



CITY COUNCIL SPECIAL MEETING AGENDA

MONDAY, JULY 10, 2023

SPRING LAKE PARK CITY HALL, 1301 81ST AVE. NE at 5:30 PM

- 1. CALL TO ORDER**
- 2. AGENDA**
 - A.** [Public Works Director Appointment](#)
- 3. ADJOURN**



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: July 5, 2023

Subject: Public Works Director Conditional Offer

Pursuant to City Council direction, staff began a recruitment process for the City's next Public Works Director with the goal to provide the selected candidate time to overlap with Public Works Director Randall prior to his retirement.

City staff began the recruitment process in May with an application deadline of June 2. The City received 9 applications. Deputy Clerk Brown and I scored the applications and narrowed the list down to 7 for interviews. The first round of interviews were conducted on June 15. Participating in the interview panel was Police Chief Antoine, Recreation Director Okey, Building Official Baker, Public Works Lead Maintenance Worker Brett DeBoer, and me. We narrowed the application pool down to 3 semi-finalists, who were asked to come in for a second interview with Deputy Clerk Brown and me.

I am pleased to recommend Charles Lehn for the Public Works Director position. Mr. Lehn has a Bachelor's Degree in Business Management from St. John's University and a Master's Degree in Public Administration from Norwich University in Northfield, VT. He has worked in a variety of roles for the City of Champlin over the past 20 years including as a Public Service Worker from 2004-2006 before being promoted to Grounds Crew Lead from 2006-2012. He was then promoted to Parks and Facilities Manager, where he has served since 2013. In 2017, he filled in as the interim Public Works Director for a year while the incumbent was dealing with a terminal illness.

Mr. Lehn has significant project management experience, overseeing multiple park and trail projects including the Mississippi Crossings project, the City of Champlin's forestry program, and oversight of grounds maintenance for 400 acres of public lands. He has grant writing experience, including successfully receiving \$4 million in grants from the 2020 State Bonding Bill for Mississippi Point Park.

Mr. Lehn has a Class C Water license and a Class SC Wastewater License with the State of Minnesota. He also has a Class A driver's license with air brake, doubles and tanker endorsements. He also has a Minnesota Tree Inspector License, a Boiler license, a General Contractor license and a Minnesota non-commercial pesticide license.

Staff has completed the criminal background check on Mr. Lehn and found it clear. Several of Mr. Lehn's references were contacted and he received stellar reviews from those we spoke with.

Staff is recommending the City Council extend a conditional offer to Mr. Lehn, subject to successful completion of a DOT drug test. Staff proposes starting Mr. Lehn at Step 7 of the City's salary schedule, or \$118,643.97. This recommendation is due to the Mr. Lehn's extensive educational background and past experience. Staff also recommends Mr. Lehn accrue vacation at 3 weeks per year. All other benefits are standard as specified in the City's Personnel Policy. If approved, Mr. Lehn's first day with the City would be Monday, August 14.

The Department Heads and I are excited to have Mr. Lehn join our team with the City of Spring Lake Park. If you have any questions, please do not hesitate to contact me at 763.784.6491.

19 May 2023

City of Spring Lake Park
1301 81st Ave. NE
Minneapolis, MN. 55432

Re: Public Works Director position

To Mr. Buchholtz and City of Spring Lake Park staff members,

I am requesting to be considered for the Public Works Director position at the City of Spring Lake Park. I have 19+ years of experience in local government with two cities, and currently hold the Parks and Facilities Manager position with the City of Champlin. I am responsible for 32 parks and over 27 miles of recreational off-road trails, and various Public Works duties as Champlin has a combined Parks and Public Works Dept.

I currently serve in the Parks and Public Works Department in multiple capacities, but worked general public service work until asked to lead the City's mowing crew. This position consisted of managing over 350 acres of green space, landscaping, tree maintenance, and heavy equipment operations. After nine (9) years as a crew member, I transitioned into the Parks and Facilities Manager role that I currently hold. This position is in essence the department head position for the Parks Department in Champlin. In 2017, I had the responsibility of undertaking the Interim Public Works Director position, while my supervisor, the Director, recovered an entire year from leukemia. I can gratefully state that I learned much under a "trial by fire situation" and returned the department back in a solid status. I carried out the Director duties while completing my own position's responsibilities as well. I am not opposed to work additional hours to complete projects and tasks. For nine (years) I was responsible for the City's Ice Arena and its Capital Improvement Program as well.

I have obtained my Masters in Public Administration, as well as a two (2) year Public Works Certificate. I hold a Bachelors in Business Management degree, as well as General Contractor education and licensing. Thus, I have confidence in both project oversight and supervision of crews. I serve as staff liaison to the City's Park and Recreation Commission. I recently completed being project manager for the Mississippi Crossings project in Champlin. This was an \$8M Park Improvement project, and thus far has become a popular destination site. I co-authored the City's 2040 Comprehensive Plan for our Parks and Trails System. In 2019-2020, I negotiated the West Mississippi River Regional Trail (WMRRT) agreement with Three Rivers Park District planning staff. This will provide 17-mile trail along the Mississippi River between cities. I led a 14-member referendum committee in 2020-2022 for the City Council. While there are many managerial/ administrative duties, I am very willing to pitch in and help the maintenance crew if needed.

