618-000	2014	88,047.80	248,549.00	8,648.40	151,852.80	0.00361	548.19	36	8.32	299.52	847.71
021627-000	11/14/2018	237,522.50	525,721.00	29,217.80	258,980.70	0.00361	934.92	36	8.32	299.52	1,234.44
022262-000	Tap Card - Sewer	248,286.20	369,586.60	0.00	121,300.40	0.00361	437.89	36	8.32	299.52	737.41
022376-000	9/3/2020	185,669.70	282,955.80	0.00	97,286.10	0.00361	351.20	24.9	8.32	207.168	558.37
Total to Be Back Billed										\$ 8,583.28	

CITY OF FARIBAULT
MISCELLANEOUS BILLING ADJUSTMENT EXAMPLES

<u>Billing Date</u>	<u>Account #</u>	<u>Back Billed Amount</u>	<u>Date</u>	<u>Months Back Billed</u>	<u>Reason</u>
6/10/2022	016683-003	\$ (100.40)	6/30/2020	25	Fixed Charges Over Billed
6/10/2022	016407-000		7/1/21 to 9/30/21	3	Irrigation Meter Installed - Finance Not Informed
7/9/2022	019844-000	\$ 872.88	12/13/2019		Bill Based on 1" Fixed Charges Rather Than Both 2" & 5/8" Meter
10/8/2022	023139-000	\$ 1,820.00	9/1/2019	35	Fixed Charges Not Put on New Account

City of Faribault
2023 Adjustments to Utility Accounts for Prior Years

		<i>601</i>	<i>602</i>	<i>603</i>		
		<i>37111</i>	<i>37211</i>	<i>37171</i>	<i>Total</i>	
016467-000	6/29/2023		\$855.73		\$855.73	Customer Not Billed for Sewer
023093-000	8/8/2023			551.86	551.86	Customer Not Billed for Storm
009535-002	9/7/2023			8,877.91	8,877.91	Customer Not Billed for Storm Bill in Appeal
013007-000	9/5/2023			306.91	306.91	Customer Not Billed for Storm
013008-000	9/5/2023			141.13	141.13	Customer Not Billed for Storm
017470-084	10/9/2023	403.12		2,811.82	3,214.94	Customer Not Billed for Storm
		<u>\$403.12</u>	<u>\$855.73</u>	<u>\$12,689.63</u>	<u>\$13,948.48</u>	

City of Faribault
2022 Adjustments to Utility Accounts for Prior Years

		<i>601</i>	<i>602</i>	<i>603</i>		
		<i>37111</i>	<i>37211</i>	<i>37171</i>	<i>Total</i>	
023734-000	08/2022			\$1,045.36	\$1,045.36	Storm Water Not Charged Correctly
022772-000	08/2022			4,606.84	4,606.84	Storm Water Not Charged Correctly
022773-000	08/2022			4,211.72	4,211.72	Storm Water Not Charged Correctly
022845-000	08/2022			4,317.31	4,317.31	Storm Water Not Charged Correctly
022853-000	08/2022			935.05	935.05	Storm Water Not Charged Correctly
020597-002	08/2022			2,368.96	2,368.96	Storm Water Not Charged Correctly
022978-000	08/2022			223.02	223.02	Storm Water Not Charged Correctly
018309-002	08/2022			629.92	629.92	Storm Water Not Charged Correctly
022406-000	08/2022			189.76	189.76	Storm Water Not Charged Correctly
009267-002	08/2022			1,431.93	1,431.93	Storm Water Not Charged Correctly
022413-000	08/2022			3,957.39	3,957.39	Storm Water Not Charged Correctly
022413-001	08/2022			2,611.52	2,611.52	Storm Water Not Charged Correctly
022416-000	08/2022			4,135.42	4,135.42	Storm Water Not Charged Correctly
		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$30,664.17</u>	<u>30,664.17</u>	
023326-000	09/2022			1,841.16	\$1,841.16	Storm Water Not Charged Correctly
022817-001	07/2022			167.14	\$167.14	Storm Water Not Charged Correctly
021450-001	07/2022			265.73	265.73	Storm Water Not Charged Correctly
017247-000	07/2022			283.12	283.12	Storm Water Not Charged Correctly
	07/2022			1,721.34	1,721.34	Storm Water Not Charged Correctly
	07/2022			437.89	437.89	Storm Water Not Charged Correctly
024645-001	07/2022			890.78	890.78	Storm Water Not Charged Correctly
		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$3,766.00</u>	<u>3,766.00</u>	
005083-008	6/2022		\$	107.67	\$107.67	Storm Water Not Charged Correctly
008015-032	6/2022			348.93	348.93	Storm Water Not Charged Correctly
008435-016	6/2022			823.86	823.86	Storm Water Not Charged Correctly
009463-004	6/2022			3,100.17	3,100.17	Storm Water Not Charged Correctly
010218-020	6/2022			7.12	7.12	Storm Water Not Charged Correctly
015756-001	6/2022			295.99	295.99	Storm Water Not Charged Correctly
016983-001	6/2022			15.85	15.85	Storm Water Not Charged Correctly
017470-075	6/2022			63.24	63.24	Storm Water Not Charged Correctly
017642-004	6/2022			482.03	482.03	Storm Water Not Charged Correctly
018492-001	6/2022			251.33	251.33	Storm Water Not Charged Correctly
021450-001	6/2022			250.70	250.70	Storm Water Not Charged Correctly
022233-000	6/2022			3,123.60	3,123.60	Storm Water Not Charged Correctly
022619-002	6/2022			63.24	63.24	Storm Water Not Charged Correctly
022767-001	6/2022			132.73	132.73	Storm Water Not Charged Correctly
023326-001	6/2022			1,841.16	1,841.16	Storm Water Not Charged Correctly

023443-001	6/2022		119.01	119.01	Storm Water Not Charged Correctly
023458-000	6/2022		2,216.41	2,216.41	Storm Water Not Charged Correctly
023921-000	6/2022		443.21	443.21	Storm Water Not Charged Correctly
024134-000	6/2022		5,266.20	5,266.20	Storm Water Not Charged Correctly
024271-000	6/2022		186.14	186.14	Storm Water Not Charged Correctly
024271-002	6/2022		44.47	44.47	Storm Water Not Charged Correctly
024288-000	6/2022		15.85	15.85	Storm Water Not Charged Correctly
024288-001	6/2022		15.85	15.85	Storm Water Not Charged Correctly
024296-000	6/2022		819.24	819.24	Storm Water Not Charged Correctly
024297-000	6/2022		435.24	435.24	Storm Water Not Charged Correctly
024381-002	6/2022		145.94	145.94	Storm Water Not Charged Correctly
024426-000	6/2022		233.41	233.41	Storm Water Not Charged Correctly
024480-000	6/2022		79.72	79.72	Storm Water Not Charged Correctly
024482-000	6/2022		873.35	873.35	Storm Water Not Charged Correctly
024573-000	6/2022		80.06	80.06	Storm Water Not Charged Correctly
024645-001	6/2022		1,073.20	1,073.20	Storm Water Not Charged Correctly
024679-000	6/2022		43.26	43.26	Storm Water Not Charged Correctly
024681-000	6/2022		8.26	8.26	Storm Water Not Charged Correctly
024723-001	6/2022		153.23	153.23	Storm Water Not Charged Correctly
024725-000	6/2022		99.79	99.79	Storm Water Not Charged Correctly
024748-001	6/2022		30.69	30.69	Storm Water Not Charged Correctly
024805-000	6/2022		71.54	71.54	Storm Water Not Charged Correctly
024829-000	6/2022		1,580.26	1,580.26	Storm Water Not Charged Correctly
024873-000	6/2022		88.81	88.81	Storm Water Not Charged Correctly
024907-000	6/2022		55.90	55.90	Storm Water Not Charged Correctly
			<u>\$0.00</u>	<u>\$0.00</u>	
			<u>\$ 25,086.66</u>	<u>25,086.66</u>	
0022454-001	6/2022		2,472.16	\$2,472.16	Storm Water Not Charged Correctly
009282-000	6/2022		10,063.00	\$10,063.00	Storm Water Not Charged Correctly
005238-001	10/2022	\$	938.77	\$938.77	Water Only Customers, Sewer Added
010155-001	10/2022		1,036.58	1,036.58	Water Only Customers, Sewer Added
010585-000	10/2022		602.20	602.20	Water Only Customers, Sewer Added
011693-000	10/2022		1,019.05	1,019.05	Water Only Customers, Sewer Added
018427-000	10/2022		851.43	851.43	Water Only Customers, Sewer Added
021308-000	10/2022		1,508.92	1,508.92	Water Only Customers, Sewer Added
021618-000	10/2022		847.71	847.71	Water Only Customers, Sewer Added
021627-000	10/2022		1,230.48	1,230.48	Water Only Customers, Sewer Added
022262-000	10/2022		737.41	737.41	Water Only Customers, Sewer Added
022376-000	10/2022		558.37	558.37	Water Only Customers, Sewer Added
			<u>\$0.00</u>	<u>\$ 9,330.92</u>	
		\$	-	9,330.92	
023139-000	9/2022		<u>\$1,820.00</u>	<u>\$1,820.00</u>	Meter Base Charges Not Charged
TOTAL 2022 ADJUSTMENTS			<u>\$1,820.00</u>	<u>\$9,330.92</u>	
			<u>\$72,051.99</u>	<u>\$ 85,044.07</u>	

City of Faribault
2021 Adjustments to Utility Accounts for Prior Years

		<i>601</i>	<i>602</i>	<i>603</i>	
		<i>37111</i>	<i>37211</i>	<i>37171</i>	<i>Total</i>
008321-018	10/2022			2,290.42	\$2,290.42
022345-002	10/2022			6,203.68	6,203.68
024360-000	10/2022			218.26	218.26
TOTAL 2021 ADJUSTMENTS		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$8,712.36</u>	<u>\$ 8,712.36</u>

TOTAL 2021-2023 YTD ADJUSTMENTS **\$ 107,704.91**



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Paul J. Peanasky, Parks and Recreation Director
MEETING DATE: October 17, 2023
SUBJECT: ABM Facility Maintenance Study

Discussion:

At the April 25, 2023, City Council meeting, ABM was authorized to perform a maintenance study of the City facilities and determine if there were capital items that could be completed with the cost coming from the savings in utilities and labor. ABM has come up with a list which is in the attached packet. This first phase had no cost to the City. Phase two of the study includes an in-depth analysis to verify projects and savings. If the savings from utilities do not cover 100% of the cost, then the City would have to budget in the future to pay for the items that have been identified.

For the example we used back in April, ABM would pay for the replacement of the boilers at the Buckham Memorial Library or the HVAC units at Public Works. ABM then determines the savings on utilities and is reimbursed 50% of these savings. The City receives the other 50% of the savings. If the City enters into a contract with ABM, the City would then be responsible for the remainder of the capital costs for the projects completed. This would allow the City to finance the capital expenses over a period of time.

ABM is ready to enter into a contract to start phase two of the project. From this point, we could determine exactly which projects we would want to include. If we decide we do not want to do any of the projects, the City will owe ABM \$73,915. If we do at least one project from the list, then we would owe nothing to ABM.

Some additional discussions are needed regarding how to proceed. For some of the projects, we might be better off to bundle and bond, and for others, this process with ABM might be a good fit.

At this time, we are looking for input from the Council to determine if they would like to proceed with the process with ABM.

Attachments:

1. Presentation
2. Findings from Phase One
3. Development Agreement
4. Draft Resolution

Faribault, MN

Preliminary Assessment Results and Development Steps

Gold Leaf Achievement,
Savings Generation,
and Infrastructure
Improvements

ABM Building Solutions, LLC.

October

17

2023



Preliminary Assessment: Key Goals



Discuss preliminary assessment findings: Savings identified and financial solutions uncovered



Review the building findings and recommendations



Confirm preliminary qualification **SUCCESS**



Review next steps, MDA agreement document, and procurement steps

Preliminary Results: **\$9,774,998** 20 Year Savings Opportunity

\$5,892,311 in
preliminary utility
savings (gas and
electric)

Facilities
City Hall
Police Station
Ball Fields
Fire Station
Buckham Library
Aquatic Center
Wastewater Plant
Public Works
Community Center

**Ops &
Maintenance
Savings**

\$ 595,187

**Budgeted
Capital
Savings**

\$ 3,287,500

Preliminary Survey Findings Summary*

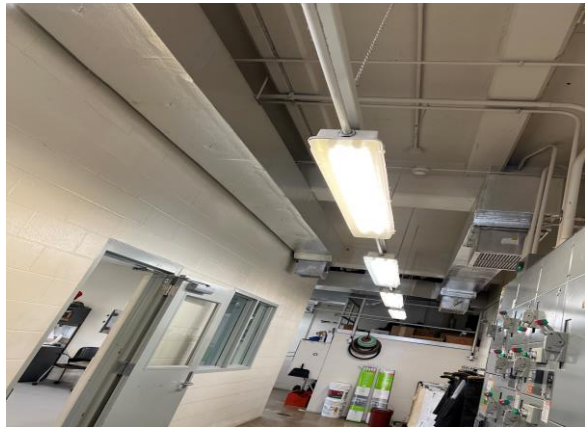
Items Selected for Inclusion in Investment Grade Audit/MDA Scope

- HVAC Upgrades
 - Condenser and evaporator coil coating, new server room systems, boiler upgrades (some existing boilers discontinued), mechanical room insulation, on-demand domestic water heaters, make-up air unit refurbishment and replacement, air handling unit upgrades, destratification, firehouse IAQ upgrades, building automation, other optimizations
- Lighting Upgrades – LEDs, Fixtures, and Control; Interior, Exterior, and Select Street
- Building Envelope Upgrades (seal, insulate, caulk, select window improvements, door improvements, etc.)
- Water Conservation – Low-Flow Fixtures, Water Fountains, Irrigation Optimization, etc
- Electrical Upgrades
 - High-efficiency transformers. Electrical room repairs and safety upgrades
- High-efficiency pool filtration, intelli-flo pumping, chemical management control, and physical improvements
- Kitchen Hood/MUA Controls
- Wastewater Treatment Plant: Pump and Drive Optimization, Energy Recovery, Bio-Gas, Aerobic vs Anaerobic Digestion
- Solar Arrays at WWTP, Public Works, Utilities Supply Site
- Future-Proofing: EV Fleet Electric Supply Facility Preparedness

* Full building-by-building findings available in appendix

Example Findings Photos*

* Building-by-building photos in appendix



Preliminary Utility Data Analysis per Building

\$5,892,311 in preliminary utility savings (gas and electric)

Facility Building Name	Est. Gross Square Feet	Existing Building		Post Retrofit		
		Annual Utility Spend	Total per Sq/Ft	Targeted per Sq/Ft	\$ Savings	20 Year \$ Savings
City Hall	15,640	\$ 40,188	\$ 2.57	\$ 2.11	\$ 7,234	\$ 239,194
Police Station	40,095	\$ 130,271	\$ 3.25	\$ 2.66	\$ 23,449	\$ 775,356
Ball Fields	N/A	\$ 24,197	N/A	N/A	\$ 4,355	\$ 144,017
Fire Station	9,704	\$ 32,422	\$ 3.34	\$ 2.74	\$ 5,836	\$ 192,972
Buckham Library	25,875	\$ 80,385	\$ 3.11	\$ 2.55	\$ 14,469	\$ 478,441
Aquatic Center	5,625	\$ 38,573	\$ 6.86	\$ 5.62	\$ 6,943	\$ 229,582
Wastewater Plant	75,000	\$ 468,125	\$ 6.24	\$ 5.12	\$ 84,263	\$ 2,786,220
Public Works	85,000	\$ 107,959	\$ 1.27	\$ 1.04	\$ 19,433	\$ 642,558
Community Center	24,500	\$ 67,873	\$ 2.77	\$ 2.27	\$ 12,217	\$ 403,971

Total Savings	18%	\$ 5,892,311
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Notes:

- 1) Includes electric and gas savings from proposed ECMs only based on total usage figures (does not account for potential solar solutions and is in addition to existing solar implementation)
- 2) Financial and carbon savings of post-existing solar bills and usage greater. For example, remaining net-of-solar-credit utility cost at Public Works could be reduced by 42%
- 3) 20 year \$ savings assumes a 5% average annual escalation of utility rates
- 4) Target \$ per Sq/Ft is based on ABM Team Assessment, ENERGY STAR data, and industry guidelines

Preliminary M&O and Capital Savings

Savings Source	O & M Savings
Water Conservation	\$ 1,500
Lighting Replacement	\$ 2,000
HVAC Maintenance & Repair	\$ 14,500
Park Irrigation	Water Fund
Aquatic Center Water Usage	Water Fund
Total Annual Savings	\$ 18,000
Total 20 Year Savings	\$595,187

Notes:

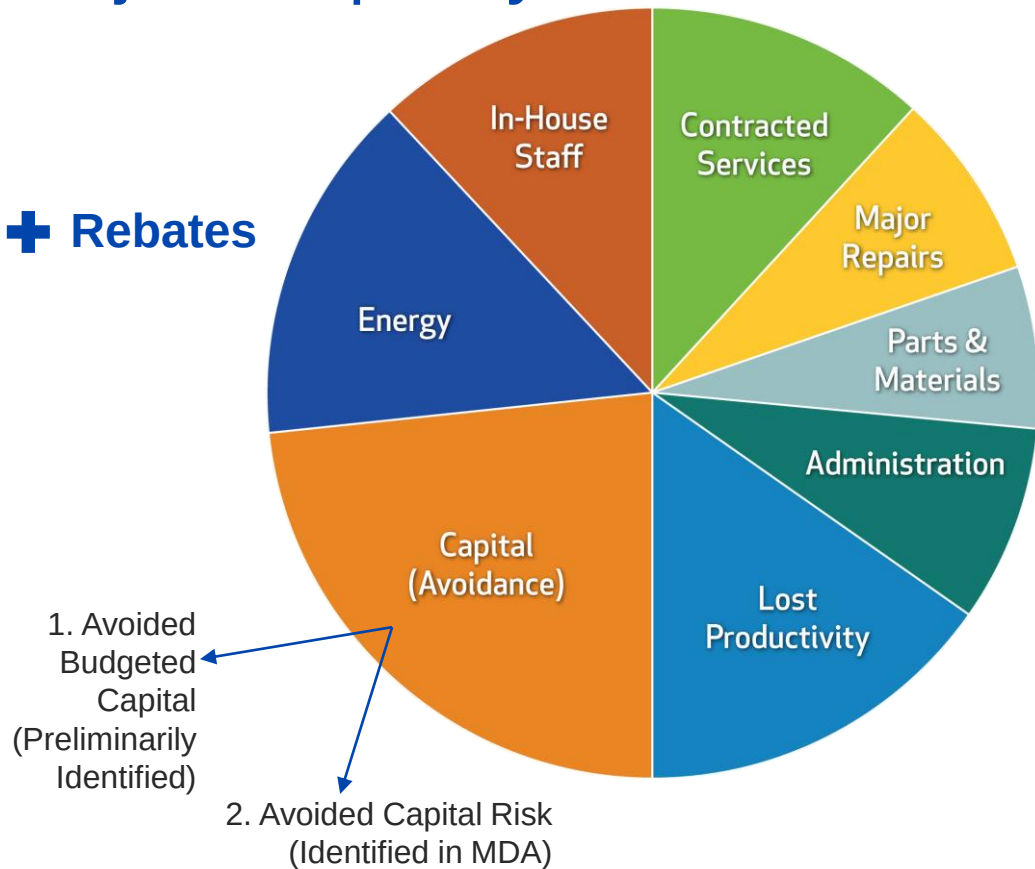
1) All costs are year one annual estimates

CIP Savings Item	Capital \$ Savings
Library East and South Doors - 24	\$ 40,000
Library Window Replacements - 25	\$ 40,000
Library Interior Lighting - 28	\$ 100,000
Library Clean and Seal Exterior - 28	\$ 50,000
Public Works HVAC - 27 & 28	\$ 300,000
Street Upgrade LED Lights - 24	\$ 410,000
Aquatic Center Replace Filter - 27	\$ 325,000
Fire Station Boiler Replacement - 27	\$ 50,000
Total Savings (Years 1-5)	\$ 1,315,000
Total Savings (20 Year)	\$ 3,287,500
Annual Savings (5 Years)	\$ 263,000
Projected Annual Savings (Yrs 6-20)	\$ 131,500
Total Annualized Savings	\$ 177,184

Notes:

Funding the Solution – Determining Preliminary Project Capacity

+ Rebates



Preliminary savings, avoided capital, etc numbers converted into financed project capacity and qualified with project scope

➤ This is the project you could do TODAY



Savings Project Preliminary Capacity

FUNDING

Savings-funded project capacity:

$$\begin{aligned} &\$373,383 \\ &\times 20 \text{ yr. term} \\ &= \$5,967,722 \end{aligned}$$



Capital Volatility Analysis

CGT

	FUNDING SOURCES		FUNDING USED	
	FUNDING AVAILABLE		FUNDING USED	
Utility Reallocation	\$ 178,199	100%	\$ 178,199	
Maintenance Savings	\$ -	100%	\$ -	
Operations Reallocation	\$ 18,000	100%	\$ 18,000	
Capital Contributions	\$ 177,184	100%	\$ 177,184	
Total Operational Savings	\$ 373,383		\$ 373,383	

Revenue / Debt Contributors

Debt Wrap Contribution	\$ -	0%	\$0
Revenue	\$ -	0%	\$0

Revenue Growth 2.0%

Inflation Factor 5.0%

Interest Rate 4.96%

Finance Term 20

Savings Term 20

Net Present Value	
Solution Value	\$5,967,722
Use as Downpayment	
No Cash / Other	
Subtotal	\$5,967,722
Financed Amount w/Maint.	\$ 5,967,722
Total Cash Flow	\$ -
Cumulative General Fund Relief	\$ 39,240

Bundling Benefits



INNOVATIVE FUNDING

Pay for high-impact climate actions, facility efficiency improvements, and critical infrastructure partially or wholly through guaranteed energy, operational, and capital savings.



