



**LE SUEUR CITY COUNCIL
WORK SESSION AGENDA
Tuesday, January 17, 2017
203 South Second Street
6:00 P.M.**

1. Call to Order
2. Review and Discuss 2017 Projects
3. Consider Appointing Acting Administrator
4. Discuss City Administrator Search Process
5. Adjourn



CITY OF LE SUEUR
MEMORANDUM

TO: Mayor and Council

FROM: Jenelle Teppen, City Administrator

SUBJECT: Review and Discuss 2017 Projects

DATE: For the City Council Work Session meeting of Tuesday, January 17, 2017

PURPOSE/ACTION REQUESTED

Review and discuss 2017 anticipated projects.

SUMMARY

The following projects are staff priorities for 2017:

- 2017 Airport Crack Seal/Seal Coat
- North 2nd Street Reconstruction
- 2017 Mill and Overlay
- 2017 Seal Coat
- 2017 Crack Seal
- Capital Equipment Plan – Fleet
- Capital Improvement Plan – Tie to Water Study
- Public Services Division Work Plans
- 2017 CenterPointe Project
- DNR/FWS WWTP pond area sale
- City property evaluation – sell or designate purpose
- Water Study – Needs Assessment
- Electric SCADA
- Electric GIS conversion
- Electric Underground Plan
- Move TH112 underground electric
- LSI Transformer
- Anderson Park to Elmwood Street Stormwater
- Utility Fee Study – Tie to Water Study Needs
- Meter change out – Ongoing Electric/Water
- Surplus Property – Ongoing
- City Hall Conference Room
- Repaint Indoor pool shell
- Replace indoor pool heaters
- Reseal indoor ice rink concrete
- Replace ice compressor controller

- Upgrade METASYS HVAC Software
- Replace locker room non-slip floors
- Enclose fitness room wall overlooking gymnasium
- Complete Outdoor Pool design
- Ag-lime softball and baseball fields
- Install drainage system and playground mulch at Cedar Ridge Trails playground
- Downtown Master Plan

RECOMMENDATION

This information is supplied for reference and discussion in anticipation of the City Council's retreat scheduled for Saturday, January 28.



CITY OF LE SUEUR
MEMORANDUM

TO: Mayor and Council

FROM: Jenelle Teppen, City Administrator

SUBJECT: Consider Appointing Acting Administrator and Discuss Search Process

DATE: For the City Council Work Session meeting of Tuesday, January 17, 2017

PURPOSE/ACTION REQUESTED

Consider appointing an acting Administrator and discuss the search process.

SUMMARY

As Council will recall, there are two options to consider to cover the vacant City Administrator position; appoint an Acting Administrator or appoint an Interim Administrator.

For the purposes of this discussion an Acting Administrator is appointment of an existing employee to assume the day-to-day responsibilities. An Interim Administrator is contracting with someone from outside the organization to assume the day-to-day responsibilities for a pre-determined number of hours per week.

Acting Administrators are familiar with the organization/community/processes/budget, and they have established trust and credibility with fellow department heads and direct reports.

I made a recommendation to Mayor Hagg and Council member Johnson that Jasper Kruggel, Public Services Director be appointed Acting Administrator. He is eager, bright, willing to put in the work and has excellent communication skills.

Mayor Hagg and Council member Johnson spoke with senior management staff and with Jasper. They have related to me that senior management staff is supportive of the appointment and that Jasper "possesses the eagerness, desire, and conviction to accept this position willingly and will give it everything he has to succeed."

Mayor Hagg has indicated that based on their conversations, Jasper should be additionally compensated for the period of time that he is in the Acting Administrator role. The recommendation is to move Jasper to Step 5 in Grade 19 \$100,458.

Funds to cover this expenditure are available due to the vacant Administrator position.

RECOMMENDATION

Staff, along with Mayor Hagg and Council member Johnson recommend that Jasper Kruggel be appointed Acting Administrator at the rate of \$100,458 beginning January 23, 2017.

Council member Johnson has developed the attached Chart that demonstrates a comparison of Acting and Interim advantages.

Chart #1

Comparison of "Acting" versus "Interim" Models for Short-term City Administrator Needs

The main assumptions for this analysis are that:

- (1) the "Acting" candidate is Jasper Kruggel and
- (2) he has been doing an excellent job in Le Sueur for the past 5 months as the Public Services Director.

Factor	"Acting" (internal)	"Interim" (external)	Advantage
1. Job skills & competencies	Somewhat known – 5 months in LS	Depends on refs & candidate	Interim
2. City Adm experience	Need to develop	More likely to have	Interim
3. Handling City Adm + Pub Services	"Something has to give" --May need additional help	Will have 2 people	Interim
4. Need for Public Services Director?	Will be questioned	May still be questioned	Even
5. Potential for "grooming"	High	Limited	Acting
6. Familiarity with Le Sueur	Developing	Need to develop	Acting
7. Support of City Staff	High	Need to develop	Acting
8. Support of Community	Developing	Need to develop	Even
9. Sustain Daily + Project Momentum	5 mo. exposure to City plans + projects	Need to develop	Acting
a. <u>Short-term</u> – -- "Keep things running"	Can do	Can do	Even
b. <u>Long-range follow-thru</u> --Comp Plan; Com Dev Director	Can do	Less likely to do	Acting
10. Potential for smooth transition	High	Possible	Acting
11. Degree of "Ownership" Potential	High	Limited	Acting
12. Become long-term LS City Adm?	Possible	Not likely	Acting
13. Financial impact	Less --May need additional help	More	Acting



CITY OF LE SUEUR
MEMORANDUM

TO: Mayor and Council

FROM: Jenelle Teppen, City Administrator

SUBJECT: Discuss City Administrator Search Process

DATE: For the City Council Work Session meeting of Tuesday, January 17, 2017

PURPOSE/ACTION REQUESTED

Discuss City Administrator Search Process

SUMMARY

Council member Johnson has developed the attached Transition Action Plan to help the City Council visualize the steps associated with the search for a new City Administrator over the next few months.

I met with Wendell Sande this past week. Wendell is with the South Central Service Cooperative (and former City Administrator in North Mankato) and conducted the search two and a half years ago when I was hired.

He is interested in working with the City again and would be available to attend an upcoming Council meeting to discuss his process and anticipated timeline for placement of a new administrator.

RECOMMENDATION

Staff recommends the Council discuss how they would like to proceed and direct staff to initiate contact where appropriate.

