



AGENDA OF A SPECIAL MEETING OF THE
CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
April 25, 2022
7:00 P.M.

CALL TO ORDER

CITY BUSINESS – SPECIAL MEETING AGENDA

- A. City Administrator Candidate Interviews* (pp. 2-9)
 - a. City Council to interview Candidate #1 beginning at 7:00pm
 - b. City Council to interview Candidate #2 beginning at 7:25pm

Time Budget: 50 Minutes
- B. City Council Deliberation
 - a. Council to discuss consideration of candidates & counter-offer from Shari Salzman-Hankins (candidate originally extended a contingent offer)

Time Budget: 30 Minutes
- C. Feistner Easement
 - a. Alternative boat mooring – lift option

Time Budget: 5 Minutes

ADJOURN

*Denotes items that have supporting documentation included

MEMORANDUM

DATE: 04/21/2022

TO: City Council
FROM: Mary Wingfield, Mayor
SUBJECT: Special Meeting Summary



Council,

Prior to last week's interviews, two applications were received but not included for consideration due to a glitch in their application process. Both candidates were informed that if the job remained unfilled after the first round of interviews, their applications would be considered for an interview. Their resumes and cover letters are included as part of this agenda packet.

There is also a counteroffer for consideration from Shari Salzman-Hankins:

Dear Councilmember McCarthy and Mayor Wingfield,

I enjoyed talking to you last night about the City Administrator position in Birchwood. I believe we are close to an agreement. I think I can bring a lot of value to our city.

I appreciate your thoughtful offer of \$68,500 as an initial salary, and I believe this is fair. I expect to learn the ropes quickly in Birchwood. I know it will take time to come up to speed. I wonder if you would consider the following:

1. The council agrees to provide a performance review at 12 months of service, and if the review is satisfactory, salary is increased to 75,000, plus an amount equal to the percentage increase in CPI-U over the most recently available 12 months at that time, over the initial salary.
2. I expect approximately \$10,800 in annual expenses associated with changing to different private insurance. This will be partially offset by a 10,000 contribution by the city to the MSRS MNDCP plan. (<https://www.msrs.state.mn.us/about-mndcp>)
3. 3 weeks vacation, plus 1.5 days for each 12 months of service.


Again, it was really nice to talk to you, and I'm excited to get going. Let me know how we can move forward; I'll be glad to talk more about this.

Thank you,
Mary Wingfield
Mayor

JOZSEF HEGEDUS

294 Jay Street

White Bear Lake, MN 55110



Summary of Qualifications

- Over 15 years of experience at major financial institutions with a strong background in client management, great track record of cultivating relationships with clients.
- Skilled at implementing new business initiatives, risk and project management, compliance, accomplishing departmental goals and managing/reducing risk.
- Strong communication, problem solving and interpersonal skills.

Professional Experience

2018 – Present **IDEAL CREDIT UNION** St. Paul, MN
Senior Member Service Representative/Manager

- Opened and maintained member accounts.
- Provides high quality service to individual and business members to solved any account related issues.
- Originates investment products (CDs) and different loans (car and unsecured loans), worked closely with dealers and members to close loans.

2017 – 2018 **FIDUCIARY COUNSELLING, INC - RANDSTAD** St. Paul, MN
Client Service Consultant

- Analyzed client's financials such as cash flows withdrawal rates, investment risk tolerances and other reports as needed.
- Review trust accounts summaries and recommended solutions based on trustee inquiries.
- Prepare client financial and trust meeting materials for firm's Financial Consultants.

2007 – 2017 **WELLS FARGO, N.A.** Minneapolis, MN
Trust Officer, Manager – Investment Manager Relations

- Successfully managed up to 15 associates to provide a wide range of custody services, increased efficiencies of security processing and settlement by reallocation of workloads. Led the team through a merger and various corporate reorganizations.
- Provided valuable support to Wells Fargo's various risk and compliance initiatives.
- Identified processing issues between our US and Indian practices, lead solution development. Worked on various SEI system updates/tasks.

2004 - 2007 **CARGILL, INC.** Minnetonka, MN
Operations Analyst

- Successfully managed two fast growing desks - futures and options settlements for 8 different investment funds.
- Worked closely with traders, counterparties, banks and custodians to settle financial transactions and to solve any account related issues.



- Coordinated and led an effort to automate and expedite account reconciliation processes.
- Ensured consistent service quality over 12 months while doubling of fund assets.