COMPREHENSIVE TURNKEY SOLUTION

Single point of accountability for design, engineering, implementation and commissioning. Focus your Strategic Vision. Achieve Multiple GreenStep Actions at Once.



LOWER RISK & NO CHANGE ORDERS

Firm, fixed pricing, guaranteed results – very low risk! Decide on your scope (Renewables, EV, Efficiency, etc) and GO, reduce carbon and achieve savings NOW

Climate Mitigation Actions

CM6 - Public energy efficiency projects: Invest in a new and significant energy efficiency project through performance contracting or other funding in city-owned/school buildings.

CM12 - Community renewable energy projects: Newly install or support the installation for community-owned or public sector/municipally owned renewable energy technology—solar, wind, hydro, etc.

Climate Adaptation Actions

CA3 - Back-up energy system: Newly install islanding capability and storage for a clean energy system in a publicly accessible building to provide back-up power that can sustain function during extreme weather events.

Potential Resultant Actions

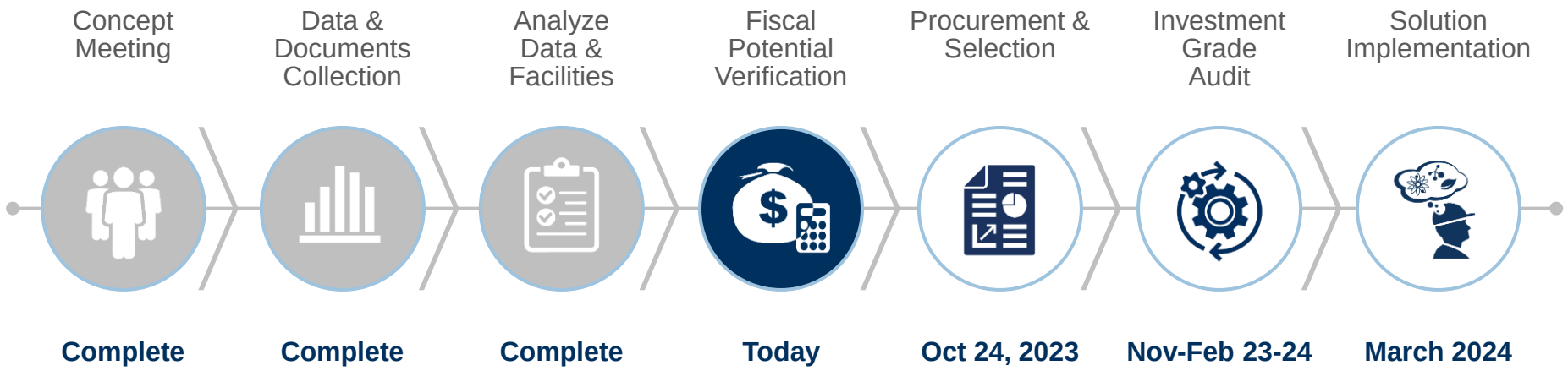
CM1 – Efficient public building operations: For one city-owned/school building, complete 12 months of facilities operations utilizing the B3/SB 2030 Energy Efficient Operations Manual (B3 EEOM).

CM2 – Certified green building operations: Document the certification of a public or private building at gold-equivalent or better under a green building operations framework.

CP9 - Climate action budget: At least 1% of current city annual budget is allocated to climate action.

Next Steps

SOLUTION TIMELINE



\$9,774,998 in
preliminary 20
year savings
opportunity



Thank You

GET IN TOUCH

Adam Seidel
952-254-1327
Adam.Seidel@ABM.com



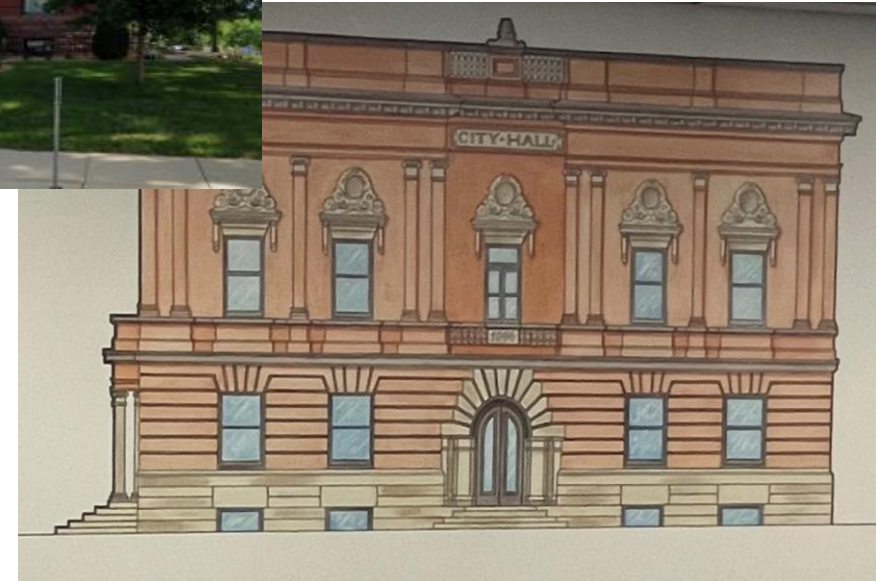
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Public Works	85,000	\$ 107,959	\$ 1.27	\$ 1.04	\$ 19,433	\$ 642,558
Community Center	24,500	\$ 67,873	\$ 2.77	\$ 2.27	\$ 12,217	\$ 403,971
		Total Savings		18%	\$ 5,892,296	

Preliminary Survey Findings

Faribault City Hall

Technical Solutions

- HVAC Upgrades
 - Condenser and Evaporator Coil Coating
 - Install New Server Room System
 - Existing Boilers Have Been Discontinued (Less than 20-yr old)
 - Mechanical Room Insulation
 - On Demand Domestic Water Heater
- Lighting Upgrades – LEDs
- Building Envelope Upgrades
- Water Conservation – Low-Flow Fixtures
- Install EV Charging Stations



Faribault City Hall



Preliminary Survey Findings

Aquatic Center

Technical Solutions

- Upgrade Domestic Water Heaters
- High-Efficient Pool Filtration
- Intelli-Flo Pumping
- Chemical Management Control
- Lighting Upgrades
 - LED Interior and Exterior Lighting
- Electrical Upgrades
 - Replace Transformer
- Water Conservation
 - Low-Flow Fixtures and Aerators
 - High-Efficient Water Fountains
- Replace Stone Gutters
- Ground-mounted or Canopy Solar Array
- Install EV Charging Stations



Aquatic Center



Preliminary Survey Findings

Bell Field-Alexander Park

Technical Solutions

- On-Demand Domestic Water Heaters
- Solar/LED Lighting
 - Field and Stadium Lighting
 - Parking Lot Lighting
- Upgrade Transformers
- Water Conservation
 - Low-Flow Fixtures
 - Auto Flush Valves
- Optimize Irrigation
- Install EV Charging Stations



Bell Field-Alexander Park



Preliminary Survey Findings

Faribault Public Works

Technical Solutions

- HVAC Upgrades
 - Refurbish Makeup Air Units
 - Condenser and Evaporator Coil Coating
 - Raise Energy Recovery Ventilator Curb Above Snow Level
 - Refurbish or Replace aging HVAC Heating and Cooling Equipment
 - Destratification Fans
- Upgrade Lighting
- Optimize Lighting Controls
- Building Envelope Upgrades
- Water Conservation – Low-Flow Fixtures
- EV Fleet Transition Supply Preparation and Ready-to-Charge



PUBLIC WORKS



Preliminary Survey Findings

Faribault Fire Station

Technical Solutions

- HVAC Upgrades
 - Refurbish/Replace Makeup Air System
 - Upgrade Boiler Plant to Hi-Efficient Modulating Boilers
 - Upgrade Domestic Hot Water System
 - Destratification Fans
 - Replace Air Handling Unit
 - Bi-Polar Ionization IAQ upgrades
 - Mechanical Insulation
- Building Envelope Upgrades
- Water Conservation – Low-Flow Fixtures
- Install EV Charging Stations



Fire Station



Preliminary Survey Findings

Faribault Community Center & Buckham Memorial Library

Technical Solutions

- HVAC Upgrades
 - Condenser and Evaporator Coil Coating
 - Replace Boilers in Library
 - Upgrade Aging HVAC Equipment
 - On Demand Domestic Water Heaters
- Lighting Upgrades in Library – LEDs
- Upgrade Electrical Room Components and Safety
- Replace Transformers
- Building Envelope Upgrades Throughout
- Lower-level Window Upgrade
- Water Conservation in Library – Low-Flow Fixtures
- Bottle Filler Water Fountains
- MeLink Kitchen Hood/MUA Controls
- Facility Improvement – Install EV Charging Stations



Community Center-Buckham Memorial Library



Preliminary Survey Findings

Faribault Police Department

Technical Solutions

- HVAC Upgrades
 - Condenser and Evaporator Coil Coating
 - Upgrade Aging HVAC Equipment
 - On Demand Domestic Water Heaters
- Lighting Upgrades/Exit Signs– LEDs
- Destratification Fans
- Building Envelope Upgrades Throughout
- Water Conservation– Low-Flow Fixtures
- Bottle Filler Water Fountains
- Install EV Charging Stations



Faribault Police Department



Preliminary Survey Findings

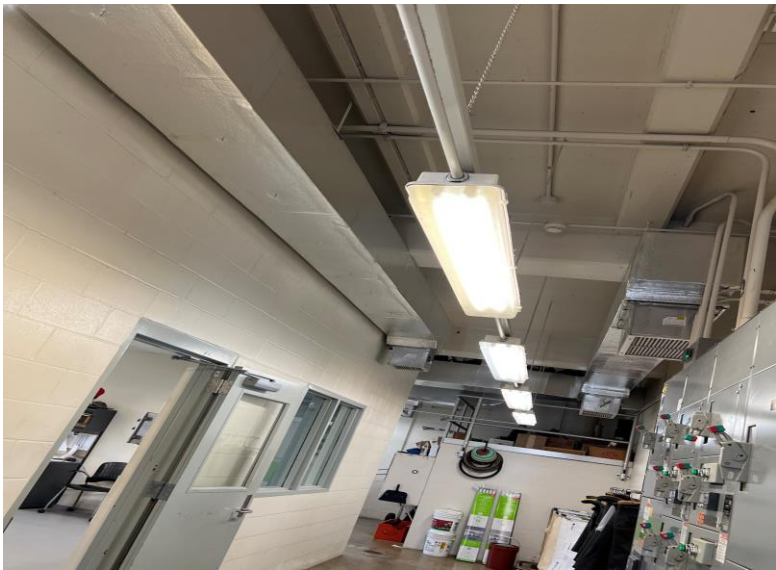
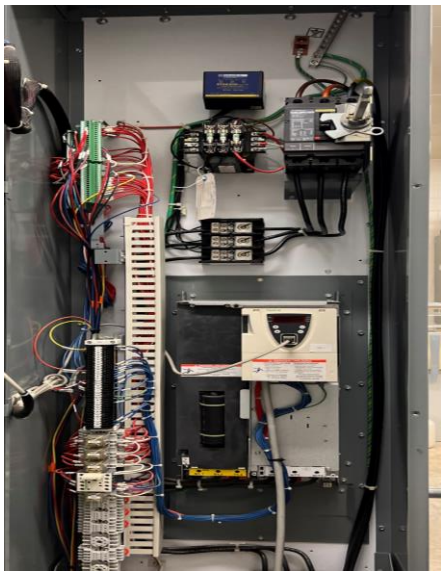
Faribault Wastewater Treatment Plant

Technical Solutions

- HVAC Upgrades
 - Condenser and Evaporator Coil Coating
 - Upgrade Aging HVAC Equipment
 - On Demand Domestic Water Heaters
 - Building Automation
- Lighting Upgrades– LEDs
- Building Envelope Upgrades Throughout
- Replace Transformers
- Pump and Drive Optimization
- Energy Recovery
- Bio-Gas Generation
- Aerobic vs. Anaerobic Digestion
- Ground Mount Solar Array



Faribault Wastewater Treatment Plant



Electric Fleet Future Proofing

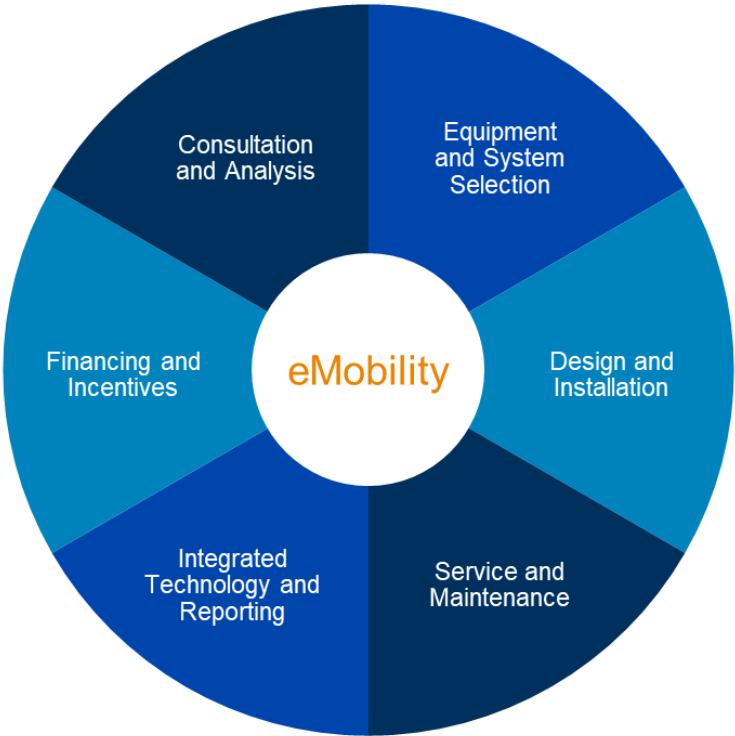
Public Works Fleet and Preparedness

City Goals and Needs: Preparedness for fleet electrification, suitable charger infrastructure, maintenance, fleet acquisition

ABM Solutions

Analyze fleet (vehicles, market options, uptime, usage patterns) to project electricity load need. Bundle service capacity solution with proposed efficiency FIMs at site. Make facility charger installation ready. Prepare charger install plan.

Funding Exploration: Explore/integrate CFI grants





Master Development Agreement

MASTER DEVELOPMENT AGREEMENT BETWEEN

City of Faribault
208 1st Avenue NW
Faribault, MN 55021

AND

ABM Facility Support Services, LLC
12040 Indian Creek Court
Beltsville, MD 20705

The purpose of this Master Development Agreement (MDA) is to confirm the intent of ABM Facility Support Services, LLC (ABM) and **Client** hereinafter referred to as Client), together referred to as the “Parties”, to develop a Guaranteed Energy Savings Agreement for the locations and facilities outlined in Appendix A. This agreement will provide the basis of the scope of the MDA, the obligations of both parties, the financial metrics to be met, the intended outcomes and timeline.

WITNESSETH:

WHEREAS, the Parties seek to enter into a Professional Services Agreement in Client-owned in facilities to improve operating costs while decreasing greenhouse gas emissions by the Client as set forth in Appendix A hereto (the “Premises”); and

WHEREAS, Client has selected ABM through FAR 552.238-79 use of federal supply schedule contracts by non-federal entities (July 2016) to conduct an investment grade audit in accordance with Minnesota Statute 471.345 Subdivisions 13 and 15, or other Minnesota legislation, as a result of reviewing ABM’s qualifications and professional experience; and

WHEREAS, ABM will evaluate, and with Client’s approval, implement, economically feasible measures to improve the Client’s infrastructures; and

NOW, THEREFORE, for the mutual promises contained herein, and for good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

ABM agrees to undertake a detailed development of the following Scope of Work. Upon reliance of the detailed development, Client shall consider approval of a Project Agreement with ABM to install the Improvement Measures.

1. Scope of Work

It is the Parties’ mutual understanding that as part of this MDA, ABM and Client agree to the following:

Develop a project which will fund the Measures utilizing utility, operational, maintenance, capital cost avoidance savings and any other available funding sources, including local capital contributions and grants/ foundation resources, over a maximum period of 20 years.

Develop Measures which will lower the Clients operating costs and/or improve facility operating & environmental conditions. Additional measures may be investigated based on mutual agreement between ABM and Client, and measures investigated may include, but not be limited to:

- Building envelope upgrades including window and door upgrades
- Electrical infrastructure and transformer upgrades

ABM Facility Support Services, LLC

- Evaluate opportunity for solar energy and/or other alternative energy opportunities*
- Indoor air quality improvements
- HVAC, air-handling, and heating/chilling system optimization, replacement, and upgrades
- Load management and optimization
- Lighting upgrades
- Air management and destratification
- Electric vehicle charging infrastructure readiness*
- Water conservation improvements

* - development and pricing of solar and electric vehicle charging infrastructure scope may occur on a delayed timeline, see Section 5. Timeline.

Allowable project savings and funding sources include, but are not limited to:

- Electrical consumption (kwh), Electrical Demand (kW, on- and off-peak), Potable water consumption (kgal), Sewer consumption (kgal), Reclaimed usage (kgal), Natural gas consumption (Therms), Steam (MMBtu), and Chilled Water (ton-hours)
- Utility marketing, distribution, and/or delivery costs
- Existing services contract cost savings throughout the project term or other cost savings attributable to the Client's behavioral modifications, facility operating schedule or efficiency plan
- Deferment of service contract costs
- Escalation rates for utilities, commodities, labor, maintenance, and material shall be the greater of 3% annually, actual calculated escalation or the Consumer Price Index (CPI)
- Utility rate structure adjustments (rate category changes)
- Deferred maintenance reduction and/or emergency repair costs
- Capital Improvement Budget funds; Capital contribution, adjustment, or re-allocation funds; and/or offset of future Client costs
- Applicable Bond or Tax Referendum proceeds
- Utility Provider and/or State or Federal rebates or grants
- Enhanced and/or additional financial benefits created as a result of the installation of the Measures

The Detailed Development included in this scope of work will result in the delivery of a written final business case, in the form of a Project Agreement, based on a fixed-firm price to install selected Measures and the realization of guaranteed savings for an agreed-to term ("Detailed Development Summary").

Additional Measures can be included in the scope of work of this MDA through mutual written agreement of ABM and Client. Compensation to ABM for the additional Measures' development costs incurred because of scope of work additions as described above shall be negotiated in accordance with the terms, conditions and unit pricing set forth in Section 4.

The end work product will be a specific list of Measures with the following corresponding information:

- i) Final savings calculations for energy, operational, and other savings and a defined measurement and verification plan for each Measure.
- ii) Final Project savings and cost included in the Implementation Contract on a firm-fixed price basis.
- iii) Draft version of the Implementation Contract for negotiation of final terms and conditions with Client.

ABM shall commence Work upon approval of this Agreement.

2. Records and Data

During the Development Phase, the Client will furnish to ABM upon its request, accurate and complete data concerning current costs, budgets, facilities requirements, future projected loads, facility operating requirements, etc. ABM will provide a separate document with the required information and the Client shall make every reasonable effort to provide that information within 5 days of request.

3. Preparation of “Project Agreement”

Along with the Scope of Work required under this Agreement, ABM will develop the framework of the subsequent Project Agreement, Energy Agreement, and the Financing Agreement if applicable. These Agreements shall be co-developed by ABM and the Client during the term of this MDA. These documents will vary dependent on the Client’s desired structure, but where possible shall be standardized ABM documents for most expedient delivery.

4. Price and Payment Terms

Pricing for Development

Client agrees to pay to ABM the **sum of \$73,915 (Seventy-three thousand nine hundred fifteen)** within thirty (30) days after the delivery to the Client of the documentation described under Paragraph 1 of this Agreement. However, Client will have no obligation to pay this amount if:

ABM and the Client execute the “Project Agreement” (outlined in Paragraph 3) within thirty (30) days after the delivery to the Client of the documentation described under Paragraph 1 of this Agreement. Costs for the Development will be transferred to the total cost of the Implementation Contract and be subject to the payment terms outlined in the Implementation Contract.

