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The City of Vadnais Heights  
800 East County Road E  
Vadnais Heights, MN 55127

## *Memorandum:*

TO: Mayor Krachmer and City Council Members

FROM: Kaylin Clement, Assistant City Administrator

DATE: June 20, 2023

SUBJECT: Public Works Director Recommendation on Hiring

### **Recommended Council Action**

All personnel policies have been adhered to and I recommend that James (Jim) Hauth be hired to the position of Public Works Director conditioned upon the following:

1. Criminal background review is completed with no major violation concerns;
2. Serve a six-month introductory period;
3. Compensation is to commence at Grade 17, Step C. After twelve months of employment, and conditioned on a satisfactory performance review compensation will move to Step D;
4. PTO accrual will commence at the 3<sup>rd</sup> tier, with a starting balance of 40 hours, and other benefits are per the Personnel Policy;
5. An employment date of July 31, 2023 has been confirmed.

### **Background**

The position of Public Works Director was advertised accordingly in the League of MN Cities job board, LMC MemberLink HR groups, the City's website, and various social media platforms. GovHR was also hired to widen the pool of potential candidates, promoting the opportunity in an additional 50+ professional groups, cohorts and organizations.

We received 16 applications, and City Administrator Watson and I held initial Zoom interviews with seven qualified candidates. Three of those applicants were invited to come into City Hall for in-person interviews, conducted by myself, Kevin Watson, Ken LaCasse, Nolan Wall and Mark Maloney (Shoreview, Director of Public Works).

After careful consideration, we have conditionally offered Jim Hauth the position. Not only is Jim already familiar with Vadnais Heights (having grown up here), his professional experience includes managerial responsibilities for utilities departments, mapping/GIS, and urban forestry divisions with the Cities of Eagan and Columbia Heights. Having also completed programs like Duke University's *Water Innovation Leadership Development*, and the *Public Works Leadership Academy* at Hamline University, Hauth has been putting his experience and education to good use in his current position as interim Public Works Director for the City of Columbia Heights. Reference checks were conducted, all with favorable findings. We are excited for Jim to join the team on July 31, 2023.