2001 – 2003 **INVESTORS BANK & TRUST**

New York, NY

Manager of Custody Service

- Successfully managed 5 associates to provide wide range of custody services including domestic/global security processing and settlement, monitoring cash balances, cash and income processing as well as corporate actions using SEI 3000.
- Retained 98% of the account base during conversion by providing great customer service

1997 – 2001 **CHASE MANHATTAN BANK**

New York, NY

1999– 2001 *Assistant Vice President - Custody Relationship Manager*

- Provided high quality service to a large variety of accounts – over 100, including trusts, small to medium size corporations, high net worth individuals, small banks and managed accounts.
- Increased group revenue by 12% as a result of cross-selling internal products and services.
- Appointed to be part of the Conversion Team that prepared the sale of the Outside Managed Custody Department to Investors Bank and Trust.

1997 – 1999 *Credit Officer*

- Successfully analyzed hedge funds for assessing counterparties’ market and facility risk exposure.
- Responsible for over 50 hedge funds, ranging from \$15 million to \$1 billion in size.
- Established and approved various credit facilities including credit derivatives, interest rate swaps and other lines.

1994 – 1996 **TIMBER HILL, INC.**

New York, NY

Registered Options Trader

- Acted as a primary market maker, successfully traded equity options for nine consecutive quarters on the American Stock Exchange.

Education

FORDHAM UNIVERSITY

New York, NY

MBA degree - concentration in Finance. GPA: 3.78

THE AMOS TUCK SCHOOL - DARTMOUTH COLLEGE

Hanover, NH

Graduate studies – concentration in Finance.

UNIVERSITY OF ECONOMIC SCIENCE

Budapest, Hungary

BA degree - Economics and Business Administration.

Accomplishments

- Toastmasters International - Advanced Communicator Bronze.

- Maintained 98% of the clients at sale of custody operations by providing high level customer service.
- Team leader for implementation of department's selling project.
- Successfully coordinated compliance implementations and related issues.

City of Birchwood Village
207 Birchwood Avenue
Birchwood Minnesota 55110

Letter of Interest- Birchwood Village Clerk

Greetings;

By this letter I'm asking consideration for the position of Village Clerk for the City of Birchwood Village. I wish to be a candidate for the part time position at the Village. I have professional experience that suggest I might be a good fit.

Before becoming an attorney, I spent years in support of municipal practice for various Municipal attorneys. I have provided consultation recently for Newport, Afton, and many others. Long ago I also did work for Birchwood when Bob Herr was Village attorney. My list of past municipal clients is quite long, from South International Falls to Fairmont including contract management, compliance, real estate issues, and lobbying at state and national level.

I spent years as a planning commission chair in White Bear Town and served on many other commissions and boards Such as Co-Chair of the Forest Lake Township City of Forest Lake joint commission on Recreational facilities. I like planning and park board meetings and respect very much community members who give of themselves to serve. I've also managed large organizations with substantial budgets and significant volumes of other people's money.

I would be proud to be considered for part time service. I have a practice and would not be available full time, but believe the job can be done well on a part time basis.

There are a couple things to consider,

- 1) I love Birchwood. The village and the Town of White Bear represent the best in community self-governance. The value of the uniqueness in community well-being can't be underestimated and it would be a privilege to have a role in its preservation and perpetuation.
- 2) My son is now a Village resident.

I am available most any time to discuss this more.

Thank you for your consideration

Joel M. Holstad, Esq.



Admissions: CA, MN, ND, IA (Reg. house counsel)

Shari Salzman-Hankins



3/29/2022

City of Birchwood Village

207 Birchwood Ave

Birchwood Village, MN 55110

Dear Mayor Wingfield and Birchwood City Council,

I'm writing about your City Clerk position. Birchwood is a great village with great traditions, and in many ways, it stands out from other Twin Cities suburbs. Birchwood is an attractive place to live and play, and people choose to live here because of what we have to offer.

At the same time, we have our challenges. Providing a broad array of city services in a suburban town of fewer than a thousand residents means we will not have departments with full-time experts in managing specialized aspects of city business.

In my role managing the Hamline University Bookstore, I am responsible for a variety of services that students need, and I have organized our store and its staffing around making sure students get the right books at the right time; I am proud to provide cost-effective customer service in cost-effective ways that benefit our students, and serve the educational mission of the university. I am excited to apply to this position in Birchwood because I believe that we can provide a personal experience to residents with everything from dog licenses to water main repair, and a city clerk who can effectively ensure simple requests are processed quickly and complex requests receive the attention and tracking they deserve.

I also believe that, as we emerge from the pandemic, our new "old" village hall can serve as a focal point for our town. Providing services there will improve our sense of community. During my service on Birchwood's Centennial Committee, I helped to integrate our history with where we are today, and the village hall can become an important part of our identity as a village.

Thank you for your consideration for this position. I am eager to talk to you more about it.