5. Timeline

It is the intent and commitment of the Parties identified in this Agreement to work diligently, and cause others under their direction to work diligently toward meeting the timeline shown below.

	Date*
Master Development Agreement (MDA) Approved by Client	October 2023
ABM to Complete Project Development and Provide Firm Project Agreement	February 2024
Client to Approve ABM Contracts	March 2024

***These are anticipated timeframes and may be modified by subsequent work plans approved by the parties.**

7. Miscellaneous Provisions

This Agreement cannot be assigned by either party without the prior written consent of the other party. This Agreement is the entire Agreement between ABM and Client and supersedes any prior oral understandings, written agreements, proposals, or other communications between ABM and the Client. Any change or modification to this Agreement will not be effective unless made in writing. This written instrument must specifically indicate that it is an amendment, change, or modification to this Agreement.

This document represents the business intent of both Parties and should be executed by the Parties who would ultimately be signatory to a final agreement.

Client

ABM Facility Support Services, LLC

Signature

Signature

Title

Title

Date

Date

APPENDIX A

Locations and Facilities

City of Faribault facilities and sites to include, but not be limited to, the following:

- Faribault City Hall, 208 1st Ave NW, Faribault, MN 55021
- Faribault Police Station, 25 4th St NW, Faribault, MN 55021
- Bell Field and Surrounding Athletic Fields and Park Areas in and around North Alexander Park, 1815 Alexander Dr, Faribault, MN 55021
- Faribault Fire Station, 122 2nd St NW, Faribault, MN 55021
- Buckham Memorial Library, 11 Division St E, Faribault, MN 55021
- Faribault Family Aquatic Center, 1830 Alexander Dr, Faribault, MN 55021
- Faribault Water Reclamation Facility and Wastewater Treatment Plant, 214 14th St NE, Faribault, MN 55021
- Faribault Public Works Facility, 1200 Belview Trail, Faribault, MN 55021
- Faribault Community Center, 15 W Division St, Faribault, MN 55021
- Street lighting and fixtures as mutually agreed
- Additional facilities and sites as mutually agreed

A MOTION AUTHORIZING THE SELECTION OF ABM FACILITY SUPPORT SERVICES, LLC THROUGH FAR 552.238-114 USE OF FEDERAL SUPPLY SCHEDULE CONTRACTS BY NON-FEDERAL ENTITIES (Jan 2022) TO CONDUCT AN INVESTMENT GRADE AUDIT IN ACCORDANCE WITH MINNESOTA STATUTE 471.345 Subd. 15.

WHEREAS, the City of Faribault, Minnesota approves the selection of ABM Facility Support Services, LLC to perform an investment grade audit for facility improvement needs through a guaranteed energy savings agreement or other contract.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FARIBAULT CITY COUNCIL, as follows:

The City of Faribault City Council, for and on behalf of the City of Faribault, is hereby authorized to select ABM Facility Support Services, LLC through the use of FAR 552.238-114 USE OF FEDERAL SUPPLY SCHEDULE CONTRACTS BY NON-FEDERAL ENTITIES (Jan 2022) to conduct an Investment Grade Audit.

This Resolution shall take effect and be enforced from and after its adoption.

Passed and Adopted: October 24, 2023



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Paul J. Peanasky, Parks and Recreation Director
MEETING DATE: October 17, 2023
SUBJECT: ISG Facility Maintenance Study

Discussion:

As part of the 2023 budget process, ISG was retained to update a Facility Maintenance Study. In 2012, a study was completed that had 177 items on the list, of which 155 have been completed. The study was recently done again and there are 59 new items on the list. This list will now be used to set up CIP projects for the future.

Attachments:

1. ISG Facility Maintenance Study

Building	Category	2012	2023	Completed/In complete	Sub Category	2012 Recommendations	2023 Recommendations	Estimated Cost
Washington	ArchitecturalStructural	2012	Still Needed	Incomplete	ExteriorOther	Concrete stairs and metal railings at the exterior of the building are in poor condition or are absent. There are multiple tripping hazards and missing handrails that are a liability to the City.	Still needed.	\$26,600
Police Station	ArchitecturalStructural	2012	Still Needed	Incomplete	ExteriorRoof	A guardrail is required at the roof access ladder due to its close proximity to the edge of the roof. The hatch needs fall protection installed.	Still needed.	\$6,000
Fire Station	ArchitecturalStructural	2012	Still Needed	Incomplete	ExteriorWalls	There are no through-wall flashings or weeps at the base of the brick walls to allow moisture to drain from within the wall cavity.	Still needed.	\$10,000
Fire Station	ArchitecturalStructural	2012	Still Needed	Incomplete	ExteriorOther	The steps at the southeast corner of building should be replaced due to non-compliant rise and run (currently 7 ½" rise, 10" run).	Still needed.	\$4,700
Fire Station	ArchitecturalStructural	2012	Still Needed	Incomplete	InteriorFloors	The truck bay floor is slippery when wet. Apply a fluid-applied floor coating that offers protection and slip resistance.	Still needed.	\$50,100
Fire Station	ArchitecturalStructural	2012	Still Needed	Incomplete	ExteriorOther	The fire department desires additional building space for trailer storage and other equipment. Projected Cost: \$200,000. Ambulance storage to the north should be examined as a building expansion option.	Still needed.	\$266,000
Fire Station	ArchitecturalStructural	2012	Still Needed	Incomplete	ExteriorOther	The fire department desires additional building space for trailer storage and other equipment. Projected Cost: \$200,000. Ambulance storage to the north should be examined as a building expansion option.	Still needed.	\$266,000
City Hall	SiteCivil	2012	Still Needed	Incomplete	OtherSiteCivil	Retaining walls along the north side have signs of pulling away from the building and are leaning away from the building. It will require complete reconstruction in years to come.	Still needed.	\$19,200
City Hall	ArchitecturalStructural	2012	Still Needed	Incomplete	ExteriorDoors	Exterior doors for the southwest entrance (elevator addition) are constructed of wood, as are the window frames in that area. These are a higher maintenance item, and the finish should be well maintained to avoid failure due to rot.	Still needed.	\$8,700
City Hall	ArchitecturalStructural	2012	Still Needed	Incomplete	ExteriorOther	Exterior stairs on the south side of the building, which adjoin the building and are constructed of stone, should have sealants redone to prevent moisture from getting below and being adversely affected by frost action.	Still needed.	\$2,000
City Hall	ArchitecturalStructural	2012	Still Needed	Incomplete	ExteriorOther	Exterior stairs on the south side have had repairs done to the stair nosing at multiple locations in the past, and some appear ready for additional repair. Handrails are questionable for code compliance. Overall the stairs function but may place the City in liability situations.	Still needed.	\$4,700
City Hall	ArchitecturalStructural	2012	Still Needed	Incomplete	InteriorOther	Handrails within the elevator addition could be judged as non-compliant as they do not have a graspable surface as defined in the code. The City may elect to modify or replace the handrails to comply with current codes.	Still needed.	\$14,700
City Hall	ArchitecturalStructural	2012	Still Needed	Incomplete	InteriorOther	The main level bathrooms are not ADA compliant.	There is an active project to address this.	\$0
City Hall	SiteCivil	2012	Still Needed	Incomplete	OtherSiteCivil	A trash enclosure is absent from the property.	Still needed.	\$13,300

Community Center	ArchitecturalStructural	2012	Still Needed	Incomplete	InteriorWalls	The exterior wall in the racquetball courts has flaking paint and moisture issues. This should be addressed with exterior masonry repairs. Masonry will need to be waterproofed through added wall flashing, and the exterior regraded to alleviate water from sitting next to the building.	Still needed.	\$20,000
Public Works	ArchitecturalStructural	2012	Still Needed	Incomplete	InteriorCasework	Could use more kitchen counters in multipurpose room.	Still needed.	\$6,700
Public Works	ArchitecturalStructural	2012	Still Needed	Incomplete	ExteriorWindows	The full wall of glass in the truck wash is not an ideal situation. The massive amounts of moisture, cold weather, and debris that hit the windows during a wash cycle will take its toll. This will likely be a major repair in years to come. Additionally, water flows under the door leading to the second level. A threshold and sweep would help the situation.	Still needed.	\$26,600
Public Works	ArchitecturalStructural	2012	Still Needed	Incomplete	InteriorWindows	The flat sill at wash bay windows allows water to sit at the base of the windows. The sill should be modified to slope so the area drains.	Still needed.	\$2,000
Public Works	ArchitecturalStructural	2012	Still Needed	Incomplete	InteriorFloors	We recommend that the floor / wall intersection joints be re-caulked in the wash bay.	Still needed.	\$3,400
Public Works	MechanicalPlumbing	2012	Still Needed	Incomplete	OtherPlumbing	The water softener for the wash bay appears to be under sized or located in the incorrect location with the building softener. It is recommended that it be relocated.	Still needed.	\$2,700
Washington	ArchitecturalStructural	2012	Still Needed	Incomplete	ExteriorRoof	Roofing fasteners are exceptionally long and protrude too far through the roof into the gym. While not an immediate hazard, the kids do enjoy trying to stick balls to the fasteners.	N/A	\$0
Washington	MechanicalPlumbing	2012	Still Needed	Incomplete	OtherMechanical	There is not a fire sprinkler system in the building.	Still needed.	\$140,000
Washington	MechanicalPlumbing	2012	Still Needed	Incomplete	HeatingCooling	The steam boiler system has low efficiency but appears to be in good working order. The unit appears to have hot water capabilities. Convert to hot water.	Still needed.	\$40,000
Washington	ArchitecturalStructural	2012	Still Needed	Incomplete	ExteriorRoof	The City should have a roofing specification / inspection plan developed by which all future work is performed and inspected. Multiple roofs, including new roofs, have performance issues that wouldn't have happen if standards were followed. The roof is now out of warranty.		\$0
City Hall	ArchitecturalStructural	N/A	2023	Incomplete	ExteriorRoof	N/A	The built-up roof system was installed in 2002. It is nearing the end of its useful service life. Plan for replacement.	\$153,000
City Hall	ArchitecturalStructural	N/A	2023	Incomplete	ExteriorRoof	N/A	The existing roof hatch does not have fall protection installed. The metal hatch is showing signs of corrosion. Replace hatch and install fall protection. This work should be done in conjunction with new roof install.	\$6,700
City Hall	ArchitecturalStructural	N/A	2023	Incomplete	ExteriorWalls	N/A	Both the upper and lower cornice sky facing joints are showing signs of failure. Remove and replace throughout. Selective repointing is needed on the northwest corner and on the south side. There is damage to some of the stone work on the south entrance. Staining and efflorescence should be removed.	\$40,000
City Hall	ElectricalTechnology	N/A	2023	Incomplete	InteriorLighting	N/A	Replace light fixtures with LED and install occupancy sensing controls.	\$129,000

City Hall	ElectricalTechnology	N/A	2023	Incomplete	PowerSupply	N/A	Remove the electrical extension cord and install permeant wiring to the roof mounted condensing unit.	\$1,600
City Hall	SiteCivil	N/A	2023	Incomplete	OtherSiteCivil	N/A	Replace the stone retaining wall on the west side of building. The stones have settled on the north end and the base layer of stone is crumbling.	\$5,000
City Hall	ElectricalTechnology	N/A	2023	Incomplete	PowerSupply	N/A	Replace branch panels that were installed in 1975. Replacement parts may be difficult to obtain in the future. The average useful service life for this equipment is 40 years.	\$26,600
Community Center	ArchitecturalStructural	N/A	2023	Incomplete	ExteriorWindows	N/A	Replace the clerestory windows over the pool due to poor condition. They have exceeded their useful service life.	\$38,000
Community Center	ArchitecturalStructural	N/A	2023	Incomplete	InteriorOther	N/A	Repair damaged CMU walls. Replace floor tile around the pool. Sections of the steel deck in the pool tunnel are rusted. These sections could be address when pool flooring project occurs.	\$41,300
Community Center	ArchitecturalStructural	N/A	2023	Incomplete	InteriorDoors	N/A	Replace the pool mechanical room door and frame due to corrosion and poor condition. Install panic hardware to the door leading to the corridor.	\$4,000
Community Center	MechanicalPlumbing	N/A	2023	Incomplete	OtherMechanical	N/A	Replace the pool heater due to its age and condition as it is approximately 20 years old.	\$30,000
Community Center	ElectricalTechnology	N/A	2023	Incomplete	PowerSupply	N/A	Replace the electrical equipment in the main electrical room including switchboard, panels, and wiring conduit due to significant corrosion.	\$80,000
Community Center	MechanicalPlumbing	N/A	2023	Incomplete	OtherMechanical	N/A	Upgrade the exhaust system in the pool mechanical room to prolong equipment service life.	\$10,000
Community Center	ArchitecturalStructural	N/A	2023	Incomplete	InteriorFloors	N/A	There are moisture issues with the gym flooring. Sections are loose or missing. The floor has been sanded twice since it's install in 1978. Continue to repair flooring and plan for full replacement.	\$165,000
Community Center	MechanicalPlumbing	N/A	2023	Incomplete	HeatingCooling	N/A	Roof top units serving the gym are approximately 20 years old. The average useful service life is 25 years. Units should be replaced in the next 5–10 years.	\$372,000
Community Center	ArchitecturalStructural	N/A	2023	Incomplete	InteriorFloors	N/A	Flooring in the pool lobby, community room, and corridor is showing signs of wear. Replace the flooring.	\$33,300
Community Center	ArchitecturalStructural	N/A	2023	Incomplete	ExteriorWalls	N/A	The lower masonry walls on the north side of the building from the pool entrance to the library entrance should be repointed.	\$9,400
Community Center	ArchitecturalStructural	N/A	2023	Incomplete	ExteriorWalls	N/A	Selective repointing and stone replacement is needed on the library and north stairs.	\$30,000
Community Center	ArchitecturalStructural	N/A	2023	Incomplete	ExteriorDoors	N/A	Repaint the north and east doors on the library due to faded paint and rust. The south doors are scheduled to be replaced.	\$4,000
Community Center	ArchitecturalStructural	N/A	2023	Incomplete	InteriorWindows	N/A	Install glass in opening—currently filled in with plywood—on the southeast corner of the building.	\$750
Community Center	SiteCivil	N/A	2023	Incomplete	OtherSiteCivil	N/A	The pollinator garden on the east side of the library is not being maintained. Advise with a landscape architect on maintenance.	\$0
Community Center	SiteCivil	N/A	2023	Incomplete	PedestrianRoutes	N/A	Replace several concrete panels on the south and east sides of the library due to poor condition.	\$3,400
Community Center	ArchitecturalStructural	N/A	2023	Incomplete	ExteriorOther	N/A	Replace the damaged chiller screening.	\$3,400
Community Center	MechanicalPlumbing	N/A	2023	Incomplete	HeatingCooling	N/A	The roof mounted condensing units on the east side of the building are estimated to be 20–25 years old. They feed fan coil units in the library. The estimated useful service life of this equipment is 15–20 years. They likely contain R–22 refrigerant, which is no longer in production. Replace the condensing units, coils, and lines.	\$20,000

Community Center	ArchitecturalStructural	N/A	2023	Incomplete	ExteriorWindows	N/A	Install storm windows on the upper windows on the clock tower. Recalk the glazing on the clock.	\$2,100
Community Center	ArchitecturalStructural	N/A	2023	Incomplete	ExteriorOther	N/A	Masonry control joints on the community center have failed on the original building. Remove and sealants should be removed and replaced.	\$4,800
Community Center	SiteCivil	N/A	2023	Incomplete	VehicleRoutes	N/A	Concrete path to the storage shed could be installed for easier access for equipment. The existing apron on the shed is cracked and settled. The apron should be extended.	\$4,700
Fire Station	ArchitecturalStructural	N/A	2023	Incomplete	ExteriorWalls	N/A	Sky facing mortar joints on the east side window sills need to be repointed.	\$2,000
Fire Station	ElectricalTechnology	N/A	2023	Incomplete	ExteriorLighting	N/A	There are only two wall mounted exterior lights on the building. They are not LED. Additional lighting should be added and existing fixtures converted to LED.	\$5,000
Fire Station	MechanicalPlumbing	N/A	2023	Incomplete	HeatingCooling	N/A	The boilers were installed in 2002. The average useful service life is 25 years. The boilers could be replaced with condensing boilers for increased efficiency.	\$26,600
Fire Station	ElectricalTechnology	N/A	2023	Incomplete	PowerSupply	N/A	Extension cords are used as permanent wiring for the humidifier mounted on the AHU. Direct wire the equipment.	\$750
Fire Station	ElectricalTechnology	N/A	2023	Incomplete	PowerSupply	N/A	Some of the branch panels located in the fire station are original to building construction. Parts may be difficult to acquire. Replace branch panels.	\$18,000
Police Annex	SiteCivil	N/A	2023	Incomplete	Drainage	N/A	Down spouts lack splash pads to direct water away from the building. Install concrete pads at each down spout.	\$200
Police Annex	ArchitecturalStructural	N/A	2023	Incomplete	ExteriorWalls	N/A	Perform selective CMU wall repair to address stair-step cracks at locations throughout the building. Damage along the top courses of block could be attributed to roof membrane shrinking.	\$14,000
Police Annex	ArchitecturalStructural	N/A	2023	Incomplete	InteriorWalls	N/A	Repair the interior load-bearing wall due to signs of settling.	\$5,000
Police Annex	ArchitecturalStructural	N/A	2023	Incomplete	ExteriorDoors	N/A	Replace three damaged exit doors and their frames.	\$8,000
Police Annex	ArchitecturalStructural	N/A	2023	Incomplete	ExteriorWalls	N/A	The CMU walls are painted on the exterior. From the inside, there is evidence of moisture intrusion and efflorescence. The block walls have not currently been damaged. This situation should be monitored.	\$0
Police Annex	ElectricalTechnology	N/A	2023	Incomplete	ExteriorLighting	N/A	There are only four wall mounted exterior lights on the building. They are not LED. Install additional lighting convert existing fixtures to LED.	\$8,000
Police Annex	SiteCivil	N/A	2023	Incomplete	OtherSiteCivil	N/A	Install bollards to protect overhead door openings and gas meter on the north side.	\$3,400
Police Station	ArchitecturalStructural	N/A	2023	Incomplete	InteriorFloors	N/A	Select areas of flooring in parts of the building are showing signs of wear and are due for replacement. The average useful service life of flooring in a building with this use is approximately 10 years. A phased approach to replace flooring should be considered.	\$85,200
Police Station	MechanicalPlumbing	N/A	2023	Incomplete	HeatingCooling	N/A	Repair damaged condensing coils on the roof top unit and install a protection screen to protect the fins.	\$2,400
Police Station	ArchitecturalStructural	N/A	2023	Incomplete	ExteriorWalls	N/A	Remove and replace exterior masonry sealants. Failure was observed throughout the exterior.	\$9,000
Public Works	MechanicalPlumbing	N/A	2023	Incomplete	OtherPlumbing	N/A	The wash bay has not been operational since 2016. The equipment should be inspected and replaced as need to commence use.	\$15,000

Public Works	MechanicalPlumbing	N/A	2023	Incomplete	HeatingCooling	N/A	Roof top units were installed in 2007 with the building construction. The average useful service life of this equipment is 20–25 years. Phase replacement of RTUs, starting in the next five years.	\$665,000
Public Works	ElectricalTechnology	N/A	2023	Incomplete	InteriorLighting	N/A	Replace the fluorescent lighting fixtures and occupant sensors in the warehouse section of the building with LED fixtures. The current system is not functioning properly.	\$550,000
Public Works	MechanicalPlumbing	N/A	2023	Incomplete	OtherMechanical	N/A	Staff report issues with CO/NO2 sensors in the shop areas of the building. Replace and recalibrate new sensors with the exhaust system.	\$1,200
Public Works	MechanicalPlumbing	N/A	2023	Incomplete	HeatingCooling	N/A	The thermostats in the shop areas are mounted on exterior walls. These should be moved to interior portion of the building for more accurate temperature readings.	\$1,200
Public Works	ArchitecturalStructural	N/A	2023	Incomplete	ExteriorWalls	N/A	The pre-cast panel sealants on the upper walls are failing and need to be replaced.	\$2,400
Public Works	ArchitecturalStructural	N/A	2023	Incomplete	ExteriorRoof	N/A	Roofing membrane on the west parapet walls is detached from the parapet wall. Conditions should be monitored.	\$0
Public Works	ArchitecturalStructural	N/A	2023	Incomplete	ExteriorRoof	N/A	The roof membrane over the locker rooms is bubbling. This only appears to be happening in locations where the roof is ballasted. Hire a roofing contractor to further investigate.	\$0
Public Works	ArchitecturalStructural	N/A	2023	Incomplete	ExteriorRoof	N/A	Install fall protection on the roof hatch and in locations where equipment is mounted next to the roof edge.	\$5,400
Washington	ArchitecturalStructural	N/A	2023	Incomplete	ExteriorWalls	N/A	Perform select repointing and brick replacement on the east side of the building, chimney, and upper walls of the gym.	\$70,000
Washington	ArchitecturalStructural	N/A	2023	Incomplete	ExteriorWindows	N/A	The fiberglass windows on the east side are at the end of the life. These should be replaced with traditional window assemblies.	\$52,600
Washington	ArchitecturalStructural	N/A	2023	Incomplete	ExteriorWalls	N/A	Repair damage to the exterior insulation finishing system (EIFS) on the east and north sides. Repaint to match existing.	\$4,800
Washington	ArchitecturalStructural	N/A	2023	Incomplete	ExteriorDoors	N/A	The east and north storefront door assemblies are rusted. The windows are single pane glass. Replace door assemblies with more efficient glazing, new doors, and hardware.	\$26,600
Washington	MechanicalPlumbing	N/A	2023	Incomplete	HeatingCooling	N/A	Replace the two indoor air handlers that are original to the building. Controls have been added. The unit in the boiler room is rusted.	\$280,000
Washington	ElectricalTechnology	N/A	2023	Incomplete	InteriorLighting	N/A	Replace lighting with LED fixtures and controls throughout the building.	\$131,000
Washington	ElectricalTechnology	N/A	2023	Incomplete	PowerSupply	N/A	The main distribution panel appears to be original. Replacement parts are no long available for this equipment. Replace main panel and old branch panels.	\$60,000



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Paul J. Peanasky, Parks and Recreation Director
MEETING DATE: October 17, 2023
SUBJECT: Parks and Recreation Scholarship Changes

Discussion:

The Parks and Recreation Department administers three different scholarship programs: the Tommy Allen Scholarship, the Peter Smith Scholarship and the Children's Fund Scholarship. Each of these three scholarship programs has its own three-member Board of Directors to oversee them. It has been difficult to find volunteers willing to serve on each board and scheduling the annual meetings of the boards has also been very difficult. Staff is seeking permission to rescind the current resolutions and replace them with a resolution that would assign the Parks and Recreation Advisory Board the responsibility of administering these scholarships. The Parks and Recreation Advisory Board would review each scholarship program annually at their regular monthly meeting.

