



AGENDA OF THE SPECIAL MEETING  
OF THE CITY COUNCIL  
CITY OF BIRCHWOOD VILLAGE  
WASHINGTON COUNTY, MINNESOTA  
October 13, 2020  
5:30 P.M.

**CALL TO ORDER**

**In light of the Governor's Executive Order regarding social-distancing and restrictions on gatherings, this meeting will be closed to the physical attendance of the public. Instead, the City of Birchwood Village will broadcast this meeting live on its government cable channel and stream live on its facebook page. Members of the public are invited and encouraged to attend the meeting by viewing the live broadcast and stream. Details are available at [www.cityofbirchwood.com/viewmeetings](http://www.cityofbirchwood.com/viewmeetings).**

**As a Special Meeting, there will be no open public forum as part of this meeting. Any comments regarding these proceedings should be held until the open public forum that is part of the Regular Meeting that immediately follows this Special Meeting.**

**CALL TO ORDER**

**APPROVE AGENDA**

**COUNCIL REGULAR AGENDA**

- A. Interview Finalists for the City Administrator-Clerk Position
  - a. 5:30 PM – Karin Alexander\* (pp. )
  - b. 5:55 PM – Alex Saxe\* (pp. )

**ADJOURN**

\* Denotes items that have supporting documentation provided



# KARIN ALEXANDER

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Maple Grove, MN 55311

August 31, 2020

City of Birchwood  
207 Birchwood Avenue  
Birchwood, MN 55110

RE: City Administrator-Clerk

To whom it may concern,

Please accept my application for the position of City Administrator-Clerk. Having read through the description, I am excited for the opportunity to use my skill set for the benefit of the City of Birchwood.

I currently own a small public affairs firm and due to the current pandemic, we've had to make the unfortunate decision to close. I am looking for a new challenge and I have considerable experience with all the requirements for the position and a few more skills which you might find as an added value.

Organizational and administrative management has been a focal point of most of my career. Administrative and fiscal management responsibilities have been at the forefront of my job descriptions.

Here is a snapshot of what I have to offer:

- ❖ **Personal and Professional Attention to detail**
- ❖ **Fiduciary responsibilities: Budgeting, Accounts Payable/ Receivable, General ledger, Payroll**
- ❖ **Communication and Marketing experience**
- ❖ **Comfortable in collaborative environments as well as working individually**
- ❖ **Strong multi-tasking capabilities with tight deadlines**
- ❖ **Strong database management skills** – advanced level experience with MS Excel and Access.

I have the necessary skill set to help you meet and exceed your organization's objectives. I would love the opportunity to discuss how I can contribute to the growth and reputation of the City of Birchwood.

Sincerely,

Karin Alexander

# KARIN ALEXANDER

Maple Grove, MN 55311

## ADMINISTRATIVE SUMMARY

Recognized as a hands-on, pro-active troubleshooter, who can rapidly identify problems, formulate strategic plans, initiate change and implement new processes in challenging and diverse environments.

Over 10 years of administrative experience, public event management, and office management

## AREAS OF EFFECTIVENESS

Calendaring • Organizational Management • Event Management  
Project Management • Budget Planning and Accounting

## PROFESSIONAL EXPERIENCE

### **Square One Consulting, LLC, St. Paul, MN**

Managing Partner, Mar, 2012 – Present

Created and developed a new virtual business to provide non-profit and political organizations with resources and leadership.

- Strategy and message development for non-profit and political campaigns and PACs.
- Oversight of Accounting and Human Resources (Includes Accounts Payable, Receivable and Payroll).
- Proven success in conducting public affairs and media projects for non-profit and political clients.
- Effective Project management skills
- Strong training skills: trained both sales staff and clients on new software
- Drafted and conducted effective market research studies, written plans, strategies, budgets and time lines.
- Computer expertise with wide knowledge of industry standard software to facilitate and analyze client information. (Microsoft office suite, Adobe products, etc.)
- Strong database management skills

### **TeleRoots Technologies, Inc. dba “Activate”, Minneapolis, MN**

*Vice President - Operations*, Jan, 2010 to Dec, 2011

Successfully managed the start-up Minneapolis, MN public affairs office and call center. Oversight of sales, human resources, finance and customer service departments.