Sincerely,

Shari Salzman-Hankins

Shari Salzman-Hankins

183 Wildwood Ave • White Bear Lake, MN 5510 • [REDACTED]
[REDACTED] • [REDACTED]

EDUCATION

B.A., English and Literature, Minor in Humanities
2001 University of Minnesota-Duluth

PROFESSIONAL EXPERIENCE

FOLLETT HIGHER EDUCATION GROUP

2018-2022

Store Manager- Hamline University Bookstore

Provided Leadership and executed oversight of all bookstore operations, including hiring, training, supervising, developing team members, preparing and executing store operating plans; established strong relationship with Hamline University leadership; managed course material activities; and delivered high-quality customer service.

- Managed a high-level \$1.5-million dollar rental program which provided students with all their course materials
- Recognized a need for rental program expansion.
 - Expanded the current rental program to include all semesters.
 - Worked with Hamline University to add additional semesters to the current contract.
- Implemented a new textbook adoption program and facilitated faculty training in the new program.
- Identified and hired key talent to create a successful store leadership team. Maintained a culture of accountability through effective performance management. Ability to recognize talent and delegate accordingly has been the key to success.
- Partnering with publisher partners to decrease student textbook costs and create a better learning experience. Evaluated market trends to maximize financial outcomes.
- Part of the region leadership team helping regional manager assist with 28 campus stores
- Regional leader in accounts payables and inventory control, providing oversight and guidance to multiple bookstores on university campuses.
 - Assisted other campus leaders in reconciling billing and other store payables.
 - Ran multiple store inventories within the region.
- Created an environment of efficiency. The rental program rush period took longer with more staff in 2018. By 2022, workload was increased but the number of staff needed to maintain the program decreased. New ideas led to substantial labor savings.
- Prepared a semi-yearly results presentation to campus leaders with financials and future implementation plans. Established a close, cooperative relationship with our business partners AT Hamline University.
- Work closely with campus faculty and staff to promote the bookstore and increase rental program awareness.
- Developed a customer centric environment to provide the highest level of customer service students, staff, families, and the community.

KOHL'S DEPARTMENT STORES

1999-2018

Assistant Store Manager of Apparel and Accessories

2006- 2018

Led business operations, merchandise presentation, merchandise sets, company roll-outs, customer satisfaction, payroll, and human resource management. Managed associate training and annual associate review process. In charge of total store hiring and payroll. Promoted company policy when coaching and counseling associates. Facilitated store operations, including company best practices, audits, maintenance of interior and exterior, and customer satisfaction.

- Changed store culture which improved store ranking in 2016 from 644 to 126 out of 1115 stores, and associate survey score to fourth out of sixteen in the district. Ranking was based on results in Sales, Customer Service, Payroll, Inventory, Retention, and Payroll.
- Executed a customer service strategy which ranked my store in the top ten percent of the company. Strategy

included increased overall customer awareness and high satisfied interactions.

- Increased comparable store sales by 1.1 percent in 2016 by fulfilling and executing company freight and replenishment best practices.
- Facilitated a cashier retraining program that helped increase the number of customers in the loyalty program. Allowed the store to achieve its goals in 2015 which led to an improved store ranking.
- Facilitated a new store process which allowed stores to ship products from the stores directly to its customer. Charged with training employees and system set up in store. The new process helped with store sales and customer satisfaction
- Reached inventory goals in 2014 and 2016 and allowed the store to maintain stock levels and accuracy.
- Effectively led a company roll out in 2014 which changed the way the store processed freight, maintained overall store product replenishment and inventory management.
- Strategically planned price change execution and high-volume sales days, resulting in better execution, customer service and increasing store comp sales
- Developed seventeen part-time individuals into full-time supervisors and develop four supervisors into store management.
- Involved with hiring and training of new associates. Conducted interviews and training sessions to ensure highly qualified associates were being hired and trained to company best practices.
- Maintained employee payroll for the store. Ensured schedules were going out within the budgeted guidelines. Also monitored cash office functions to ensure no losses occurred.
- Increased volunteer opportunities for associates and created one opportunity per year each with five separate nonprofit organizations; arranged a multi-store volunteer event with Project Success.

Kohl's Department Stores Additional Roles

Area Supervisor/ Overnight Manager
Associate

2002-2006
1999-2002

TECHNICAL SKILLS

Microsoft Office, Work Day

PROFESSIONAL DEVELOPMENT

Professional Development courses completed in: Business Acumen, Shaping a Winning Culture, Leadership and Communication, Core Values, Personal Interaction Styles, Effective Performance Feedback, Situational Communication Skills for Leaders