By making this change, it would reduce the need for so many community members to volunteer and would also make the scheduling of meetings simpler.

Attachments:

1. Resolution 2023-197 Rescind and Replace Resolution 2003-225 Formation of Tommy Allen Youth Endowment Fund
2. Resolution 2003-225 Formation of the Tommy Allen Youth Endowment Fund
3. Resolution 2023-198 Rescind and Replace Resolution 2003-226 Formation of the Faribault Children's Fund
4. Resolution 2003-226 Formation of the Faribault Children's Fund
5. Resolution 2023-199 Rescind and Replace Resolution 86-201 Formation of the Peter K. Smith Fund
6. Resolution 86-201 Formation of Peter K. Smith Fund

CITY OF FARIBAULT

RESOLUTION #2023-197

RESCIND AND REPLACE RESOLUTION 2003-225 FORMATION OF THE TOMMY ALLEN YOUTH ENDOWMENT FUND

WHEREAS, the Faribault City Council approved Resolution 2003-225 at its December 23, 2003, meeting to form the Tommy Allen Youth Endowment Fund; and

WHEREAS, a three-member Board of Directors was established to determine the guidelines to be used for the fund; and

WHEREAS, the City Council desires to rescind and replace Resolution 2003-225 to dissolve the three-member Board of Directors and appoint the Parks and Recreation Advisory Board to be responsible for administration of the Tommy Allen Endowment Fund and determine its guidelines.

WHEREAS, the Faribault Parks and Recreation Department will administer a program to subsidize youth recreation programs. Youth of the community must meet income guidelines to qualify for this subsidy.

WHEREAS, the Parks and Recreation Advisory Board, who are appointed by the City of Faribault, will determine the guidelines to be used annually. The Board is also responsible for the fundraising efforts and depositing the funds with the City of Faribault. Annually, all excess funds will remain in the established fund for use in future years.

WHEREAS, the Parks and Recreation Department is responsible to administer the subsidy program to low-income participants ages 15 and younger. The Board will meet annually to review guidelines as established. Bylaws will be established to provide direction for the Board.

NOW, THEREFORE BE IT RESOLVED, that the City Council rescinds Resolution 2003-225 and replaces it with Resolution 2023-197 to dissolve the three-member Board of Directors and appoint the Parks and Recreation Advisory Board to be responsible for administration of the Tommy Allen Youth Endowment Fund and determine its guidelines.

Date Adopted: October 24, 2023

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Timothy C. Murray, City Administrator

CITY OF FARIBAULT

RESOLUTION 2003-225

FORMATION OF THE TOMMY ALLEN YOUTH ENDOWMENT FUND

WHEREAS, the Faribault Parks and Recreation Department will administer a program to subsidize youth recreation programs. Youth of the community must meet income guidelines to qualify for this subsidy.

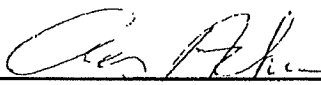
WHEREAS, a three member Board of Directors, who are appointed by the City of Faribault, will determine the guidelines to be used annually. The Board is also responsible for the fundraising efforts and depositing the funds with the City of Faribault. Annually all excess funds will remain in the established fund for use in future years. The Board will meet annually to establish subsidy guidelines.

WHEREAS, The Parks and Recreation Department is responsible to administer the subsidy program to low-income participants ages 15 and younger. The Department will meet with the Board annually to review guidelines as established. Bylaws will be established to provide direction for the Board of Directors.

NOW, THEREFORE BE IT RESOLVED, that the Faribault City Council authorize the development of the Board and establishment of the account for which the funds are held.

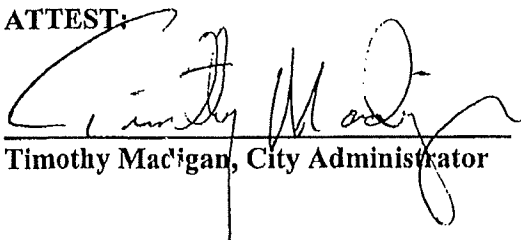
Adopted this 23rd day of December 2003.

Faribault City Council



Charles Ackman, Mayor

ATTEST:



Timothy MacFigan, City Administrator

CITY OF FARIBAULT

RESOLUTION #2023-198

RESCIND AND REPLACE RESOLUTION 2003-226 FORMATION OF THE FARIBAULT CHILDREN'S FUND

WHEREAS, the Faribault City Council approved Resolution 2003-226 at its December 23, 2003, meeting to form the Faribault Children's Fund; and

WHEREAS, a three-member Board of Directors was established to determine the guidelines to be used for the fund; and

WHEREAS, the City Council desires to rescind and replace Resolution 2003-226 to dissolve the three-member Board of Directors and appoint the Parks and Recreation Advisory Board to be responsible for administration of the Faribault Children's Fund and determine its guidelines.

WHEREAS, the Faribault Parks and Recreation Department will administer a program to subsidize swimming admissions to the Faribault Family Aquatic Center.

WHEREAS, the Parks and Recreation Advisory Board, who are appointed by the City of Faribault, will determine the guidelines to be used annually. The Board is also responsible for the fundraising efforts and depositing the funds with the City of Faribault. Annually, all excess funds will remain in the established fund for use in future years. The Board will meet annually to establish subsidy guidelines.

WHEREAS, the Parks and Recreation Department is responsible to administer the subsidy program to low-income participants. The subsidy will pay 50% of the already discounted admission rates. The Board will meet annually to review guidelines as established. Bylaws will be established to provide direction for the Board.

NOW, THEREFORE BE IT RESOLVED, that the City Council rescinds Resolution 2003-226 and replaces it with Resolution 2023-198 to dissolve the three-member Board of Directors and appoint the Parks and Recreation Advisory Board to be responsible for administration of the

Faribault Children's Fund and determine its guidelines.

Date Adopted: October 24, 2023

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Timothy C. Murray, City Administrator

CITY OF FARIBAULT

RESOLUTION 2003-226

FORMATION OF THE FARIBAULT CHILDREN'S FUND
AKA Faribault Family Aquatic Center Assistance Program

WHEREAS, the Faribault Parks and Recreation Department will administer a program to subsidize swimming admissions to the Faribault Family Aquatic Center.

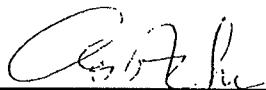
WHEREAS, a three member Board of Directors, who are appointed by the City of Faribault, will determine the guidelines to be used annually. The Board is also responsible for the fundraising efforts and depositing the funds with the City of Faribault. Annually all excess funds will remain in the established fund for use in future years. The Board will meet annually to establish subsidy guidelines.

WHEREAS, The Parks and Recreation Department is responsible to administer the subsidy program to low-income participants. The subsidy will pay 50% of the already discounted admission rates. The Department will meet with the Board annually to review guidelines as established. Bylaws will be established to provide direction for the Board of Directors.

NOW, THEREFORE BE IT RESOLVED, that the Faribault City Council authorize development of the Board and establishment of the account for which the funds are held.

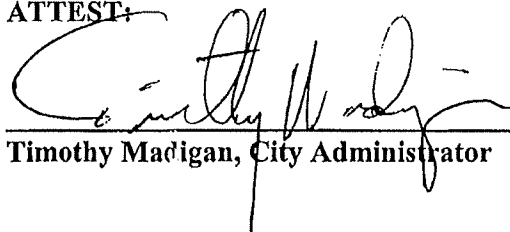
Adopted this 23rd day of December 2003.

Faribault City Council



Charles Ackman, Mayor

ATTEST:



Timothy Madigan, City Administrator

CITY OF FARIBAULT

RESOLUTION #2023-199

RESCIND AND REPLACE RESOLUTION 86-201 FORMATION OF THE PETER K. SMITH FUND

WHEREAS, the Faribault City Council approved Resolution 86-201 at its December 22, 1986, meeting to form the Peter K. Smith Fund; and

WHEREAS, a three-member Advisory Committee was established to determine the guidelines to be used for the fund; and

WHEREAS, the City Council desires to rescind and replace Resolution 86-201 to dissolve the three-member Advisory Committee and appoint the Parks and Recreation Advisory Board to be responsible for administration of the Peter K. Smith Fund and determine its guidelines.

WHEREAS, G. Kendall Smith has offered to give to the City certain real estate located at 827 Barron Road with certain conditions attached; and

WHEREAS, it appears to the Council that the conditions are not contrary to the public welfare and are enumerated as follows:

1. That the gift is made in honor of the memory of the donor's deceased son, Peter K. Smith.
2. That the house be sold by the City and that after all the expenses of the sale are deducted from the receipts of the sale that the balance of the proceeds be placed in a Peter K. Smith designated account for use in connection with the Recreation Department's little league baseball program as is more specifically set forth in a letter dated December 12, 1986, from donor's attorney James R. Korman.

WHEREAS, it appears to the Council that the offered gift should be accepted in the spirit of the conditions as hereinbefore set forth and in accordance with the letter of James R. Korman, hereinbefore referred to, but nevertheless, unconditionally as the City does not maintain individual endowment funds or trust funds, except by special ordinance which the Council might consider enacting at some future time, if found to be feasible.

NOW, THEREFORE BE IT RESOLVED, that the City of Faribault accept the gift of the premises located at 827 Barron Road and place such premises for public sale under the uniform contract laws of the State of Minnesota for an amount of not less than its appraised value.

ALSO, BE IT RESOLVED, that the City cause such premises to be appraised by two independent appraisers and that the cost of such appraisals be paid out of the sale price received for such premises, together with any other expenses in connection with the care, maintenance and sale of such premises.

ALSO, BE IT RESOLVED, that the net receipts from the sale of such premises be set up as a designated account to be known as the Peter K. Smith Fund and that so far as possible be used in keeping with the spirit of the letter of James R. Korman dated December 12, 1986.

ALSO, BE IT RESOLVED,, it is specifically understood in this resolution that while the City will attempt to follow the wishes of the donor that the gift is accepted without any conditions whatsoever and that the City may use the Peter K. Smith Fund for any purpose that the Council may deem necessary or appropriate.

ALSO, BE IT RESOLVED, that in the event the donor shall convey the real estate hereinbefore mentioned to the City, unconditionally, that the City Administrator convey to the donor the thanks of the citizens of the City of Faribault on behalf of the City Council.

ALSO, BE IT RESOLVED, that the City Council rescinds Resolution 86-201 and replaces it with Resolution 2023-198 to dissolve the three-member Board of Directors and appoint the Parks and Recreation Advisory Board to be responsible for administration of the Peter K. Smith Fund and determine its guidelines.

Date Adopted: October 24, 2023

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Timothy C. Murray, City Administrator

RESOLUTION 86 - 201

WHEREAS, G. Kendall Smith has offered to give to the City certain real estate located at 827 Barron Road with certain conditions attached; and

WHEREAS, it appears to the Council that the conditions are not contrary to the public welfare and are innumarated as follows:

1. that the gift is made in honor, of the memory of the donor's deceased son, Peter K. Smith.
2. that the house be sold by the City and that after all the expenses of the sale are deducted from the receipts of the sale that the balance of the proceeds be placed in a Peter K. Smith designated account for use in connection with the recreation departments little league baseball program as is more specifically set forth in a letter dated December 12, 1986, from donor's attorney James R. Korman.
3. that a Peter K. Smith advisory committee consisting of Gordon Elleby, Don Burkhartzmeyer and James R. Korman be appointed to advise the City Council or the City Recreation Department relative to the expenditure of funds.

WHEREAS it appears to the council that the offered gift should be accepted in the spirit of the conditions as hereinbefore set forth and in accordance with the letter of James R. Korman, hereinbefore referred to, but nevertheless, unconditionally as the City does not maintain individual endowment funds or trust funds, except by special ordinance which the Council might consider enacting at some future time, if found to be feasible;

IT IS RESOLVED:

1. That the City of Faribault accept the gift of the premises located at 827 Barron Road and place such premises for public sale under the uniform contract laws of the State of Minnesota for an amount of not less than its appraised value.
2. That the City cause such premises to be appraised by two independent appraisers and that the cost of such appraisals be paid out of the sale price received for such premises, together with any other expenses in connection with the care, maintenance and sale of such premises.
3. That the net receipts from the sale of such premises be set up as a designated account to be known as the Peter K. Smith Fund and that so far as possible be used in keeping with the spirit of the letter of James R. Korman dated December 12, 1986.

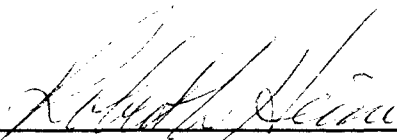
4. That Gordon Elleby, Don Burkhartzmeyer and James R. Korman are hereby respectively appointed for terms of 3, 2 and 1 years as an advisory committee to the Council and the Park and Recreation Board, but that any requests or advise is only advisory and the Council or Park and Recreation Board shall not be required to follow such requests or advise.

5. It is specifically understood in this resolution that while the City will attempt to follow the wishes of the donor that the gift is accepted without any conditions whatsoever and that the City may use the Peter K. Smith fund for any purpose that the Council may deem necessary or appropriate.

6. That in the event the donor shall convey the real estate hereinbefore mentioned to the City, unconditionally, that the City Administrator convey to the donor the thanks of the citizens of the City of Faribault on behalf of the City Council.

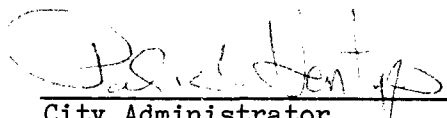
7. That the Finance Council Committee consider the feasibility of establishing by ordinance a special trust fund to receive gifts and bequests to be used for special designations by the donors, including the Peter K. Smith fund.

Adopted: December 22, 1986.



Mayor

ATTEST:



City Administrator



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Jeanne Schmuck, Finance Director
MEETING DATE: October 17, 2023
SUBJECT: Public Safety Aid Funds Spending Plan

Discussion:

The 2023 omnibus tax bill included \$300 million in one-time public safety aid that will be distributed on December 26, 2023, to counties, cities, townships of a population of 10,000 or more, and Minnesota's 11 federally recognized tribal governments across the state. Of this, 30% will be allocated to counties and tribal governments and 70% to cities and towns with a population over 10,000. Unlike local government aid, this aid cannot be used for general purposes, but instead must be used to "provide public safety." The aid amounts were calculated based on population. The certified amount of \$1,063,288 is what Faribault will receive. Rice County also received \$1,157,384 in aid.

The provisions of the funds give local governments wider discretion to decide what public safety means for them, as 'public safety' can mean a lot of different things to various communities. The authorizing language in the law provides categories of eligible spending, but the list is not exhaustive. The allowable uses named in the new law include: community violence prevention, community intervention programs, community engagement, mental health crisis responses, victim services, training programs, first responder wellness, equipment related to fire, rescue, and emergency services, other personnel or equipment costs. These funds cannot be used as a reimbursement for expenses made prior to receiving the funds. It is unlikely that additional guidance will be provided to further clarify how these funds can and cannot be used.

This is state aid and not a grant. There is not a spend-by date requirement in the law. However, the funds must be used to provide public safety and cannot act as an ongoing reserve. There are no specific reporting requirements in the law. However, as with all public expenditures, cities must carefully document how these funds are spent and be ready to provide that information if asked.

There is currently a balance of \$107,468 as the Police Department has been awarded a grant that will cover some of the items that were originally on the list and the Fire Department has made some adjustments as well. The allocation of those dollars will come back to the Council for discussion prior to modifying this spending plan. If acceptable, allocations of funds may be made in 2023 for future spending and programs when the funds are received. Any items acquired in 2023 with the use of these funds will require a 2023 Budget Adjustment. Future items will be included in the 2024 Budget and 2024-2028 CIP prior to adoption in December.

Attachments:

1. Public Safety Aid Allocations
2. Public Safety Funds & Spending Plan Presentation

Public Safety Aid Funds	Balance			Department	Program/Equipment
12/26/2023	\$ 1,063,259	\$ 1,063,259	Estimate		
9/18/2023	1,063,288	29	Actual Certification		
7/18/2023	946,771	(116,517)	2024 Fire Fighter	Fire	Staffing
7/18/2023	822,098	(124,673)	2025 Fire Fighter	Fire	Staffing
10/10/2023	767,098	(55,000)	Fire Chief Vehicle	Fire	Equipment
8/31/2023	734,298	(32,800)	New handguns x40	Police	Equipment
8/31/2023	731,082	(3,216)	Magazines x134	Police	Equipment
8/31/2023	720,501	(10,581)	Holsters x40	Police	Equipment
8/31/2023	716,701	(3,800)	Transition amo	Police	Supplies
8/31/2023	674,701	(42,000)	Craddlepoint router upgrade/antenna/dockingstations x12	Police	Equipment
8/31/2023	624,701	(50,000)	Community engagement fund	Police	Program
8/31/2023	549,701	(75,000)	Wellness fund	Police	Program
10/10/2023	520,676	(29,025)	Wellness cardio screening	Both	Program
8/31/2023	509,776	(10,900)	Traffic Speed Trailer replacement	Police	Equipment
8/31/2023	505,598	(4,178)	40mm Launchers x2	Police	Equipment
8/31/2023	502,468	(3,130)	Handheld ID unit	Police	Equipment
8/31/2023	499,068	(3,400)	Ebike	Police	Equipment
8/31/2023	476,568	(22,500)	86" smartboard-police & firex2	Both	Equipment
8/31/2023	396,568	(80,000)	All terrain vehicle-police & fire	Both	Equipment
8/31/2023	382,568	(14,000)	Ultrasonic gun cleaner	Police	Equipment
8/31/2023	362,568	(20,000)	LUCUS chest compression	Fire	Equipment
8/31/2023	354,568	(8,000)	#2115 Flipdown ladder truck	Fire	Equipment
8/31/2023	314,568	(40,000)	SCBA Washer	Fire	Equipment
10/10/2023	190,468	(124,100)	Additional Handheld Radios x 17	Fire	Equipment
8/31/2023	188,468	(2,000)	N95 Masks	Fire	Supplies
10/10/2023	179,468	(9,000)	Aluminum whalers x2	Fire	Equipment
8/31/2023	166,468	(13,000)	Digital Fire extinguisher trainer	Fire	Equipment
8/31/2023	116,468	(50,000)	COP House-rotary	Police	Program
10/10/2023	107,468	(9,000)	2023 CIP Trailer additional	Fire	Equipment
9/27/2023	(0)	(107,468)	Future Decisions		
	\$	(0)			



2023 Public Safety Aid

Public Safety Aid & Spending Plan

OCTOBER 17, 2023



2023 Omnibus Tax Bill \$300,000,000

**70% Cities &
Towns > 10,000**

Provide Public Safety

Based on Population





STATE CERTIFIED

\$1,063,288

- Community Violence Prevention
- Community Interventions Programs
- Community Engagement
- Mental Health Crisis Responses
- Victim Services
- Training programs
- First responder wellness
- Equipment related to fire rescue, and emergency services



Public Safety Purposes

- Programs
- Equipment
- Staffing
- Supplies





PROGRAMS

Police **\$204,025**

- Wellness Fund
 - \$75,000
- Community Engagement Fund
 - \$50,000
- COP House
 - \$50,000

Police/Fire

- Cardio Screening
 - \$75,000





EQUIPMENT - POLICE

\$124,205

- Craddlepoint Router Upgrade, etc.
- New Handguns & Accessories
- Ultrasonic gun cleaner
- Traffic Speed Trailer Replacement
- 40mm Launchers
- E-bike
- Handheld ID Unit





FUTURE ALLOCATION - POLICE

\$107,468

➤ Downtown Camera
Project

➤ License Plate Reader

➤ Varda Alarm





EQUIPMENT - FIRE

\$278,100

- Chief Vehicle*
- Handheld Radios
- SCBA Washer*
- LUCUS Chest Compression*
- Digital Fire Extinguisher Trainer
- Flip down Ladder Truck
- Aluminum Whalers





EQUIPMENT

\$102,500

- All Terrain vehicles each
- 86" Smartboards
 - 2-Fire
 - 1-Police





STAFFING

\$241,190

- Firefighter
 - 2024 \$116,517
 - 2025 \$124,673





SUPPLIES

\$5,800

- Training Ammunition
- N95 Masks





SPENDING PLAN

Programming	\$ 204,025
Equipment	\$ 504,805
Staffing	\$ 241,190
Supplies	\$ 5,800
Future Allocation	<u>\$ 107,468</u>



\$1,063,288

12

Questions?