- Oversight of A/R, A/P and Human Resources.
- Strong training skills: trained both sales staff and clients on new software
- Lead a development team on new virtual application.
- Drafted and conducted effective market research studies, written plans, strategies, budgets and time lines.
- Computer expertise with wide knowledge of industry standard software to facilitate and analyze client information. (Microsoft office suite, Adobe products, et.)
- Strong database management skills
- Managed successful call center campaigns with both in-house virtual (24 stations) and out-source call centers (500 stations).
- Developed processes and organizational structure for new business (including physical and technical layout, employee handbook, government licensing, etc).
- Consulting projects include Advance work (“bag person”, administrative/executive assistant, event planning), non-profit organization development, grassroots advocacy, etc.

### **Independent Consultant, Minneapolis, MN**

*Self-employed*, Jan, 2001 to Jan, 2012

Consulting Contracts in areas of communication, advance work, campaign strategy/management, public relations, and non-profit advocacy work. (Includes but not limited to: Independent expenditures coalitions, Proposition campaigns and issue advocacy)

**Capitol Targeting, Inc.,** Offices in Washington, DC and Minneapolis, MN

*Operations Director/Office Manager, Feb, 1997 to Jan, 2001*

Responsible for the oversight and management of the Minneapolis, MN public affairs office and call center. Had oversight of fiduciary responsibilities.

- Proven success in conducting public affairs and media campaigns for commercial and political clients.
- Highly effective in organizing, coordinating and managing public events.
- Non-profit organization management, NP board support (scheduling, agenda creation and minutes).
- Donor database management
- Developed and implemented large and small scale events: fundraisers, rallies, grassroots turn-out.
- Managed successful call center campaigns with both in-house (24 stations) and out-source call centers (5000 stations).
- Drafted and conducted effective market research studies, written plans, strategies, budgets and time lines.
- Coordinated vendors and other consultants to implement strategy within budget and time limitations.
- Lobbied for capital improvement funding at the MN Legislature.
- Computer expertise with wide knowledge of industry standard software to facilitate and analyze client information. (Microsoft office suite, Adobe photoshop)
- Consulting projects include Advance work (“bag person”, administrative/executive assistant, non-profit organization development)

**University of Minnesota, Minnesota Student Association, Minneapolis, MN**

*Executive Director, May, 1994 – Feb, 1997*

Advised and coordinated the Undergraduate Student Government. Worked with students to prepare and execute their yearly plan. Oversaw the fiscal management of a \$250,000 yearly budget including several grant programs. Instrumental in bringing the organization to an independent 501(c)3 non-profit status. Lobbied and taught lobbying techniques for University legislative requests, in particular, funding for the renovation of the Student Union building. Collaborated with University President and provosts for leadership programs for students.

**Minnesota House of Representatives, DFL Caucus, St. Paul, MN**

*Campaign Consultant 1993 - 1996*

*Campaign worker 1990-1996*

Served in several roles while at the legislature. Consulted as a campaign strategist for the DFL House campaigns effort in the 1994 and 1996 elections developing strategy, message and campaign plans. Worked on campaigns to coordinate campaign plans, organize literature distribution and facilitate message development.

## EDUCATION

**Master of Arts in Public Administration.** Walden University, (2005)

**Bachelor of Arts in History and Political Science.** University of Minnesota. (1990)



# Alex Saxe, MPA

████████████████████ River Falls, WI 54022

████████████████████ - [www.linkedin.com/in/alexsaxe](http://www.linkedin.com/in/alexsaxe)

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August 26, 2020

Human Resources  
City of Birchwood Village  
207 Birchwood Avenue  
Birchwood Village, MN 55110

Dear Hiring Manager,

I am writing in regard to the opening for the City Administrator-Clerk position with the City of Birchwood Village that was recently posted on the League of Minnesota Cities website. Please see my attached application and resume which highlight my experience and educational background.

With two years of experience in the public sector, I have been successful in working with a variety of elected officials, staff members, consultants, community groups, and citizens. While serving as the Deputy City Clerk for Lake Elmo, I had the opportunity to pick a consultant for a recodification process of the city code, help solve resident concerns, and attended Commission and Council meetings. As a Management Analyst Fellow for Dakota County I have, assisted in Budget and CIP development, lead a Language Matters Campaign with our Diversity and Inclusion Team to spread awareness about terms that should be eliminated from everyday language, lead a project to create an online solid waste reporting form and database for the Environmental Resources department, researched and developed a teleworking best practices report for senior leadership to generate discussion to update the County telework policy. I would bring a lot of experience and leadership to this position.

In addition to my experience, I recently completed my Master of Public Administration from Hamline University and have my Bachelor's in History and Political Science from the University of Wisconsin-River Falls. Public service is a passion of mine, I enjoy helping people and making the community a better place. I would love to serve a great community like Birchwood Village. Even though I have not held a direct supervisor role, in each position I have held, I have directed or supervised specific projects.

