



To: Honorable Mayor Zweifel and City Council Members

From: Ben Martig, City Administrator

Date: August 19, 2025

RE: Community Development Director Jake Reilly resignation.

Community Development Director Jake Reilly has submitted his resignation effective September 11, 2025.

Community Development Director Recruitment and Selection Process Tentative Schedule

August 20 – September 20, 2025

Nationwide recruitment for a full-time Community Development Director.

October 1-2, 2025

First round screening interviews conducted by City Administrator Martig and Communications & Human Resources Director Mahowald with top applicants.

October 9, 2025

Finalists invited to participate in the next step of the hiring process.

- Light dessert/beverages with members of our Department Coordination Team at City Hall.
- Tour of the city with small group of Department Coordination Team Members.
- Twenty-five minute interviews scheduled with two (2) interview panels: (1) Department Coordination Team and (2) Community Development Department staff. Each panel member prepared a question based on their interest in the position and completed an evaluation form.
- A Meet and Greet event with members of the Northfield City Council, representatives from various Northfield boards and commissions, and other interested community members.

Staff will receive feedback by finalists, staff panel members, and community members.

October 14, 2025 (Special Council Meeting)

City Council considers Administrator Martig's nomination.