2023 Public Safety Aid

Public
Safety Aid





Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Kevin Bushard, Human Resources Director
MEETING DATE: October 17, 2023
SUBJECT: City Administrator Recruitment Services Proposals

Discussion:

Staff would like to have a discussion about the search firms that have submitted proposals for recruitment for the City Administrator position. The four proposals received are attached and will be reviewed with the Council at the work session. The objective of the discussion is to determine which firm the Council prefers to conduct the recruitment process, to then approve an agreement at the City Council meeting on October 24, 2023.

Attachments:

1. DDA Proposal
2. Baker Tilly Proposal
3. Southeast Service Cooperative Proposal
4. Greg Prothman Proposal

October 4, 2023

Sent via email only

Mayor & City Council
City of Faribault
208 1st Avenue NW
Faribault, MN 55021

Dear Honorable Mayor Voracek and Members of the Council,

Thank you for the opportunity to submit a proposal to assist the City of Faribault with a search for your next City Administrator. Our firm has extensive experience with local governments, and we thoroughly understand the complexities faced by City Councils in Minnesota. DDA HR uses a comprehensive process ensuring clients can identify the best candidate for their organization and community.

The attached proposal includes several elements that set us apart in our approach to providing this service. Highlights include:

- **Knowledge:** Our firm comprehensively understands city and county government in Minnesota, and our consultants are former Administrators with significant experience.
- **Neutral Third Party:** We provide a neutral, objective perspective and ensure the process is focused on assisting the Council with finding the best possible fit. If you select DDA, be assured you will not have to deal with political challenges that can creep into the hiring process.
- **Advertising and Outreach:** Our advertising and direct outreach is comprehensive and designed to penetrate deeper and reach more potential candidates. Our depth and scope of outreach is unparalleled.
- **Experience:** DDA HR has conducted more Minnesota city and county executive searches in the last five years than any other firm by a wide margin.
- **Adherence to deadlines:** When a deadline is established, we will meet it.
- **Video Interview:** DDA uses video interviews in the screening process to get quality data that may not be apparent on resumes. These videos are used by the elected body to make informed decisions on who to interview. DDA believes that the elected body should pick candidates to interview, not us. We will make sure the elected body has the needed information to make this effective. You know best.
- **Candidate Communication:** Through direct contact and a sophisticated software system, we ensure candidates understand the process and where they stand at all times. Candidates deserve nothing less.
- **Work Personality Index:** Prior to deciding on final candidates, the Council will receive a personality index report on each person being considered for an interview.
- **Background Check Process:** Instead of doing a comprehensive background check on a single finalist, we do a comprehensive background and reference check on all finalists interviewed by the City Council.
- **All Inclusive Pricing:** Costs for all the services we provide are included. No surprises with us.
- **Two-year Guarantee:** We include a two-year guarantee because we use a proven process that you can trust.

Thank you for your consideration.

Sincerely,



Liza Donabauer
DDA Human Resources, Inc.

Bart Fischer

Bart Fischer
DDA Human Resources,
Inc.

Enclosures



CITY OF FARIBAULT

City Administrator Search Proposal

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

October 4, 2023



Prepared by:
Liza Donabauer
Management Consultant

CONTENTS OF THE PROPOSAL

- | | |
|---------------------------|-------------------|
| ■ Description of the Firm | ■ Process Details |
| ■ Approach to the Process | ■ Fees |
| ■ Service Team | ■ Assurance |
| ■ Timeline | ■ 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 ten 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 125 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 Faribault. 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, you will be confident that these people are the best matches from the submitted applications.

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

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

SERVICE TEAM

LIZA DONABAUER – CO-PROJECT LEAD

Liza is a Management Consultant and specializes in Executive Search services. Like all DDA HR consultants, she has a background in public administration at both the city and county level, most recently in Kansas and Minnesota. Liza worked in Wright County providing administrative support to the Commissioners, Coordinator, and Human Resources Department. This path led her into city management for Clearwater, Kansas, and Arlington, Minnesota. Throughout the years, her work has centered on human resource management, strong community participation, and leadership development. Liza received her MBA with an emphasis in public administration from the College of St. Scholastica.

Since joining DDA, Liza has conducted over 50 Administrator/Manager, Department and Executive Director searches.

Liza will serve as Co-Lead for this project.

Organizations/Affiliations

- Liza enjoys working with colleagues throughout the state through her involvement in MCMA, a state affiliation of ICMA.
- MCMA Women in the Profession Committee
- MCMA Annual Conference Planning Committee
- MCMA Recognition and Membership Committee
- Secretary, Board of Directors, Minnesota Municipal Power Agency
- Publicity Committee for City Clerks & Municipal Finance Officers Association (KS)



Contact Information:

liza@daviddrown.com

612-920-3320 x111

P.O. Box 534

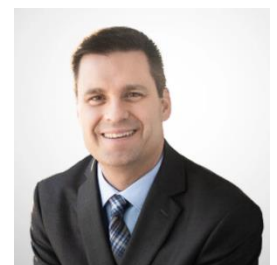
Waconia, MN 55387

BART FISCHER – CO-PROJECT LEAD

Bart joined DDA in 2023 as a Management Consultant that focuses on mentoring, organizational work, strategic planning, and executive search work. He has over 20 years of experience as a public sector leader/manager in local government organizations as well as most recently working as a consultant with public sector clients.

Bart's experience has taken him from being the Assistant City Administrator in Newport and Chaska, Minnesota, to being the City Administrator in Falcon Heights and Oakdale, Minnesota. As a consultant, Bart fostered existing client relationships, supported business development, helped mentor staff, and managed strategic client pursuit and partnerships. He is a strategic leader known for relationship development and connecting people around common themes and goals. He obtained his Master's in Public Administration from Metropolitan State University in St Paul.

Bart will serve as Co-Lead for this project.



Contact Information:

bart@daviddrown.com

612-920-3320

7383 Hyde Ave S

Cottage Grove, MN

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 was instrumental in developing programs to assist new county administrators and presently mentors all new County Administrators. Additionally, he helped develop a Human Resource Technical Assistance Program that provides one-to-one consultation and access to a host of pertinent documents and policies to counties throughout Minnesota. Gary has conducted over 95 executive searches and numerous organizational studies.

Gary will assist with recruitment and consulting as needed.



Contact Information:

gary@daviddrown.com

612-920-3320 x109

1327 Merrywood Court
Faribault, MN 55021

PAT MELVIN

Pat joined DDA as a Management Consultant specializing in Executive Search Services. He has a Government and Management Degree from Saint John's University and a Public Administration Studies master's degree from the University of Minnesota – Mankato which he earned while working for the City of Edina.

Pat grew from being the Special Projects Administrator in Wright County to becoming the Administrator in McLeod County and has city experience serving as City Administrator in the Cities of Arlington and Minnetonka Beach. While working in county and city government, Pat has been involved in numerous aspects of local government including policy development, budgeting, human resources (including recruiting), payroll, benefits and workplace investigations, capital improvement plans, contract negotiations, grievance settlements, and managed a group self-insured health insurance plan.

Pat will assist with recruitment and consulting as needed.



Contact Information:

pat@daviddrown.com

612-920-3320 x116

3620 Northome Ave
Wayzata, MN 55391

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.

Liz received the Professional Recruiter Certification and the Internet Recruiter Certification through AIRS®



TIMELINE

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

ITEM	TASK	COMPLETION DATE
Decision by City Council to proceed		October 24, 2023
Information gathering	- Gather all pertinent background information - Gather salary information and review job description - Meet with staff, stakeholders, and each member of the City Council - City provides position profile	October 24, 26, or 27, 2023
Approve position profile	City Council approves profile, job description, salary range, and hiring process	October 31, 2023
Candidate recruitment	- Post position - Comprehensively advertise - Email and phone calls to prospective candidates	November 1, 2023- November 29, 2023
Screening of applicants	DDA will review and rank applicants based on job related criteria and select semifinalists	November 30, 2023
Personality Index	DDA will administer a work-related personality index to all semifinalists	December 11, 2023
Video interview	Each semifinalist will complete a video interview	December 11, 2023
Selection of finalists	- City Council selects finalists for interviews - DDA will notify candidates not selected as finalists	Special Meeting December 19, 2023
Background check of all finalists	Includes: - Criminal background: county, state, national - Sex offender registry - Social Security number verification - Education verification - Credit check	January 2, 2024
Reference check on all finalists	DDA will conduct reference checks with current and former employers on all finalists	January 2, 2024
Finalist packet	DDA will provide the Council information including: - Summary of references - Results of background checks - Personality index reports - Video interview - Resumes, etc.	January 2, 2024
Interviews	DDA will prepare all interview materials and be present at all interviews and other functions. It is recommended that Council interviews be at a special meeting	Special Meeting January 9, 2024
Decision	City Council will select candidate for offer	January 11, 2024
Offer and agreement	DDA will negotiate agreement with selected candidate	January 12, 2024
Projected start date	New Administrator begins	February 2024

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 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. We will quickly develop a comprehensive understanding of the organization, community, and position.

Deliverables:

- In-person information gathering via interviews with the Council
- DDA receives position profile from City

STEP 2: APPROVAL OF POSTING

City will approve final position profile, job description, and salary range.

Deliverables:

- Review and final approval of position profile, job description, and salary range by City
- 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 or traditional candidates. These efforts will include local, regional, and national outreach. In today's job market, it is important to reach candidates in ways that were not necessary even five years ago. Our efforts have resulted in 41% of candidates applying from outside of Minnesota. This means that 59% of candidates still are from within the state, so comprehensive strategies are needed.

Given the challenging job market as of recent, we have added advanced recruiting methodologies to our portfolio through LinkedIn's robust recruiter platform. LinkedIn has nearly 800 million members with over 52 million job seekers visiting LinkedIn Jobs every week. This platform offers us 100% visibility of all those members. The use of over 40 advanced recruiting filters, recommended matches, and up-to-date insights allow us to reach individuals that possess the desired backgrounds and/or experiences. It offers our job posts high visibility to both active and passive candidates across more than 50 million organizations and over 38,000 skills. At the same time, it allows us to personalize messages and connect with candidates in a career focused environment.

Local efforts (within Minnesota) will include:

- Direct outreach to candidates
- League of Minnesota Cities
- Association of Minnesota Counties
- GovernmentJobs.com
- University of Minnesota
- Minnesota Private College Consortium- Augsburg University, Bethel University, Carleton College, College of Saint Benedict, The College of St. Scholastica, Concordia College, Gustavus Adolphus College, Hamline University, Saint John's University, Saint Mary's University, St. Catherine University, St. Olaf College, and the University of St. Thomas

- Minnesota State Colleges and Universities- Bemidji State University/Northwest Technical College, Metro State University, Minnesota State Universities of Moorhead & Mankato, Southwest Minnesota State University, St. Cloud State University, and Winona State University
- Minnesota City County Management Association
- LinkedIn

Regional Outreach

- Direct outreach to candidates
- South Dakota Municipal League
- Iowa League of Cities
- League of Wisconsin Municipalities
- Over 20 universities outside of Minnesota throughout the upper Midwest
- University of Iowa
- University of Wisconsin
- University of South Dakota
- University of Nebraska
- LinkedIn

Nationwide Outreach

- Direct outreach to candidates
- National Association of County Administrators
- National League of Cities
- National Association of Counties
- International City/County Management Association
- Woman Leading Government (WLG)
- Network of Asian Public Administrators
- LinkedIn

The simple DDA online application process will be used unless the organization prefers to use an existing 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. Additionally, 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 to the “right opportunity.”

Deliverables:

- Advertising outreach begins with posting on identified websites and social media platforms
- Direct contact through established professional networks
- 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 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 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 in selecting its finalists for final interviews. After the Council 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 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.

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

Early in the search process, Liza and Bart 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 interviews, a community tour, lunch with leadership staff, or other functions.

Prior to interviews, Liza and Bart will prepare questions and then facilitate all interviews and other activities the City Council determines appropriate. Our goal is to make the process smooth and painless so the City Council 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

- Information Disclosure
- Cover letter and resume
- Press release

STEP 6: OFFER

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

Deliverables:

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

STEP 7: FOLLOW UP

DDA will make periodic contact with the new Administrator for at least the first year of employment.

Deliverables:

- Periodic check in with new Administrator and Council 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:

CITIES

Aitkin- Administrator
Barnesville- Administrator
Benson- Manager
Breezy Point- Administrator/Clerk/Treasurer
Chatfield- Administrator
Corcoran- Administrator
Credit River- Administrator
Crystal- Manager
East Grand Forks- Administrator
Fairmont- Public Works Director
Hawley- Administrator
Lakeville- Finance Director
Maple Plain- Administrator
Mayer- Administrator
Mora- Administrator/Public Utilities General Manager
Morris- Manager
New Hope- Manager
Newport- Administrator
North Mankato- Administrator
North St. Paul- Manager
Norwood Young America- Administrator
Nowthen- Administrator
Olivia- Finance Director
Pelican Rapids- Administrator
Richmond- Administrator/Treasurer
Spring Park- Administrator/Treasurer
Stillwater- Administrator
Wadena- Administrator
White Bear Lake- Manager
Winsted- Administrator
Winthrop- Administrator

COUNTIES

Morrison- Administrator

OTHER ENTITIES

Albert Lea HRA- Executive Director
Dakota 911- Executive Director
Des Moines Valley Health and Human Services- Administrator
Kitchigami Regional Library System- Executive Director
Middle Fork Crow River Watershed District- Executive Director
Mississippi Watershed Management Organization- Executive Director
Red Wing HRA- Executive Director
Riley Purgatory Bluff Creek Watershed District- Administrator

DDA is currently conducting searches for the Cities of Corcoran, Mound, Richmond, and Rochester, Minnesota, the Counties of Cass, Steele, and Wadena, Minnesota, the Arrowhead Library System, and Ramsey/Washington Recycling & Energy.

FEES

The fee for this full search process is \$22,000. Because the City is providing the position profile, the normal fee of \$23,000 will be discounted by \$1,000. This will be payable at the completion of the search. This all-inclusive fee covers professional services and all expenses including travel, advertising, personality index, background checks on all finalists, etc.

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

ASSURANCE

If the newly hired Administrator 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

Val Johnson

Former Mayor, City of New Brighton
City Manager Search
Phone Number: 651-491-3364
Email: valjohnson87@comcast.net

Dave Borchert

Board Chair, Brown County Commissioner
County Administrator Search
Phone Number: 504-354-3295
Email: commissionerdistrict1@co.brown.mn.us

Vern Rasmussen, Jr.

Mayor, City of Albert Lea
*City Manager, Econ. Dev. Executive Director
(ALED) & HRA Executive Director Searches*
Phone Number: 507-377-4330
Email: 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**

DDA has been outstanding to work with. Liza Donabauer is fantastic and her past experience as a city administrator and an HR manager really allows her to be especially responsive to the needs and wants of a city's officials and senior staff. Liza is fantastic with communication with the council and staff which helps everyone feel connected and comfortable with the process.

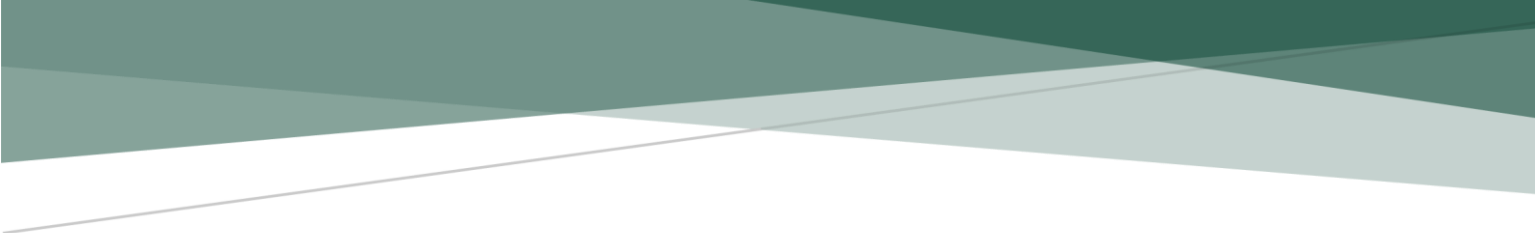
**-Dan Coughlin, City Administrator
City of Olivia, MN**

"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

Salary Range: \$85,520 to \$122,527



WELCOME TO WINSTED, MINNESOTA!

The City of Winsted, Minnesota, is a city located just west of the Twin Cities metropolitan area in McLeod County. Home to 2,296 residents, this City offers the charm of a small town, and its residents take pride in its uniqueness and have great community spirit.

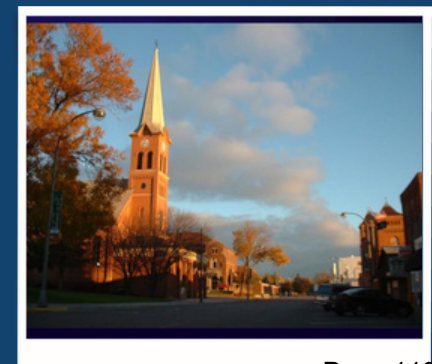
Winsted is known as a clean, tight knit, beautiful lake community with a thriving industry, elevated level of community volunteerism, quantity and quality of community events and activities, and a place where the citizens look out for each other.



ECONOMIC VITALITY

As a growing community just outside of the Twin Cities metro area, opportunities abound for commercial development to provide goods and services to the area. The City of Winsted is home to several industries that are poised for growth. In 2014, the City purchased land for its new industrial park which consists of more than 58 acres that has been annexed into the Winsted city limits. In recent years, Winsted has seen new industries fill its industrial park and several established businesses have expanded. The City has built a new City Hall and has a health care campus offering state-of-the-art services. Local retailers are promoted by the Winsted Area Chamber of Commerce through a variety of initiatives. Residents don't need to leave town to find grocery stores, household items, auto body repair, financial planning services, dining options, hair care, and more. Downtown Winsted is a source of great pride among the residents and businesses of the community. Organizations like the Winsted Arts Council and "WHAT UP" (Winsted Holding Activities That Unite People) have held several events designed to bring visitors to downtown Winsted.

Winsted's low tax rate reflects its large industrial base. The City continues to look for opportunities to expand its industry base even further. The City has also put a lot of focus on generating residential development which will continue to be a top priority for the new Administrator.



EDUCATION

HOWARD LAKE- WAVERLY-WINSTED PUBLIC SCHOOLS



Howard Lake • Waverly • Winsted Public Schools
"Excellence Through Education"

Public education in the City of Winsted is provided by Howard Lake-Waverly-Winsted (HLWW) Public Schools. The District comprises an area of about 115 square miles, primarily in Wright County, with a portion located in McLeod County, and a small portion in Carver County. A district-wide enrollment of over 1250 students in K-12, shows the District is continuing to grow.

The District's 9th-12th grade high school and 5th-8th grade middle school are located between Howard Lake and Winsted, and the K-4th grade elementary and preschool facilities are located in Waverly and Winsted.

Winsted Elementary was recognized as a Minnesota School of Excellence in 2014, and as a Reward School by MDE in 2011, 2012, 2014, and 2015.

The High School was honored by being named one of "America's Best High Schools" by US News and World Report in 2016. Out of over 21,000 high schools, HLWW High School was ranked in the top 11 percent in the nation. HLWW High School earned a Silver Medal.



