

Chelsea Petersen

April 29, 2021

Ms. Sharon Klumpp
Baker Tilly US, LLP
380 Jackson Street, Suite 300
St. Paul, MN 55101

Dear Ms. Klumpp,

I am very excited for the opportunity to serve the City of Shakopee as the Assistant City Administrator. My local government experience began with mowing grass in the parks, and has grown to include skills ranging from implementing organizational development programs and working with the City Council to develop and implement policy.

Currently I serve as the Administrative Services Director with the City of Oakdale where I oversee the activities of the Administration, Communications, Finance, and IT Divisions, as well as support the City Administrator and City Council. While in Oakdale, I have worked to bring increased transparency and collaboration to the budget process, initiated a classification and compensation study, am working closely with other department directors to create a financial forecasting tool to help plan for the final new growth period in Oakdale, and am part of the team preparing and presenting our Local Option Sales Tax proposal to the state legislature.

Previous to Oakdale, I was able to work for the City of Chanhassen as the Assistant City Manager. While there, I was able to build and sustain relationships both within the organization as well as within the greater Carver County community. Many of my favorite activities involved collaborations like partnering with the City of Victoria to recreate the performance review process for both cities, working closely with our Carver County Sheriff's Deputies daily and at special events, participating in the Carver County CDA grant review process, and becoming certified in facilitation methods with several other community leaders.

My resume provides a greater level of detail of my prior experiences, and details my roles in vastly different communities that have led to a unique and adaptable skillset. I look forward to an opportunity to discuss my qualifications further. Thank you for your consideration.

Sincerely,



Chelsea Petersen

EMPLOYMENT HISTORY

City of Oakdale, MN

June 2019 – Present

Administrative Services Director

- Manage all aspects of financial planning and reporting including preparation of the \$25M operating budget, \$2.8M debt service budget, capital planning, and audit management.
- Initiate a classification and compensation study in order to resolve known concerns in the current compensation system, and assist with identifying restructuring opportunities and succession planning to ensure staffing model is sustainable, efficient, and able to meet community needs.
- Lead city representative in establishing a comprehensive ten-year financial forecast tool, which incorporates projections from largest residential and commercial growth in 15+ years, and allows for strategic integration of additional staff positions and large-scale capital projects.
- Evaluate IT capabilities and needs in order to determine whether Oakdale should continue to participate in Roseville's Metro I-Net Consortium or shift to an internal service delivery model.
- Establish a framework for various human resources activities including recruitment and hiring processes, performance evaluations, labor negotiations, and contract and benefit administration.
- Striving to modernize records, practices, and systems while maintaining professionalism and building upon the department culture developed over the last 20+ years.
- Develop and implement policies, procedures, and systems in order to provide City Council and staff with information and strategies to make sound policy decisions.
- Implement and communicate City Council goals and objectives, most recently regarding the Local Option Sales Tax proposal to the State Legislative bodies.
- Oversee liability, auto, and equipment insurance programs, claims process, and legal actions.
- Liaison to Ramsey-Washington Suburban Cable Commission and franchise renegotiation process.

City of Chanhassen, MN

January 2015 – June 2019

Assistant City Manager

- Managed human resources activities including hiring, onboarding, training, discipline, termination, performance evaluations, and policy development during time of tremendous turnover and growth.
- Procured and implemented job posting and applicant tracking software, leading to reduced cost, greater efficiency, a better applicant experience, and improved processing time for hiring.
- Led successful negotiation of Chanhassen's first labor agreement between public works employees and IUOE Local 49 while preserving relationships and a cooperative team environment.
- Administered employee insurance and benefit programs, as well as liability and auto insurance policies. Proactive work with a broker resulted in premium increases less than the market average.
- Supervised in-house Community Service Officers, and staff liaison to Carver County Sheriff's Office.
- Supervised building maintenance staff and operations of city-owned facilities.
- Facilitated City Council annual goal setting, and develop and administer Key Financial Strategies with City Manager based on outcomes. Also refined the process to ensure an equal voice for all members of the City Council during period of division on many issues.
- Oversaw administrative-related general fund budgets in the amount of \$3.1M annually, and the cable television enterprise fund in the amount of \$190,000 annually.

- Pursued economic development opportunities including business recruitment, expansion, and retention efforts with City Manager and Community Development Director including the sale of city property that had been marketed for more than a decade to a desirable business.
- Managed cable franchise operations including public access television equipment and staff.
- Leveraged new and existing cellular antenna lease agreements, resulting in \$100,000 of additional annual non-tax revenue.
- Conducted the triennial community survey through the National Research Center, and work with City Council and other department heads to form and execute action items based on results.
- Maximized resources available to city through TIF districts and maintain all reporting standards.
- Researched and implemented new technology solutions with IT Coordinator to increase staff efficiency and effectiveness, as well as meeting the needs of the public and partner agencies.
- Staff liaison to Beyond the Yellow Ribbon – Chanhassen.

City of Falcon Heights

January 2013 – January 2015

Community Development Coordinator

- Reviewed zoning and land use applications with assistance of contracted city planner.
- Enforced city codes, and collaborated with police and city attorney on enforcement.
- Issued contractor licenses and building permits with building official approval.
- Provided direction and communicated information on city codes, permits, and policies as requested by property owners, developers and the general public.
- Managed recycling programs and administered Ramsey County SCORE and PEIG grant funds.
- Staff liaison to Environment and Planning Commissions.

Administrative Coordinator

- Prepared and distributed all City Council materials including contracts, agendas, and minutes.
- Managed inspection program for residential rentals units and commercial properties.
- Managed recreation registrations and scholarship program, and city facility rentals.
- Created and edited newsletters, press releases, website content, and social media posts.
- Managed city licensing programs for businesses, contractors, and massage therapists.
- Staff support to the Community Emergency Response Team.
- Staff liaison to Neighborhood and Human Rights Commissions.

EDUCATION

Master of Public Administration – Minnesota State University; Mankato, MN

Certificate, Advanced Human Resources for Public Works – Hamline University; St. Paul, MN

Bachelor of Arts in Communications Studies – Concordia College; Moorhead, MN

Study Abroad – University of the Sunshine Coast; Sippy Downs, QLD, Australia

ADDITIONAL ACTIVITIES

- Minnesota state representative for ICMA Coaching Program.
- Co-chair of MCMA Education and Outreach Committee.
- Member of MCMA Membership and Recognition Committee.
- Certified in Technology of Participation facilitation methods training.
- Member of LMC Improving Fiscal Futures and Improving Service Delivery Policy Committees.
- Active member of ICMA, APMP, MCMA, MAMA, TUG, GFOA.
- Past President (2019) and Assistant of the Year award recipient (2018), APMP.