I am experienced with writing multiple grants each year. I implemented a tree nursery to be a sustainable means to fight Emerald Ash Borer and other tree diseases. I oversee our forestry program and tree inspector in the care of public and private trees. I have the responsibility of many contractor agreements including portable toilets, asphalt services, fiber/underground infrastructure for technological connectivity, and electrical contractor services. I have a small fleet of park maintenance vehicles to manage as well.

Thank you for reviewing my qualifications and work experience. I truly believe I can be a leadership asset, and provide solid direction in the areas of street maintenance, utilities, forestry, construction, facility maintenance and other areas. Please let me know if I can answer any other questions regarding my background or skills by contacting me at 777Charles@live.com or by phone at 763-286-9792.

Sincerely,

Charles L. Lehn

Charles Lehn

Parks and Facilities Manager (10 years)

Objective- To obtain a position as Director of Public Works and be a leadership resource to a department by utilizing my experience, skills, and working knowledge of the field.

Professional Experience

July 2004 — Present

Public Service Worker and Grounds Crew Lead, 2004-2012

Parks and Facilities Manager, 2013-Present

City of Champlin, 11955 Champlin Drive, Champlin, MN 55316

- As Parks and Facilities Manager, responsible for 32 Parks, 25+ miles of Trails Champlin Ice Forum, Andrews Park Splash Pad, implemented full concessions and partnered with local restaurant, brokered deal with Three Rivers Park District for West Miss. River Regional Trail to be built, Project manager for Mississippi Crossing's Park Improvements 2020 - 2022
- Grant applications/successful for approximately \$4M in grant monies including 2020 State Bonding Bill application for Mississippi Point Park
- In 2017, I assumed the role of Public Works Director for one full year and fulfilled both my and his position as he was terminally ill from April 2017 to April 2018.
- Responsible for a team of 4 supervisors and many full-time and part-time staff
- Implemented successful facility rental program, supervise seven large facilities
- Staff liaison for Parks and Recreation Commission and City Council
- 2020 Staff liaison for 16-member Park Referendum Committee for 2022 to consider large park referendum
- Responsible for two large City Festivals, the Father Hennepin Festival and Shed Fest (was the founder of Shed Fest)
- Multiple Project manager involving parks and trails systems, forestry program, tree inspection
- Responsible for revenue generations in our Parks system including digital advertising
- A member of the Champlin Parks and Public Works department in a variety of capacities, including many construction projects and equipment operations.
- Asked in 2006 to lead and take over Grounds Crew operations by Public Works Superintendent. Have successfully developed an efficient and well-maintained sub-department responsible for over 400 acres of grounds maintenance.
- Published as an author in 2020 for Master's Thesis in "American City and County Magazine"
- Led an R-22 refrigeration reconstruction project for Ice Forum 2020

Aug 2004 — Present

General Contractor (Owner)

Morningstar Diversified LLC

Andover, MN. 55304

- Successfully profitable for eighteen seasons, served over 300 customers
- Roofing, siding, windows, gutters, and smaller framing jobs
- Reputable business with Better Business Bureau 2020
- Sales, Customer Service, built many sub-contractor relationships
- Multiple creditors and wholesale distribution accounts for reference

Jan 2004 — July 2004

Evening Parks Maintenance Worker
City of Plymouth, Plymouth Minnesota

- Responsible for evening maintenance of baseball/softball fields throughout city, including irrigation, electrical components, lights, and other assigned duties.
- Coordinated with recreational managers to prepare various fields and parks for numerous city functions and recreational events taking place throughout summer.
- Turf management and irrigation system repairs as needed.
- Worked various weekend tournaments as full-time staff available for field maintenance, and overall support during games/tournament.
- Given various tasks by management in evening to support day operations.
- Was offered position at City of Champlin, in lieu of evening City of Plymouth position.

Education

- 2020 Master's Degree in Public Administration, Norwich University
- 2017 Rural Municipal Governance Certificate Norwich University
- 2014 Public Works Certificate North Hennepin Community College
- 2012 Nursing A.S. Degree North Hennepin Community College
- 2009 Project Management Certificate North Hennepin Community College 2007 B.S. Education from College of St. Scholastica
- 2004 General Contractor License, State of Minnesota
- Aug 01-Oct 03 Hennepin Tech College Facility Maintenance/HVACR degree, Carpentry Program
- Sep 89-Jun 91 Business Management BS degree St. John's University
- June 88- June 96 U.S. Army Reserve 71M Chaplain Assistant, E-4 rank

Applicable Volunteer Experience

- Served 2006-08 as Traveling Hockey Director and as Tournament Director
- Member of Executive Board Treasurer 2009
- Implemented first budget for Anoka Area Hockey Association, on-line banking for association, managed payments for over 500 skaters, coordinated payment of indoor facility in five years, monitored and managed gambling operations for pull-tabs and fund-raising operations, Was responsible for assoc. advertising and sponsorship.

Licenses

- General Contractor's license #BC778336
- Class A driver license with Air Brakes, Doubles, and Tanker endorsements
- MN. Non-Commercial Pesticide license #20087406
- MN Tree Inspector License #20105609
- Boilers license, EPA Universal Refrigerant License
- Minnesota Registered Nurse License
- Class C Water and Class SC Sewer Licenses State of Minnesota