HOLY TRINITY SCHOOL

Holy Trinity School

WISDOM • EXCELLENCE • WORSHIP

Pre K-12

Holy Trinity Catholic Parish and School in Winsted, founded in 1883, is one of only a handful of Catholic co-educational schools in Minnesota that serve students pre-kindergarten through 12th grade.

The school has an enrollment of approximately 220 students and attracts families to the community.

Over 90% of graduates pursue higher education, and many business leaders in the community have graduated from Holy Trinity.





RIDGEVIEW

You Matter Here

HEALTHCARE

RIDGEVIEW WINSTED CLINIC

Quality healthcare in Winsted is provided by the Ridgeview Winsted Clinic, a satellite office of Ridgeview Medical Center in Waconia. The facility houses primary care physicians and specialists that are experts in caring for the full spectrum of health issues in patients of all ages. Some of the services that the clinic provides include same-day appointments, on-site laboratory services, x-ray services, and podiatry.

Although Winsted does not have its own hospital, there are a number of them close by.

The City is also home to businesses that provide adult care, chiropractic services, dental care, health & fitness, massage therapy, and pharmacy services.



Recreation & Community Events

Winsted is proud of its outdoor recreational opportunities and its great trails, parks, and open space system. The City believes that trails and open space are an integral component in the City's development and growth. Because of this, a Comprehensive Trail Plan was put in place. The Luce Line State Trail follows the corridor of a former railroad line and has been maintained by the DNR since 1976. The trail, which goes through Winsted, runs 63 miles from the western metro suburb of Plymouth to the town of Cosmos. It is available for multiple uses such as hiking, biking, inline skating, cross-country skiing, and snowmobiling. A parallel horse trail is also included. The City's seven parks offer residents and visitors such amenities as picnic shelters, ball fields and courts, horseshoe pits, playground equipment, an amphitheater, and much more.

Winsted Lake is also an important part of outdoor recreation for City residents and visitors that offers swimming, fishing, and boating.

The City also features festivals and celebrations throughout the year. Each year, residents and visitors of Winsted look forward to the Winsted Summer Festival, a festival that is held the second weekend in August and features events including a canoe race, fireworks, live music, a fun run, two parades, a beanbag tournament, a horseshoe throwing competition, a pedal pull, petting zoo, and much more. Winsted royalty are also crowned the last day of the celebration. Another popular City event is the Winsted Winter Festival. This festival takes place the first weekend of December and features a lighted Christmas parade, a snowmobile show, an art exhibit, visits from Santa Claus, and more. The Winstock Country Music Festival is also held annually in the City and is one of the upper Midwest's premier outdoor country music and camping festivals that features up-and-coming artists as well as big name artists.

THE ORGANIZATION

The Mayor and City Council serve as the local legislative body in Winsted. They adopt an annual budget, approve expenditures, appoint all staff, and ratify all policies and ordinances of the City.

Each Council Member speaks to the City's commitment to progressive initiatives and planning. Maintenance plans and funding have been established for pavement management, sewer lining, and tree trimming. The water tower and WWTP are built for a community with a population of 10,000 residents. A five-year capital improvement plan has been established and updated annually. The City Council engages in annual goal setting retreats, with quarterly updates provided by the City Administrator.

With a beautiful City Hall overlooking the lake, the Council Chambers and City Administrator's office come with a view! The City enjoys long and trusted relationships with its professional consultants (engineering, finance, and building inspections). The City Council is experienced in working with a City Administrator and has a demonstrated history of trusting in its city staff. City Council supports continued education and training for its City Administrator and staff.

The City Council is appreciative of its community members serving on the various boards and committees including Economic Development Authority, Planning, Parks, and Airport. These groups serve as the first filter for the Council.



The state and federal government recently invested millions in the Winsted Municipal Airport to improve its runway. Future plans are in place for the construction of additional hangars.

Bonds will be sunsetting in 2028, which will provide an opportunity for a major project.

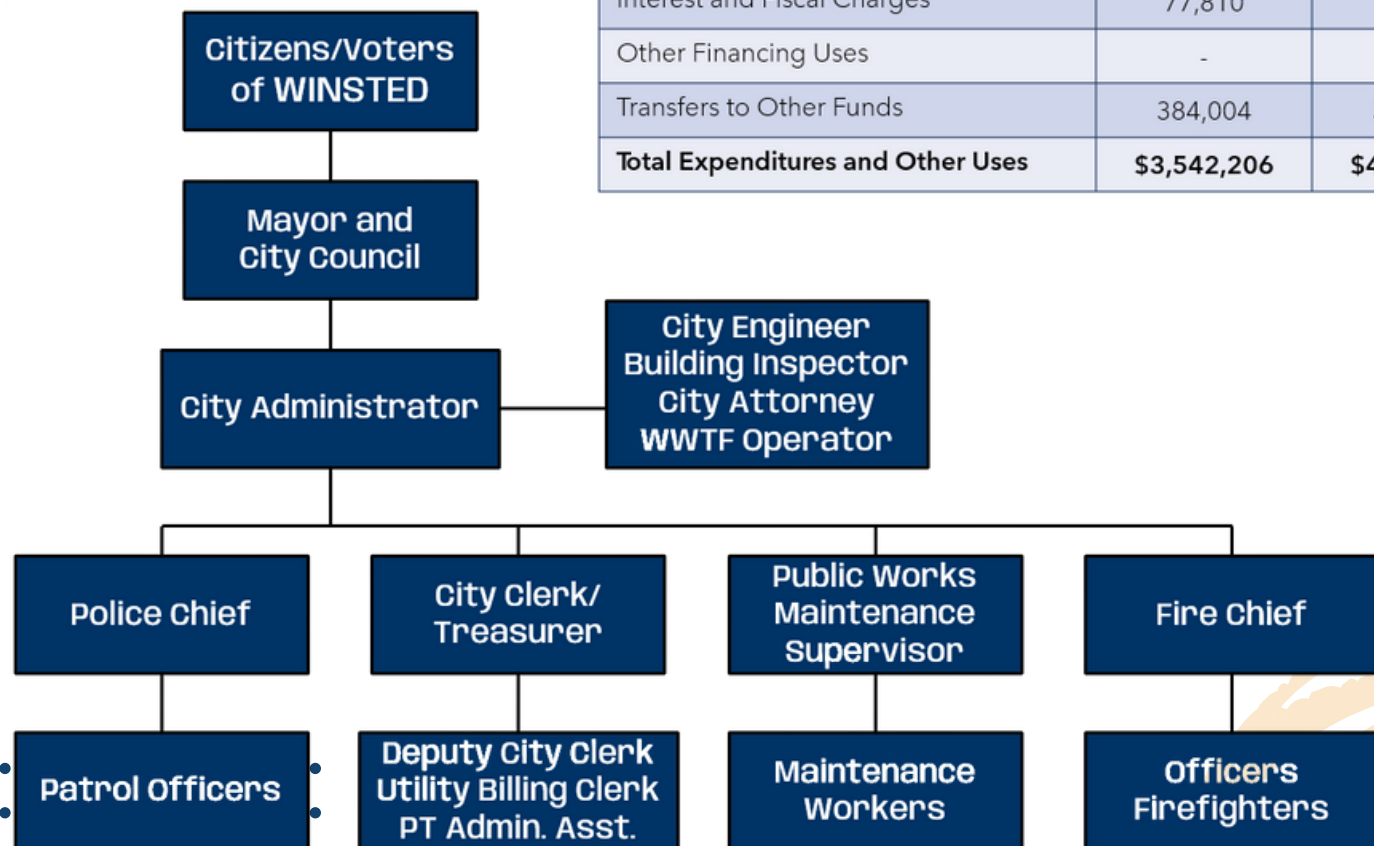
The City of Winsted employs 11 full-time and 12 part-time staff.



The City of Winsted will provide services and resources for its citizens and businesses that promote opportunities for a high quality of life, while sustaining a hometown atmosphere.



Expenditures	2021	2022
General Government	491,674	504,449
Public Safety	883,069	951,008
Streets & Highways (excluding Const.)	421,524	423,773
Sanitation	-	-
Human Services	-	-
Health	-	-
Culture and Recreation	79,385	80,885
Conservation of Natural Resources	-	-
Economic Development and Housing	-	10,000
All Other Current Expenditures	502,988	464,373
Total Current Expenditures	\$2,378,640	\$2,434,488
Streets & Highways Capital Outlay	166,900	990,000
All Other Capital Outlay	166,852	174,333
Debt Service - Principal	368,000	467,000
Interest and Fiscal Charges	77,810	76,595
Other Financing Uses	-	-
Transfers to Other Funds	384,004	341,196
Total Expenditures and Other Uses	\$3,542,206	\$4,483,612



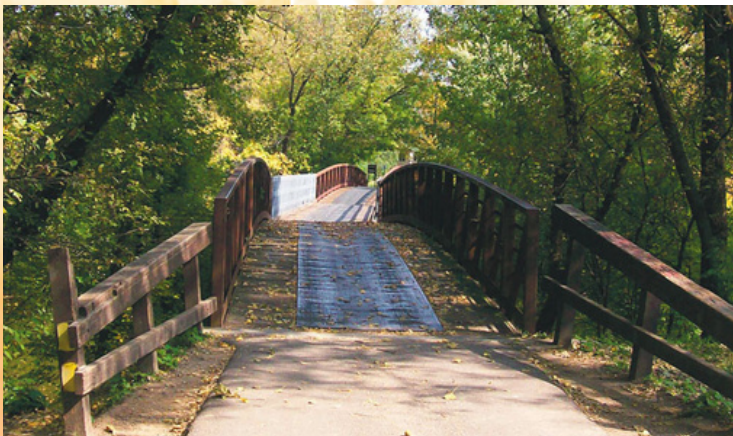
Core Duties of the Position

- Directs and manages all aspects of the financial and administrative operations for the City, including making recommendations regarding policy development and financial planning.
- Oversees and coordinates the financial/fiscal planning and operations of the City, including development of annual general fund, water/sewer budget, and capital improvements program for consideration by the City Council; and, in consultation with the Clerk/Treasurer, oversees the administration and monitoring of expenditures.
- Works with the Clerk/Treasurer to coordinate the preparation of financial statements, financial reports, special analyses, and information reports for presentation to the City Council.
- Implements City Council directives, policies, and ordinances.
- Researches and prepares reports and recommendations for City Council consideration on a variety of City issues to improve the health, safety, welfare, and economic development of the City, including improved methods of operation, replacement, or upgrading of equipment and exploration of grants or other funding sources.
- Manages large infrastructure projects.
- Communicates, implements, and monitors short-term and long-term goals, objectives, policies, and directives of the Council.
- Provides leadership in goal setting and future planning efforts for the Mayor and City Council.
- Plans and directs delivery of City services to the public by working closely with department heads to plan and coordinate their functions and works in cooperation with the City's attorney, engineer, planner, and building official to ensure efficient and effective provision of services.
- Plans, develops, and directs personnel programs, policies, and procedures designed to maximize work potential and interests of each employee and effectively accomplish the City's goals and objectives.



Core Duties of the Position - Cont'd

- Represents the City in the negotiation, coordination, and oversight of a wide range of management, administrative, consulting, legal, and other service contracts and agreements as authorized by the City Council.
- Provides support, communications, and data analysis in the areas of parks, planning and zoning, economic development, and airport facilities.
- Communicates with the public and responds to the questions and complaints regarding City plans, operations, and activities.
- Provides information and management of the day to day operations of the City for residents, businesses, and staff.
- Performs or effectively recommends the hiring, transfer, suspension, promotion, discharge, assignment, reward, discipline, direction of work, and adjustment of grievances of subordinate personnel.
- Trains and supervises all City employees either directly or through subordinate supervisors and works with department heads to identify goals and standards against which to measure employee performance.
- Conducts annual personnel reviews; makes recommendations to City Council regarding employee salary/benefits packages and conditions of employment; and coordinates all phases of personnel administration, including control over personnel files.
- Attends and participates in all meetings and coordinates preparation of agendas, supporting reports, recommendations, and action plans of the City Council and various City commissions and committees.
- Represents the City at various local, regional, and state meetings and functions while cooperatively working with other governmental agencies and officials on matters of mutual interests.
- Supports, communicates, and analyzes data for the Mayor and City Council.





DESIRED ADMINISTRATOR ATTRIBUTES

▶ Demonstrates drive, wants to be engaged, is a problem solver, and is genuine in their action and words.

▶ EDA driven! Keeps communications open with, and pursues, developers. Has a “How do we continue to grow?” mentality.

▶ Has strengths in relationship building. Is a collaborative and confident communicator, active listener, quick on their feet, a good public speaker, and comfortable delivering good and bad news at a level people can understand.

▶ Has a coaching leadership style. Has experience leading staff, is open and honest, builds trust, and is team driven. Gives staff the tools they need to do their job and leans on staff experience to move the team forward.

▶ Has a basic understanding of business and can explain the budget and grant process in plain language.

▶ Will be visible and not afraid to leave the office and enjoy interacting with the community and local businesses.

▶ Understands, appreciates, and practices long-term planning.

▶ Has former city administration experience; provides steady and consistent leadership to new and seasoned Council members. Ensures each Council member receives the information they need to make an informed decision.

▶ Has a strong critical thinking skillset and is comfortable asking questions and can own up to a mistake when made.

▶ Supports the Winsted Community!



NEW ADMINISTRATOR GOALS/PROJECTS/ PRIORITIES

Continue established and exciting momentum to develop Winsted as a desirable community people want to reside in.

Immediately upon entering the office:

- Develop relationships with developers to bring residential housing into the community.
- Get up to speed on the County Road 5 extension project with Mcleod County; collaborate with the County to ensure the City is well represented.
- Familiarize self with water well installation project. Funding source has been identified, and engineering is complete. Implementation in 18-24 months.

Explore planning activities for a freshwater treatment plant, street light replacement, infrastructure improvement, County Road 1, and road projects.

With a focus on the great base of industry that already exists in Winsted, continue to find ways to grow and expand the commercial and industrial economy.

Ensure there are limitless expansion opportunities to grow the housing market; entice developers to Winsted, work proactively on annexation, and explore downtown redevelopment initiatives.

Work with the Park Commission to develop plans for park improvements and update equipment.

Work with community partners to explore daycare, senior housing initiatives, and the addition of a senior center.

Facilitate annual strategic planning and goal setting sessions and bi-annual administrative reviews.

Support the Police Department in exploring and developing hiring and retention initiatives.

Continue to work with state, local, and regional partners to improve the water quality of the lake.

POSITION ANNOUNCEMENT



City: Winsted, Minnesota
Position: City Administrator
Salary: \$85,520 to \$122,527
Application Deadline: 3/15/2023



Job Summary: Under limited direction, this position is the Chief Administrative Officer for the City and plans and directs all City operations in line with objectives and guidelines established by the City Council. The Administrator exercises general and administrative supervision over all City employees either directly or through subordinate supervisors and coordinates planning, legal, building and engineering activities.

Minimum Qualifications: Bachelor's degree in Public Administration, Political Science, Business Management, or related field, and three years of public administration experience. A master's degree, ten years of local government management experience, and ICMA certification are desired.

Apply: Visit <https://daviddrown.hiringplatform.com/151190-winsted-city-administrator/575988-application-form/en> and complete the application process by March 15, 2023. Finalists will be selected on March 28, 2023, and final interviews will be held on April 18, 2023.

Please direct any questions to Liza Donabauer at liza@daviddrown.com or 612-920-3320 x111.



DDA

Human Resources, Inc.
a David Drown Associates Company

DDA Human Resources, Inc.
Waconia Office
P.O. Box 534
Waconia, MN 55387

Phone: 612-920-3320 x111
Fax: 612-605-2375
liza@daviddrown.com
www.ddahumanresources.com

Good morning, Mr. Bushard

Thank you for taking my call earlier this morning, and for your interest in the Baker Tilly Public Sector Executive Recruitment Services. We are grateful for the opportunity to earn your business and look forward to collaborating with you and the City of Faribault as you identify your next City Administrator.

At Baker Tilly US, LLP, we take pride in our record of success in identifying and placing exceptional leaders across the nation. We are well-versed in navigating the complexities of executive searches, and our dedication to delivering outstanding results has earned us the trust of various organizations, big and small. More than just finding qualified candidates, our passion lies in helping organizations identify trusted leaders, and competent managers who champion your mission, vision, values, and objectives. Thus, we believe that when an organization's leadership aligns with its core principles, it paves the way for transformative growth and sustained success. Below please find general information about our search process. I am happy to schedule a call to discuss the specifics of your current need. Please let me know what works best for you.

Our search process includes:

1. Complete Search Agreement.
2. Baker Tilly holds Individual meetings with key stakeholders.
3. Develop and submit draft desired candidate profile and search timeline.
4. Client approves draft brochure.
5. Baker Tilly launches nationwide marketing, recruitment, and outreach campaigns.
6. Announcement posted for 30 days.
7. Review, classification, and update to all applicants.
8. Baker Tilly assigns Due Diligence (DD), Written Candidate Questionnaire (CQ), and One-Way HireVue Video interviews.
9. Baker Tilly presents Completed DD, CQ and a link to view 10-12 qualified applicants.
10. Client selects 4-5 semifinalists.
11. Baker Tilly secures authorization to conduct background check reports, references, academic and professional credentials certification, media and online presence scan and report.
12. Baker Tilly presents a Finalist Report, with suggested interview questions, individual candidate rating sheets, and schedules in person or virtual interviews.
13. Baker Tilly provides technical assistant, consultation, and support to hiring authorities during the final candidate selection process.
14. If requested, Baker Tilly serves as a conduit to secure an employment agreement, including a start date.
15. Baker Tilly notifies all candidates of status and closes project.

Typical Search Duration: 90-120 days

All Inclusive Fee range: \$26,950 - \$35,371.

Guarantee: 12 months (see details below)

The above is a general framework of our process. However, based on your desired need or circumstance, we can customize our process to meet your need. It would be an honor for us to work collaboratively with your organization, and we are eager to contribute our expertise to help your key decision makers identify visionary leaders who can make an immediate and significant impact. Below is our Triple **Guarantee**:

We define the success as smooth, seamless, effective, and responsive executive recruitment that culminates with the hiring of highly qualified public sector executives who match the profile we developed with the approval of the appointing authorities. We further define success by identifying and presenting an acceptable number of well-qualified applicants for the county decision makers to interview.

While we believe in the overall success of our process, we also recognize that unusual circumstances will invariably emerge. Therefore, we offer an industry-leading triple guarantee.

1. We commit to conducting your recruitment until you have selected a finalist and made an appointment for the fees and tasks quoted in this proposal. If you cannot reach an employment agreement with one of the individuals presented as finalists, Baker Tilly will identify and present a second supplemental group of qualified applicants to consider until you select a finalist.
2. We guarantee your executive recruitment for 12 months against separation (voluntary or involuntary), which means that if you end the employment relationship (with or without cause) or the finalist resigns (for any reason), we will repeat the executive search at no additional professional fee but will include project-related expenses. Please note that candidates appointed from within your organization do not qualify for this guarantee. Furthermore, this guarantee is subject to further limitations and restrictions of your state laws.
3. Baker Tilly will not directly solicit any candidate selected under this agreement for any other position while the candidate remains your employee.

We look forward to the opportunity to further discuss how we can best contribute to your continued success.

Sincerely,

[Edward](#)

Edward G Williams, Ph.D.
Director



Baker Tilly US, LLP
T: +1 (214) 842 6478 | M: +1 (214) 608 6363
2500 Dallas Parkway, Suite 300, Plano, TX 75093, USA
edward.williams@bakertilly.com | bakertilly.com



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EXECUTIVE SEARCH SERVICES

CITY OF FARIBAULT, MINNESOTA

Proposal By:

Mike Humpal, CEcD



www.mnscsc.org

Proposal For:

Kevin Bushard



<https://ci.faribault.mn.us/>

South Central Service Cooperative (SCSC) appreciates the opportunity to present this proposal to the City of Faribault for Executive Search Services. SCSC's highly skilled staff has many years of collective experience in all aspects of local government.

GENERAL BACKGROUND

Since 1976, South Central Service Cooperative has been facilitating programs and services between local governments and school districts across south central Minnesota. We work with these entities in the nine-county region on projects or contracted services that help promote cooperation by pooling human and financial resources. We believe services are most efficient and cost effective when implemented at a regional level rather than a "one size fits all approach," which may occur when mandates are managed at the state and federal levels. Facilitating services regionally creates economies of scale and maintains a consistency in the process that positively affects local governments and school districts.

EXPERIENCED LEADERSHIP

Mike Humpal, CEcD, Administrator of Local Government Solutions, will serve as team leader for the City of Faribault. Humpal has a bachelor's degree and master's degree in public administration, along with being a certified Economic Developer. Humpal has more than 30 years of local government experience, including 18 years as an Assistant Clerk/Treasurer and Clerk/Treasurer responsible for hiring senior management for the City of Fairmont. Humpal is assisted by SCSC team members: **Wendell Sande**, Director, Insurance Services Director, Advisory Services; **Hannah Keltgen**, Administrator of Wellness and Marketing Communications; **Roberta Jensen**, Marketing Communications Specialist, **Crista Krosch**, Marketing Communications Support; **Jessica Maday**, Administrative Services Coordinator; and **Crystal Hanson**, Practitioner & Founder South Creek HR.