I would love to discuss the position with you further. Please feel free to contact me at ██████████. Thank you for your time and consideration.

Sincerely,

Alex Saxe

# Alex Saxe, MPA

River Falls, WI 54022

– [www.linkedin.com/in/alexsaxe](http://www.linkedin.com/in/alexsaxe)

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## SUMMARY OF QUALIFICATIONS

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- Knowledgeable of public administration practices with two years of experience serving in local government providing direct customer service and assisting with Budget/CIP preparation.
- Extensive experience collaborating with key stakeholders for projects and working with elected officials.
- Strong oral and written communication skills and experience researching and analyzing policies in depth.

## PROFESSIONAL EXPERIENCE

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**Management Analyst Fellow (ICMA Fellow)**, Dakota County, Minnesota March 2020-Present  
Assisted in Budget and CIP development for the Physical Development Division; created a spreadsheet to combine the County Transportation and Sales and Use Tax CIP's; wrote Board action requests for grants and budget items; created standardized e-signature process; and attended meetings with the County Manager and senior leadership to strategically plan around the COVID-19 pandemic.

*Key Accomplishments:*

- Lead a Language Matters Campaign with our Diversity and Inclusion Team to spread awareness about terms that should be eliminated from everyday language
- Lead a project to create an online solid waste reporting form and database for the Environmental Resources department
- Researched and developed a teleworking best practices report for senior leadership to generate discussion to update the County telework policy
- Created an online business inventory of all programs that Physical Development administers and looked at the online capabilities of each program

**Deputy City Clerk**, City of Lake Elmo, Minnesota June 2019-March 2020  
Issued, tracked, and invoiced licenses and permits to residents and contractors using Permit works; AP/AR responsibilities for utility billing using PSN and Springbrook accounting software; Right-of-Way permit coordinator to ensure right-of-way procedures were being followed; scanned documents into Laserfiche database; knowledge and enforcement of the Municipal Code for all residents; and prepared City Council and Parks Commission packets and took minutes.

*Key Accomplishments:*

- Lead the recodification project of the municipal and zoning code, switching from American Legal to Municode
- Assisted with the digitization of old City Council minutes
- Prepared council packets and edited staff memos for the City Council

**Administrative Assistant**, Mahoney, Ulbrich, Christiansen, & Russ; St. Paul, Minnesota 2017-2019  
Provided many administrative duties; answering multi-line phones, making copies, appointment scheduling, and ordering food and supplies for the office; performed database management to create new clients, update clients, and delete old clients out of the software; effectively organized large firm events and managed professional social media platforms; trained interns on how to use office equipment; and created PowerPoint and Word proposals for the managing partner to present to perspective clients.

*Key Accomplishments:*

- Assisted with migration of accounting software, updating clients in database and training employees
- Lead organizing firm wide events ranging from summer picnics, open houses, and bowling outings
- Trained new interns and employees on general office practices and computer information

**Legislative Intern**, Minnesota State Senate; St. Paul, Minnesota 2016  
Reviewed, clarified, and summarized bills and statutes that were going onto the Senate floor; created spreadsheets of constituent survey data in Microsoft Excel to gauge public opinion on issues; drafted letters to constituents about important issues during the legislative session and created mail merges.



**ADDITONAL EXPERINCE**

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<b>Museum Intern</b> , St. Croix County Historical Society; Hudson, Wisconsin	2017
<b>Head Lifeguard/Swim Coach</b> , Hudson YMCA; Hudson, Wisconsin	2015-2019
<b>Lead Office Assistant</b> , History Department at UWRF	2013-2017

**EDUCATIONAL EXPERINCE**

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<b>Hamline University</b> , St. Paul, Minnesota <b>Master of Public Administration</b> GPA: 3.8	2020
<b>University of Wisconsin-River Falls (UWRF)</b> , River Falls, Wisconsin <b>Bachelor of Science in History and Political Science</b> GPA: 3.2	2017

**PROFESSIONAL ASSOCIATIONS/VOLUNTEER ACTIVITIES**

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<b>ICMA-International City/County Management Association</b>	2020-Present
<b>MCMA- Minnesota City/County Management Association</b>	2019-Present
<b>APMP- Association of Public Management Professionals</b>	2019-Present
<b>The National History Honor Society</b>	2016-Present
<b>President, UWRF History Club</b>	2014-2017
<b>Student Senator, UWRF Student Senator</b>	2014-2015
<b>Allocable Fees Board Member, UWRF Student Senate</b>	2014-2015
<b>Feed My Starving Children</b>	
<b>Adopt-A-Highway road clean up</b>	