

A G E N D A

**NORTH MANKATO CITY COUNCIL WORKSHOP
MONDAY, JULY 2, 2012
NORTH MANKATO COUNCIL CHAMBERS
6:00 P.M.**

1. Call the meeting to order.
2. Introduction of Bonnie Bennett, Turning Point
3. Training of Expanded Personnel Committee Members.
4. Discuss Park/Biking Advisory Boards.
5. Adjourn.

**Updated Proposed City Administrator
Hiring Process & Timeline
6/26/2012**

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|-------------------------------------------------------------------------|-----------|
| 1. Update City Administrator job description | 5/8 |
| 2. Advertise position opening | 5/22-6/22 |
| • League Minnesota Cities Association website | |
| • City Administrator Association website | |
| 3. Expanded Personnel Committee recommendations/appointments | 5/21 |
| • 2 at large North Mankato residents
Trudie Gustafson, Keith Hamm | |
| • staff representation by assistant City Clerk Lynette Peterson | |
| 4. Council/Expanded Personnel Committee workshop | 7/2 |
| • Clarify process/goal w/ Bonnie Bennett | |
| 5. Expanded Personnel Committee to screen submitted applications | 7/3-11 |
| 6. Expanded Personnel Committee meeting | 7/12 |
| • interview workshop w/ Bonnie Bennett | |
| • identify a maximum of 12 candidates | |
| 7. Top candidate screening interviews with Expanded Personnel Committee | 7/16-8/3 |
| • City tours by staff | |
| 8. Top 3 candidates certified as Finalists to City Council | 8/6 |
| • Council interview workshop w/ Bonnie Bennett | |
| 9. Finalists interviewed by full City Council | 8/7-17 |
| • open to public/media | |
| 10. In depth background checks conducted on Finalists | 8/27-31 |
| • outside vendor/Mayor Dehen | |
| 11. Identify top choice and solidify job offer at City Council meeting | 9/4 |
| 12. Employment negotiations | 9/5-14 |
| • Mayor Dehen | |
| 13. City Administrator announced | 9/17 |

City Administrator Profile:

1) Administrative Ability

Must have demonstrated performance in providing administrative leadership and coordination of staff, programs, and services in carrying out the directives of the city council. Good communication skills are required, including the ability to listen and communicate effectively with various segments of the community. Knowledge of complex governmental systems helpful, as well as experience with organizing municipal departments to deliver efficient and effective services.

2) Leadership and Vision

Must have demonstrated ability to develop and execute strategic goals to accomplish council's vision for the city. Can translate strategic priorities into goals and objectives for staff to accomplish. Must have successfully lead people through change in service of council's vision.

3) Community Relations

Must have demonstrated involvement in community activities. Experience working with varied community constituencies is highly desirable. Ability to interact effectively and build relationships with a wide variety of people is required. Candidate should be able to present a confident image of the city to the community at large. Must be able to demonstrate a positive, productive attitude to citizens of the community, while handling high stress situations.

4) Council Relations

Ability to take time and interest in working with council members to keep them informed and explain processes and issues. Both effective written and oral communications with council are essential. Candidate must be open and honest with the council and able to present all sides of an issue which affect the city. The individual must be able to carry out the intentions and directions of the council.

5) Intergovernmental Relations

Must be able to relate to and develop a good working relationship with other communities, county governments, schools, other local governments, and state and federal agencies. Ability to collaborate and work with surrounding partners required.

6) Budget and Finance

Should have demonstrated experience in preparing, recommending and implementing a budget.

North Mankato Bicycle Commission

6/26/2012

I would like to propose the creation of a North Mankato Bicycle Commission for consideration and discussion by the North Mankato City Council.

I recommended a 5 member panel of North Mankato citizen volunteers, one of which is an acting Council member.

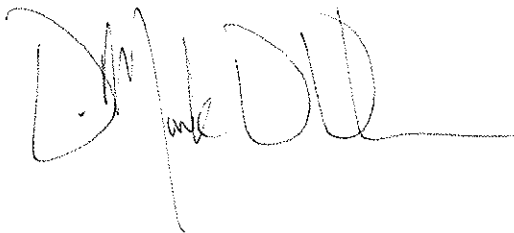
As a voluntary advisory panel, the North Mankato Bicycle Commission would be charged with:

- Promoting bicycling tourism/commuting opportunities within the City of North Mankato and surrounding jurisdictions.
- Improving bicycling safety and awareness
- Coordinating bicycling routes with new and existing trails, schools and parks
- Cooperating w/ the Greater Mankato Bike & Walk Advocates, Greater Mankato Multisport Club and other interested and invested community groups
- Coordinating new and existing bicycling events for the benefit of our citizens and guests
- Coordinating with the City of Mankato to enhance our Bicycle Friendly Community status

Any recommendations generated by this advisory panel would need to be considered and approved by the North Mankato City Council for enactment.

Thank you for your consideration!

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Mark D. Dehen', with a long horizontal flourish extending to the right.

Dr. Mark D. Dehen
Mayor, City of North Mankato