PROJECT SCOPE

- Meet with Faribault city staff and council to provide an overview of the search process.
- Meet with mayor, city council, and staff to create a position profile for the new manager, a job description, and set of goals.
- Create a search calendar and timeline.
- Recruit candidates for the position.
- Receive and process applications.
- Provide for the preliminary and final screening, make recommendations for interview of candidates.
- Assist the city council with the interview process.
- Meet with the city council to facilitate the decision on the new City Administrator and develop a contract for the position as needed.
- Provide mentoring to the new City Administrator.

SERVICES

- SCSC will provide the city council with an overall strategy and recruitment process for the City Administrator.
- SCSC will develop a job announcement, community profile, and advertisement for the position with professional organizations whose focus is local government. SCSC staff will also contact individuals in the field to make them aware of the open position and process.
- SCSC will promote the open position on select job placement sites (e.g., Association of Minnesota Counties, League of Minnesota Cities, Iowa and Wisconsin League of Cities, International City Managers Association, and National Association of Counties Recruitment Resources) and through social media (e.g., Facebook and LinkedIn).
- SCSC staff will complete a review of the applications, provide leadership management assessment and PXT assessment, complete reference checks, and criminal background histories.
- SCSC will provide five candidates to the city council with the goal of interviewing the top four candidates. The fifth candidate will be an alternate in case one drops out. Each member of the council will receive a profile folder with all the pertinent information about the top four candidates to review in advance of the interviews.
- SCSC will arrange and attend a public meet and greet of the candidates allowing the city council, staff, and community members the opportunity to meet the candidates before the interview process begins.
- At the direction of the city council and in cooperation with the Faribault City Attorney, SCSC staff will present an employment agreement and negotiate with the chosen candidate.

PROPOSED TIME AND COST ALLOCATION

South Central Service Cooperative proposes to complete this executive search as outlined not to exceed \$15,080.00*. This fee includes:

Executive Search Time / Cost Allocation:

- Conduct the initial meeting with council search committee
- Create an application packet and announcement documents
- Review and rank applications
- Contact references for top five candidates
- Call or hold virtual meetings with top five candidates to perform management/leadership assessments
- Prepare and summarize support documents and conduct background checks
- Organize and attend a community/candidates Meet and Greet event
- Participate in interview-related meetings with the city council
- Prepare an offer letter including bullet points for terms of contract as directed by the city council
- Negotiate the contract, including all discussions with the city attorney and candidate
- Administrative and Marketing Communications staff time

\$10,880.00

Additional Cost Allocations

- Arrange for a leadership-management assessment and PXT assessment
- Staff time contingency
- Background checks
- Publication and advertising
- Printed materials for council binders
- Travel costs

\$ 4,200.00

TOTAL (to be invoiced at conclusion of search)

\$15,080.00

*Two-year Timeframe: if another executive search is required within two years, SCSC will complete the search at no additional fee.

PREVIOUS SEARCHES/ REFERENCES

For a listing of completed searches, see pages 5 & 6. Please feel free to contact the following regarding their experience working with SCSC on their recent executive searches:

- Rob Mason, City Administrator (Retired), City of East Gull Lake, MN / 218-828-9279
- David Braun, Mayor, City of Wells, MN / 507-327-9840
- Dawn Kratzke, Mayor, City of Gaylord, MN / 507-237-2338
- Daryl Glassmaker, Mayor, City of Byron, MN / 507-273-1680
- Joe Martin, County Administrator, Le Sueur County / 507-357-8220

I look forward to speaking with you regarding the Executive Search for the City of Faribault. Please do not hesitate to contact me with questions or clarifications.

Respectfully,



Mike Humpal, CEcD
Manager, Local Government Solutions
South Central Service Cooperative

2075 Lookout Drive
North Mankato, MN 56003
Mobile: 507-236-7651
mhumpal@mnsccsc.org

RECENT SEARCHES



INTERIM ADMINISTRATOR/ MANAGEMENT PLACEMENTS



City of Madison Lake
(Multiple)



City of
Mountain Lake



MEET OUR TEAM



Mike Humpal
Manager

Manager of Local Government Solutions at South Central Service Cooperative. As an organization, SCSC provides value added local government services and solutions to member cities and counties. Mike Humpal holds a bachelor's degree in public administration from Northern Arizona University, and a master's degree in public administration from the University of Nebraska, and also received his Certified Economic Developer (CEcD). Humpal has more than 30 years of local government experience and served as a Community Economic Development Specialist for the Omaha Metropolitan Area Planning Agency. In addition, he served as City Administrator/Community Development Director for the City of Fairmont.

Founder and HR Practitioner of South Creek HR, a consulting firm specializing in developing leaders and providing Human Resources expertise to small and mid-sized businesses of all industries. Crystal Hanson has over 18 years of experience and holds a master's degree in human resources and industrial relations from the Carlson School of Management at the University of Minnesota. While Hanson's HR background runs deep, her professional passions include coaching leaders, building cohesive teams, digging into the pulse of organizations, and helping managers solve their own unique leadership challenges.



Crystal Hanson
HR Practitioner

MEET OUR TEAM



Wendell Sande

Director

Advisory Services Director at the SCSC, Wendell Sande oversees the provision of services to local government within the SCSC service area. Sande has a bachelor's degree in accounting from Minnesota State University-Mankato. He has worked in public accounting, the private industry, and has 40 years of experience in local government finance, economic development, and administration. He is the current board member of Southeastern Minnesota 504 Development Incorporated. In addition, Sande has a Certificate of Achievement in Local Government Finance from the Government Finance Officer Association.

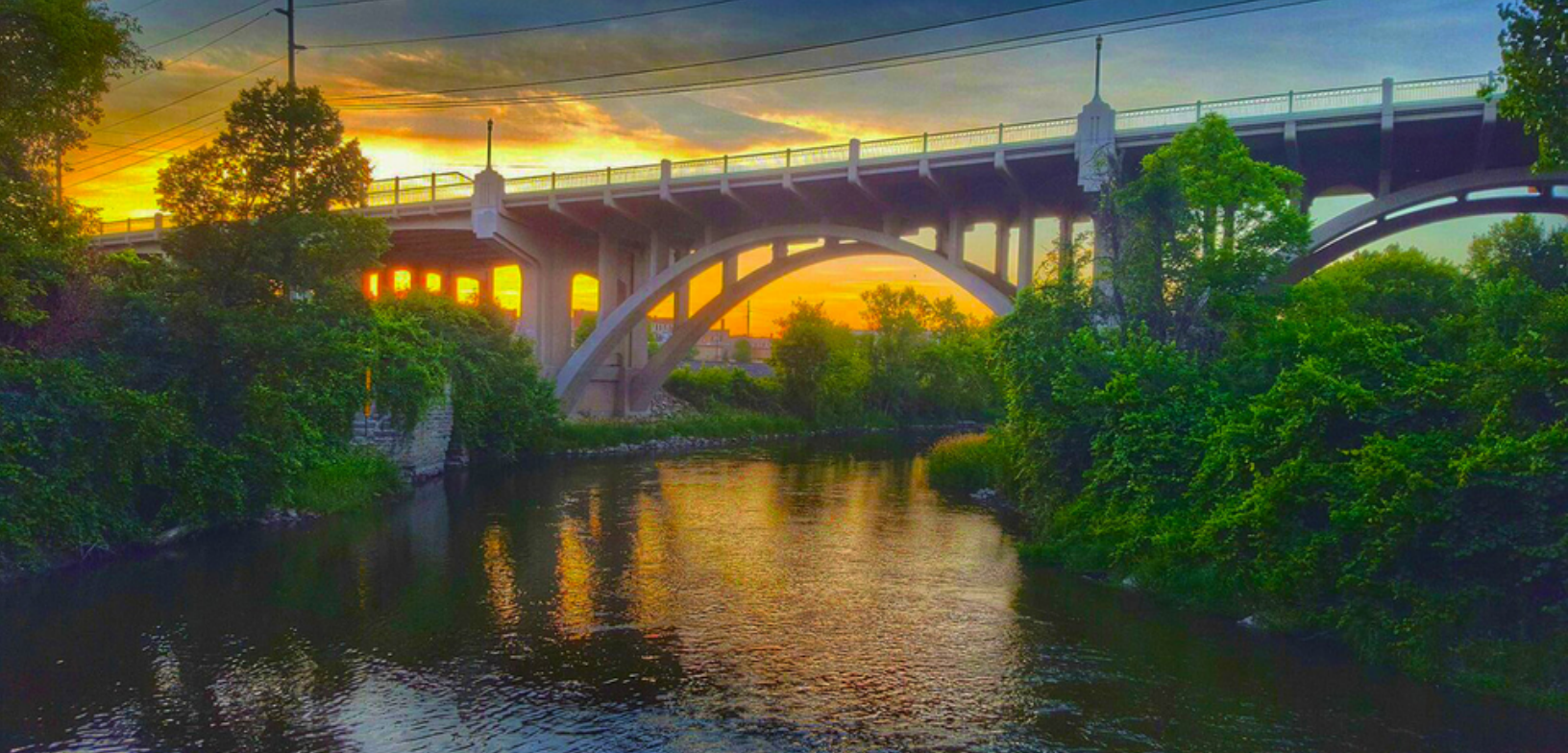
Manager of Wellness and Marketing Communication, Hannah Keltgen has a bachelor's degree from MSU, Mankato with over eight years of Human Resources experience working in the private sector and public-school systems. She is recognized as a results-oriented leader who strategically leverages her skills to drive motivation, retention, and talent acquisition initiatives. Keltgen is committed to empowering organizations to maximize the potential of their most valuable asset – their people. She is dedicated to helping individuals realize their full potential, encouraging them to bring their authentic selves to the workplace and contribute their best to the team.



Hannah Keltgen

Manager

Assisting in the project will be **Roberta Jensen**, SCSC Marketing Communications Specialist; **Crista Krosch**, SCSC Marketing Communications Support; and **Jessica Maday**, SCSC Administrative Services Coordinator.



OCTOBER 2023

City Administrator Recruitment Proposal

FOR THE CITY OF FARIBAULT, MN

PRESENTED BY

Greg M. Prothman

President, GMP Consultants

GMP CONSULTANTS

Greg@gmphr.com

(206) 714-9499

www.gmphr.com





October 10, 2023

Mr. Kevin Voracek
Mayor
City of Faribault
208 1st Ave NW
Faribault, MN 55021

Dear Mayor Voracek,

Thank you for the opportunity to provide a proposal to assist the City of Faribault with the recruitment of its next City Administrator. We are well positioned to assist the City with this important recruitment as we are just completing the process for the City of Oak Park Heights city administrator as well as a finance director for the City of Blaine, MN. Additionally, GMP has either in process or recently completed 16 national city management recruitments in the last year.

Additionally, your lead consultant will be Mr. Jeff Weldon. Jeff brings 29 years of city management experience in both Minnesota and South Dakota. Additionally, he will be supported by Mr. Matt Fulton. Matt is also a tenured city management professional with over 30 years of Minnesota city management experience. Both are active in the Minnesota City Managers Association and the International City Managers Association resulting in exceptional city management contacts!

GMP consultants have collectively worked on over 600 executive searches including 150 city/county management recruitments and have earned a reputation for providing superior service and building lasting relationships with both clients and candidates. We believe our proven process provides a best practices approach to attracting high quality candidates and ensuring a good fit for your organization.

If you have any questions or would like to discuss your specific needs, please do not hesitate to contact me at (206)714-9499 or Greg@gmphr.com. I look forward to hearing from you and hope to have the opportunity to work together soon.

Sincerely,

A handwritten signature in blue ink, appearing to read "Greg Prothman", is written over a horizontal line.

Greg M. Prothman
President,
GMP Consultants LLC

ABOUT GMP CONSULTANTS

GMP Consultants is a public sector executive search firm with a collective 180 years of local government leadership experience with both regional and national relationships. GMP Consultants offer our clients experienced subject matter experts with a solid understanding of local government coupled with decades of experience. We have served in a wide range of executive positions, from city and county management to public works, management information systems, and finance.

Our Qualifications

Founded and led by Greg M. Prothman, formerly the CEO of Prothman, GMP consultants have worked on over 600 executives searches including 150 city/county management searches. All our senior search consultants are active in both ICMA and local state level city management associations or in their respective professional associations.

Our Philosophy

Our business philosophy centers on the understanding that this is a “people” related industry. We have a reputation for providing superior service and building lasting relationships with both clients and candidates. We believe that attention to others’ needs is the key to effective customer service.

Why Choose GMP?

What you get with GMP Consultants is personal service. You appreciate it when phone calls are returned, projects stay on schedule and your challenges are given thorough and creative thinking. While other companies may assign your business to lesser experienced staff, we offer exceptional service from senior-level consultants.

- **Service & Relationship** - Our consultants bring a reputation for providing outstanding service and building lasting relationships with both clients and candidates.
- **Customized Solutions** - We take the time to become familiar with your organization to ensure that we offer the best solution and not just a single service.
- **People First** - We work closely with you and your candidates through every stage of the recruitment process, creating a welcoming candidate experience and ensuring an effective recruitment outcome.
- **Team Approach** - Our entire consulting group works as a team to leverage their networks to assist with each assignment and give your challenges thorough and creative thinking.
- **Washington City Management Experience** - Our consultants are seasoned and successful Washington state city manager practitioners with long-term tenures and extensive experience in conducting national searches

PROJECT TEAM MEMBERS

Jeff Weldon - Lead Project Consultant

Jeff served 29 years in municipal management in Minnesota and South Dakota including city administrator for Redwood Falls, MN; and assistant city administrator for Apple Valley, MN as well as city manager for Brookings and Yankton, SD. Jeff was also an adjunct instructor at South Dakota State University in Public Administration and State and Local Government. Jeff currently serves local government managers in Minnesota and South Dakota with career and professional development as a Senior Advisor for the state associations. Jeff holds a Bachelor's Degree from Minnesota State University and a Master's Degree from Hamline University. He was active with the Coalition of Greater Minnesota Cities, Minnesota City/County Management Association, South Dakota Municipal League, and the International City Management Association (ICMA). Jeff is a strong advocate for community involvement and has been involved with his church, the United Way, Rotary and Lions clubs, and the Chamber of Commerce. Jeff and his wife, Tracie, have two grown children and five grandchildren. His hobbies and spare time activities include camping, boating, fishing, golf, travel, woodworking, pencil sketching and reading presidential biographies and Civil War history.

Matt Fulton –Project Consultant

Matt brings over 30 years of local government leadership experience serving as a city manager in small (7,000 pop.) and large organizations (65,000 pop.) in Minnesota and Wisconsin. He has worked in suburban and free standing full service environments as well as in fully developed and fast growing communities. During his career, Matt has had the opportunity to provide leadership at the local, state, national, and International levels, including serving as a Regional Vice President on the ICMA Executive Board of Directors, a member on the Minnesota League of Cities Board of Directors, and as President of the Minnesota City/County Management Association. He is recognized as an innovative and proactive professional, with a focus on strengthening civic engagement and assessing organizational and community performance. Over the past four years, he has served as Polco's VP for National Engagement, helping local governments build stronger engagement approaches and assessing performance, from the perspective of residents and community stakeholders. His continual engagement with community leaders across the country has helped him strengthen his already strong national network of talented local government professionals and organizational connections. Matt has a Master's degree in Public Administration from the University of Wisconsin and an undergraduate degree in urban planning from the University of Minnesota.

Kate Hansen – Recruitment Manager

Kate is a certified Project Management Professional (PMP) with a background in business, nonprofit, and fire administration. She has served as a Public Records Officer as well as a political campaign manager, and brings a distinguishing blend of attention to detail, creativity, and critical thinking. Kate holds a B.A. in Theatre from Chapman University with an emphasis on stage management.

Sarah Marsh – Content Designer

Sarah brings a background across nonprofit, business, government, and education sectors. She holds an M.B.A in Organizational Behavior & Development from the University of Vermont. She also publishes in the field of American History and is the author of two books honored by the National Council for the Social Studies.

Brenda Gabbittas - Candidate Manager

Brenda has over a decade of experience working with many communities around the globe in both public and private sectors. She leans on her experiences to build lasting relationships with everyone she works with while delivering unparalleled levels of service. Brenda holds a Bachelor's of Education in Early Childhood Development from Utah Valley University.

WORKPLAN & APPROACH

INFORMATION GATHERING & RECRUITMENT PROFILE DEVELOPMENT

Review and Finalize Search Process and Schedule

We meet with the City Council to review project needs, process, schedule, and identify the scope of the recruiting market. Our goal is to thoroughly understand your organization, current challenges, timeline, and preferred qualifications for this recruitment.

Develop, Review, and Approve a Detailed Recruitment Profile & Invitation

We create a custom recruitment profile highlighting the strengths of your job opportunity as well as your unique needs. Examples of prior recruitment profiles are included in this proposal and typically feature:

- Why Apply?
- Community Profile
- The Organization, Department, & Position
- The Ideal Candidate / Education & Experience
- Challenges & Opportunities
- Compensation & Benefits
- Resources
- Your Social Media (if applicable)

STRATEGIC MARKETING

Targeted Recruitments - Having 20 plus years of designing and implementing national recruitments, GMP Consultants will create and conduct a nationwide recruitment and candidate generation process, employing recruitment strategies designed to encourage competitive applicants from diverse backgrounds and experiences. We have been successful in identifying a candidate pool that is racially, ethnically, and gender diverse.

We will develop a national advertising strategy placing ads in websites, job boards, periodicals, and social media such as LinkedIn.

- Intl. City Managers Association (ICMA)
- League of Minnesota Cities
- Wisconsin League of Municipalities
- Iowa League of Cities
- Illinois Municipal League
- Michigan Municipal League
- League of Nebraska Municipalities
- Indiana Associations of Towns & Cities
- Minnesota City Managers Association
- Wisconsin City Managers Association
- Iowa City Managers Association
- Illinois City Managers Association
- Michigan City Managers Association
- Indiana City Managers Association
- Careers in Government
- Government Jobs

Development of Candidate Database for Direct Mail Invitations - We will mail approximately 500 to 700 letters of invitation to city managers/administrators in the mid-western United States. We will also email an invitation to apply to over 6000 city managers across the nation.

CANDIDATE SCREENING AND SHORTLIST PRESENTATION

Candidate Application Materials - Candidates are asked to submit a cover letter, application, resume, answers to supplemental questions (designed to measure writing and thinking skills) and professional references.

Selection & Interview of Semifinalists - We review all candidate application materials and identify 8 to 12 of the most promising semifinalists. We conduct a one-hour interview with each semifinalist and provide written observations.

Search Work Session – We meet with you to review semifinalists. Prior to the meeting we send you each applicant's cover letter, resume, essay questions, the consultant semifinal interview notes, and candidate summary sheet. The City Council selects the finalist candidates and designs the final interviews.

FINAL INTERVIEWS & SELECTION

Design and Preparation of Final Interviews - We help you decide on the structure and schedule of the interviews, including the panel participants and facilitators. We tailor the process to fit your needs and prepare all the candidate materials for the interviews.

Reference & Background Checks - We conduct professional reference checks on each candidate, requesting the names of supervisors, subordinates, and peers. Background checks include Education Verification, Criminal History, Driving Record, and Sex Offender Check.

Candidate Travel - We help you identify which candidate travel expenses your organization wishes to cover and then work with the candidates to coordinate the most cost-effective travel arrangements.

Final Interviews & Selection - The City Council (and advisory panels if used) interview finalists. We facilitate a debrief with all panel participants. After the debrief, we facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research.

Candidate Appointment - We facilitate potential contract elements with the City Council. Once your top candidate has been selected, we will assist as needed with the job offer, contract negotiations, and employment agreement.

PROFESSIONAL REFERENCES

City of Blaine, MN pop. 70,000

Michelle Wolfe, City Manager

mwolfe@blainemn.gov

763 785 6121

Finance Director – just completed

City of Oak Park Heights, MN pop. 4,692

Mary McComber, Mayor

marymccomber@aol.com

(651) 351-7879

City Administrator - just completed

Gunnison County, CO pop. 17,000+

Matthew Birnie, County Manager

MBirnie@gunnisoncounty.org

970-641-3061

County Manager

Chief Financial Officer

Asst. County Manager

City of Belgrade, MT pop. 11,075

Neil Cardwell, City Manager

ncardwell@cityofbelgrade.net

406-388-3760

City Manager

Human Resource Director

Assistant City Manager – recently completed

RECRUITMENT SCHEDULE EXAMPLE

Recruitments take approximately 90 days to complete.

Kickoff Meeting	Week 1	Client & GMP: Meet to discuss timeline & search process
Profile Development	Week 1-2	GMP: Meet with key stakeholders & create position profile
Advertising	Weeks 3 - 7	GMP: Post online ads; send direct mailing
First Review	Week 8 -9	GMP: Conduct preliminary interviews with most promising candidates
Work Session	Week 10	GMP & Client: Meet to review semifinalists and choose finalist candidates
Final Interview Preparation	Week 11-12	GMP: Conduct background & reference checks, complete final Interviews schedule, coordinate travel with candidates
Final Interviews	Week 12	Client: Hosts finalist interviews Client: Makes hiring selection

PROFESSIONAL FEE

The fee for conducting a City Administrator recruitment is \$18,500. The professional fee covers all consultant and staff time required to conduct the recruitment. Professional fees are billed in three equal installments: at the beginning, halfway, and upon completion of the final interviews. The City will be responsible for reimbursing expenses incurred on the City's behalf.

Expenses include:

- Websites, job boards and other advertising (est. \$1,600 - 1,900)
- Direct mail announcements (est. \$1,400 - 1,900)
- Consultant travel: Hotel, Mileage at IRS rate and \$65 per hour
- Background checks (est. \$225 per candidate)

The City has the right to cancel the search at any time. The City's only responsibility would be the fees and expenses incurred prior to cancellation.

GUARANTEE & WARRANTY

Should the selected candidate leave the employment of the City within the first 12 months of appointment, we will conduct one additional recruitment for the cost of expenses only, if requested to do so within six months of the employee's departure. If the major elements of the process are followed and a candidate is not chosen, we will repeat the recruitment once with no additional professional fee, the only cost to you would be the expenses.



CITY/COUNTY CAO SEARCHES MANAGED BY GMP CONSULTANTS

In progress Recruitments

City of Oak Park Heights, MN

City Administrator

City of Moab, UT

Assistant City Manager

Greys Harbor County, WA

County Administrator

City of Canby, OR

City Administrator

City of Cottage Grove, OR

City Manager

City of Shady Grove, OR

City Administrator

Recently Completed

City of Blaine, MN

Finance Director

City of Belgrade, MT

Assistant City Manager

Lewis County, WA

County Manager

City of Mountlake Terrace, WA

City Manager

City of Tumwater, WA

City Administrator

Woodinville Water & Sewer District

General Manager

Completed in the last 12 months

Gunnison County, CO

Assistant County Manager

City of Livingston, MT

City Manager

City of Lacey, WA

City Manager

City of Sammamish, WA

City Manager

City of Pasco, WA

City Manager

City of Astoria, OR

City Manager

All Management Recruitments

County of Los Alamos, NM

County Administrator

City of Spearfish, SD

City Administrator

City & Borough of Sitka, AK

Municipal Administrator

City & County of Broomfield, CO

Deputy City and County Manager

City of Astoria, OR

City Manager (2)

City of Arlington, WA

City Administrator

City of Polson, MT

City Manager

City of Bainbridge Island, WA

City Administrator

City of Bandon, OR

City Manager

City of Battle Ground, WA

City Manager (2)

City of Belgrade, MT

City Manager (2)

City of Louisville, CO

City Manager

City of Bothell, WA

Deputy City Manager

Assistant City Manager

City of Casper, WY

City Manager

Colorado Springs, CO

Assistant City Manager

Summit County, UT

County Manager

City of Chehalis, WA

City Manager (2)

City of Hailey, ID

City Administrator

City of Chelan, WA

City Administrator (3)

City of Rawlins, WY

City Manager

City of Clyde Hill, WA

City Administrator

City of Coburg, OR

City Administrator

City of College Place, WA

City Administrator

Town of West Yellowstone, MT

Town Manager (2)

City of Coquille, OR

City Manager

City of Covington, WA

City Manager

City of Damascus, OR

City Manager

City of Minot, ND

City Manager

City of Sheridan, WY

City Administrator

City of DuPont, WA

City Administrator

City of Whitefish, MT

City Manager

City of Duvall, WA

City Administrator

Gunnison County, CO

County Manager

Assistant County Manager

City of Edgewood, WA

City Manager (2)

City of Ellensburg, WA

City Manager

City of Emeryville, CA

City Manager

City & Borough of Wrangell, AK

Borough Manager

City of Fife, WA

City Manager

City of Riverton, WY

City Administrator

City of Thorne Bay, AK

City Administrator

City of Gillette, WY



City Administrator
Inyo County, CA
Assistant/Deputy County
Administrator
County Administrative Office
City of Fircrest, WA
City Manager (2)
City of Connell, WA
City Administrator (2)
Town of Friday Harbor
City Administrator
City of Gig Harbor, WA
City Administrator
City of Gladstone, OR
City Administrator
City of Hermiston, OR
City Manager
City of Hood River, OR
City Manager
City of Issaquah, WA
City Administrator
Deputy City Administrator
City of Kelso, WA
City Manager
City of Carnation, WA
City Manager (2)
City of Kenmore, WA
City Manager (2)
City of Ketchum, ID
City Administrator
City of Lacey, WA
City Manager (2)
City of Lake Forest Park, WA
City Administrator (3)
City of Lake Oswego, OR
City Manager
City of Lake Stevens, WA
City Administrator
City of Lakewood, WA
City Manager
Assistant City Manager
City of Leavenworth, WA
City Administrator (2)
City of Lebanon, OR
City Manager
City of Lewiston, ID
City Manager
City of Livingston, MT

City Manager
City of Lincoln City, OR
City Manager
City of Longview, WA
City Manager
City of Lynden, WA
City Administrator
City of McMinnville, OR
City Manager
City of Mill Creek, WA
City Manager
City of Milwaukie, OR
City Manager
City of Newcastle, WA
City Manager (2)
City of McMinnville, OR
City Manager
City of Monroe, WA
City Administrator
City of Moses Lake, WA
City Manager (2)
City of Mountlake Terrace, WA
City Manager (3)
City of Mt. Angel, OR
City Manager
City of Mukilteo, WA
City Administrator
Management Services Director
City of Newcastle, WA
City Manager (2)
City of Normandy Park, WA
City Manager
City of Ontario, OR
City Manager
City of Othello, WA
City Administrator
City of Pasco, WA
City Manager (2)
Deputy City Manager
City of Port Angeles, WA
City Manager
City of Port Townsend, WA
City Manager
City of Post Falls, ID
City Administrator
City of Prosser, WA
City Administrator

City of South Lake Tahoe, CA
City Manager
City of Puyallup, WA
City Manager
City of Renton, WA
Chief Administrative Officer
City of Ridgefield, WA
City Manager
City of Bingen, WA
City Administrator
City of Sammamish, WA
City Manager (2)
City of Scappoose, OR
City Manager
City of Drain, OR
City Administrator
City of Canby, OR
City Administrator
City of Shelton, WA
City Administrator
Management Assistant
City of Shoreline, WA
City Manager (2)
Deputy City Manager
City of Spokane Valley, WA
City Manager
Deputy City Manager
City of Stanwood, WA
City Administrator
City of Stevenson, WA
City Administrator
City of Sultan, WA
City Administrator
City of Sun Valley, ID
City Administrator
City of Burns, OR
City Manager
City of Sunnyside, WA
City Manager
City of Toledo, OR
City Manager
City of Troutdale, OR
City Manager
City of Tumwater
City Administrator
City of Umatilla, OR
City Manager
Police Chief



City of Vancouver, WA

Assistant City Manager

City of Waldport, OR

City Manager

City of Walla Walla, WA

City Manager

City of West Linn, OR

City Manager

City of White Salmon, WA

City Administrator

City of Wood Village, OR

City Manager

City of Woodburn, OR

City Administrator

City of Woodinville, WA

City Manager

City of Woodland, WA

City Administrator

City of Yachats, OR

City Manager

City of Yakima, WA

City Manager

Assistant City Manager

City of Yelm, WA

City Administrator

Blaine County, ID

County Administrator

Clackamas County, OR

County Administrator

Clatsop County, OR

County Manager (2)

Curry County, OR

County Administrator

Deschutes County, OR

Fair & Expo Director

County Administrator

Eagle County, CO

County Manager

Franklin County, WA

County Administrator

Hood River County, OR

County Administrator

Island County, WA

County Administrator

Jefferson County, WA

Central Services Director

Lane County, OR

County Administrator

Lewis County, WA

County Manager

Mason County, WA

County Administrator

Mono County, CA

County Administrative Officer

Assistant County Administrative

Officer

San Juan County, WA

County Manager

Snohomish County, WA

Executive Director (2)

Thurston County, WA

Assistant Chief Administrative Officer

Town of Friday Harbor, WA

Town Administrator

WORK SAMPLES: POSITION PROFILE AND INVITATION TO APPLY LETTER

(Attached). Additional samples available at gmphr.com.

CITY ADMINISTRATOR

CITY OF OAK PARK HEIGHTS, MN



Why Apply?

This is a great opportunity to join a well-tenured and established City Council and staff team in continuing to build a community recognized for its excellent quality of life and amenities. The position is available due to the retirement of its long-term City Administrator who is leaving a solid department head team, a positive and trusted organizational culture, very positive financial conditions, and strong City Council/Staff relations. Given its suburban environment, the next City Administrator will have great opportunities for continuing to build on the strength of the organization and to further develop and strengthen collaborative relationships with other community and governmental entities.



Welcome to **OAK PARK HEIGHTS**

Oak Park Heights, Minnesota is a vibrant community nestled alongside the scenic St. Croix River in Washington County, just east of the bustling Twin Cities metropolitan area. Residents appreciate the charming small-town atmosphere, convenient amenities, abundant opportunities for outdoor recreation, and easy access to the big city offerings of nearby Minneapolis and St. Paul.

This city of 4,750 residents increases to a daytime population of 20,000 as Oak Park Heights is home to large commercial areas that includes major retailers such as Wal-Mart, Menards, and Lowes. Over 2,000 students attend the highly rated local Stillwater Area High School. The State of Minnesota Correctional Facility is located in Oak Park Heights and houses over 460 prisoners.

The City takes pride in the park and recreational facilities available for residents and visitors. There are over 100 acres of designated park space comprised of five municipal park facilities, including ice rinks and warming houses, softball and baseball fields, picnic shelters, tennis courts, and playgrounds. For the past 36 years, the City has been awarded the "Tree City USA" award for its local commitment to community trees and forests.

Winding alongside the city is the St. Croix River—the state border between Minnesota and Wisconsin—and one of only eight waterways originally designated as a "National Wild and Scenic River" by the federal government in 1968. Widely considered one of the best canoeing rivers in the nation, the St. Croix offers ample opportunities for boating, kayaking, fishing, or enjoying a scenic paddleboat ride.

Oak Park Heights boasts a strong sense of community. The City hosts an annual "Party in the Park" that provides an opportunity for residents to get to know Councilmembers, City Staff, and local businesses. Councilmembers serve hot dogs and snow cones while community members enjoy bouncy houses, face painting, music, games, and prizes. In addition to this event, now in its 27th year, the City has hosted a popular Summer Park Program for over 15 years.





THE CITY OF OAK PARK HEIGHTS

The City of Oak Park Heights was incorporated as a village in 1938 and became a City by State Statute in 1972. The City operates under a "Plan A, Council-Administrator" form of government, consisting of a Mayor and a four-member Council. The Mayor and Council are elected at large on a non-partisan basis for four-year terms.

The Council is responsible for adopting policies affecting City affairs, approving the annual budget, enacting ordinances and resolutions, and providing policy direction for City departments and activities. The City Council currently serves as the Economic Development Authority. The City has a Planning Commission and a Parks Commission.

The City serves a population of 4,750 with a 2023 total General Fund budget of \$6.8 million and a team of 22 FTEs. Departments include Administration, Police, Finance, and Public Works. The community is financially strong with an AA2 Bond rating and is two years away from being debt free. It has a very stable staff history and a combination of municipal and privately contracted public services.



THE CITY ADMINISTRATOR

Reporting to the City Council, the City Administrator performs top-level supervisory, administrative, and professional work to plan and direct the administration of City functions as established by the City Council to ensure efficient municipal services and development in line with the Council goals and objectives. This requires coordinating activities and functions, creating proper procedures and processes for exchanging information and reaching decisions, and flexibility in reacting to the needs and desires of others.

The City Administrator supervises the management and coordination of all departments and consultants including Administration, Police, Public Works, Finance, Legal, Fire Protection, and Planning and Engineering consultants. Direct reports are the Assistant City Administrator/Clerk, Finance Director, Police Chief, Public Works Director, Building Official, and Administrative Assistant. This position is also responsible for overseeing community development-related duties.

**FULL-TIME
EMPLOYEES**
22

2023 BUDGET
\$6.8 million

AREA
3.4 square
miles

POPULATION
4,750

BOND RATING
AA2



THE IDEAL CANDIDATE

View job
description
[here](#)

- Demonstrated leadership skills.
- Integrity and honesty beyond reproach.
- A confident and self-assured demeanor that will engender trust with Council and staff.
- A good communicator who is responsive to councilmembers, the community, and the city staff; and who actively listens and follows up to resolve issues.
- Balances the responsibilities of managing day to day operations with representing the City's interests through engagement with external community, state, and national associations and organizations.
- A collaborative and proactive management style when addressing community and organizational issues and needs.
- Values and supports the overall needs of staff and the organization.
- A communication style and approach that demonstrates strong listening skills and an appreciation and respect for opposing viewpoints.
- Ensures regular communication throughout the organization in a way that keeps the Council and staff informed.
- Fiscally responsible with an understanding of financial management needs.
- Navigates the needs and dynamics of the City Council with a uniform approach, a positive attitude, and as a resource.
- Solutions-oriented and will respond to issues and inquiries in a positive way.
- Strong facilitation skills that support and enable opportunities to reach consensus, especially on difficult issues.
- Strong knowledge and experience with planning and zoning issues.



EDUCATION & EXPERIENCE

- Bachelor's degree in public administration or closely related field. (Master's preferred).
- Five years of experience in broad areas of managing public organizations that contributed to a knowledge base and an ability to employ management, budgeting, planning and program techniques in daily operation of a similarly complex entity.
- Ability to communicate effectively, orally and in written form.
- Ability to develop and maintain positive and effective working relationships with the city council, city commissions, city personnel, and the general public.

Or any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities to perform the job.

OPPORTUNITIES & CHALLENGES

- The Xcel Energy – Allen S. King Coal-Fired Power Plant is scheduled to close in 2028, which will significantly impact the community's tax revenues. This closure will require proactive planning with multiple jurisdictions to transition the 170-acre site into a new type of land use that meets community expectations.
- An implementation plan is needed for the use of \$2.1 million in state bonding intended for extending city-owned water and sewer utilities to the Xcel Energy – Allen S. King Coal-Fired Power Plant site.
- The City is intending to construct a third municipal well in 2025. This project will include the need for filtration of PFAS.
- Washington County is leading a project related to the extension of 58th Street. This project requires an awareness of the long-term financial and development impacts for the community and strong leadership in guiding the negotiations.
- The City currently has a 10-year Joint Volunteer Fire Service agreement with the City of Bayport. There is an ongoing effort to reevaluate the contractual relationship and possible need for paid firefighters.
- The Finance Director will be retiring in the near future and will require a recruitment effort that reflects future departmental needs.
- The City Administrator will have the opportunity to consider the long-term staffing needs of the organization that will ensure its continued stability into the future.
- There is a desire to build stronger and more positive relationships with Washington County and adjacent communities in finding ways to collaborate around areas of common interest.



COMPENSATION & BENEFITS

The City of Oak Park Heights is offering an annual salary range of \$135,000 to \$155,000 for this position, dependent upon experience and qualifications, along with a comprehensive benefits package.

RESOURCES

[City of Oak Park Heights](#)

[2023 City Budget](#)

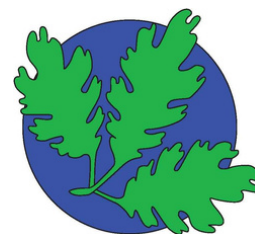
[City Planning and Zoning Docs](#)

[2018 City Comprehensive Plan](#)

[Metropolitan Council – Community Data](#)

[Greater Stillwater Area Chamber of Commerce](#)

[Stillwater/Oak Park Heights Convention & Visitors Bureau \(CVB\)](#)



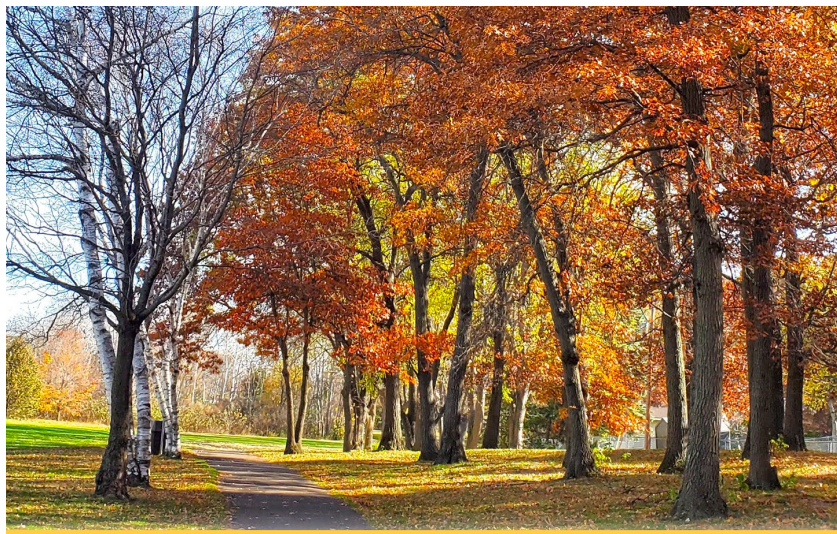
TO APPLY

Apply Online: gmphr.com

First Review: **August 7, 2023**

More Info: Matt Fulton, GMP Consultants
mfulton@gmphr.com / (651) 242-2422





Dear Colleague,

GMP Consultants is assisting the **City of Blaine**, Minnesota in finding a **Finance Director**. Perhaps this is the right time in your career to consider this exciting opportunity. If not, would you please pass this on to others who may be interested?

Thank you for your consideration and assistance.

Greg M. Prothman, GMP Consultants
206-714-9499



BlaineMN.gov

WHY APPLY?

This is an exciting opportunity to help shape the future growth of the city of Blaine, one of Minnesota's fastest growing suburban cities. With a current population of 70,979, Blaine is projected to reach 85,000 by 2030. This is an inviting community and a destination for nearly 7 million visitors a year. The City is well-managed with a strong and experienced department head team and enjoys a AAA bond rating. Blaine has a history of supportive councils and a strong Council-Staff relationship. This is a great opportunity for a forward-thinking, solutions-oriented individual to join a growing community and participate in exciting and career-defining projects.

gmphr.com



THE CITY OF BLAINE

Blaine, MN (pop. 70,979), the 10th largest city in the state, is one of the fastest growing cities in Minnesota. Situated just 13 miles from both downtown Minneapolis and St. Paul, Blaine is one of the metro area's largest suburbs. The City of Blaine operates under the Council-Manager form of government with a 2023 total budget of \$72.5 million, a General Fund budget of \$41.6 million, and a staff of 230 FTEs.

The City has a positive organizational culture with strong support and respect from the City Council for the City Manager and staff. The current department head team is tenured, strong, and energized about the future of the community.

View
position
profile at
gmphr.com

THE FINANCE DIRECTOR

Under the general supervision and direction of the City Manager, the Finance Director will oversee a multi-division department that is intended to provide and maintain dependable, cost effective, and high-quality finance and technology services to City customers. The Director provides leadership in the planning, coordinating, directing, communicating, and evaluating a comprehensive finance/technology program consistent with City Council policies, federal, state, and metropolitan regulations. The Director is also a valued member of a six-member department head team.

THE IDEAL CANDIDATE

- A strong advocate in supporting the Finance Department's ability to meet the needs of a rapidly growing community with increasing service delivery pressures and budgetary expectations.
- A strong understanding of economic development financing strategies and the ability to think creatively with staff and developers to find successful approaches for significant and complicated development projects.
- A solutions-focused and articulate leader with excellent presentation skills and the ability to communicate complicated financing concepts in a way easily understood by Council, Staff, and the general public.
- Capable of leading in a fast growth environment with attention to building staff capacity, ensuring long term financial integrity, and strengthening technology infrastructure to keep pace with long-range strategic goals and community expectations.
- An approachable leader with strong emotional intelligence who can be direct and compassionate with an existing strong departmental team.
- Understands the big picture and can translate it into a long-range plan with measurable outcomes that demonstrates progress.
- Supports collaboration and partnerships and can build trust in strengthening existing and new service delivery relationships.
- Strategically focused with the ability to prioritize issues and projects, and effectively communicate and delegate responsibilities.
- A seasoned professional who can hit the ground running and quickly align with the current departmental and organizational team.

LEARN
MORE

Visit: gmphr.com

Salary Range: **\$144,66 to \$188,032** annually DOQ

First Review: **May 22, 2023**

More Information: Matt Fulton, GMP Consultants
mfulton@gmphr.com / (651) 242-2422

