

## **CITY ADMINISTRATOR GARNER, IOWA**

Garner, Iowa, population 3,129 is seeking a problem solver, skilled communicator, and team builder to serve as the next City Administrator. Garner is a thriving community located in north central Iowa, just 12 miles west of Interstate 35, the Avenue of the Saints, the resort community of Clear Lake, Iowa and 115 miles north of Des Moines, Iowa. It has the advantage of being a small community with lower cost of living. The City Administrator has seven direct reports. There is a total of 16 full time employees. The annual operating budget is approximately \$7 Million. To learn more about Garner, the position profile and job description, visit their website at <https://www.garneriowa.org/>.

The successful candidate will have knowledge with economic development and tax increment financing, long and short-term financial planning experience, and be an ambassador for the community.

### **Education**

- A degree is required with coursework in public administration, business management, law, political science, accounting, finance, economics, or related field.

### **Experience**

- Five (5) years of progressively responsible municipal administrative experience or similar experience sufficient to successfully perform the essential duties of the job such as those listed in the job description

### **Salary and benefits**

- \$75,000 to \$95,000 annually, depending upon qualifications
- Holidays, Vacation, and Personal Sick Leave
- Health, Vision, Dental, Short-term Disability and Life Insurance are available
- IPERS retirement benefits are available
- Veteran's Memorial Recreation Center membership provided

### **Car Allowance**

- A vehicle allowance may be provided or mileage reimbursement
- Must obtain valid Iowa Driver's License

### **Cell Phone**

- Cell phone allowance is available to reimburse costs of monthly cellular phone

### **Residency**

- Residency within the city limits is required within six months of employment, unless an extension is necessary and agreed upon by both parties

### **Additional Information**

Confidential materials such as a cover letter, resume, salary history, and five professional references should be sent to:

Elizabeth Hansen, Midwest Municipal Consulting LLC

[ehansen.mmc@gmail.com](mailto:ehansen.mmc@gmail.com)

515-391-9816

Applications are due no later than noon CST on **December 17, 2021**.



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Garner, Iowa  
seeks a  
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## CITY ADMINISTRATOR

Garner, Iowa, the county seat of Hancock County, is a north-central Iowa community of 3,129 located just 12 miles west of Interstate 35, the Avenue of the Saints and from the resort community of Clear Lake, Iowa. Garner prides itself on outstanding quality of life with safe & clean neighborhoods, one of the highest rated school systems in Iowa, recreational opportunities and employment opportunities.

Garner has achieved long-term success through strong private investment, strategic and well-coordinated public investment and a strong community spirit. It is blessed with a tremendous industrial employment and tax base, top notch community facilities, and unrivaled housing growth as a rural Iowa community of its size. Garner continues to change and grow as a community but remains constant in its progressive and forward-looking spirit.

Garner has well over 1,000 industrial jobs in town with the largest employers being Iowa Mold Tooling (IMT) and Stellar Industries, both leaders in the tire service truck market. Garner is also fortunate to have employers such as Zinpro, maker of a zinc-based feed supplement, which has expanded several times since originally locating in Garner in 1993. Transportation and logistics firms IMT Transport and Hueneman Trucking are also significant employers. More information on the community is available at: [www.garneriowa.org](http://www.garneriowa.org) and [www.garneriachamber.com](http://www.garneriachamber.com).



## The Community

Garner has enjoyed tremendous residential growth in recent years with both private and city-developed subdivisions. In the past 17 years, 136 new single and two family lots have been developed in town, with 24 more soon to be added with the City's Hejlik's 3rd subdivisions.

Garner was named after Col. W. W. Garner, a civil engineer on the Chicago, Milwaukee & St. Paul Railroad. In 1870, Garner was platted by the Chicago, Milwaukee and St. Paul Railway and was incorporated in 1881 with a population of 321 at that time. In the 1880s, the Duesenberg brothers, who later went on to build the Duesenberg automobile, operated a bicycle sales and repair business in Garner.

Garner is host to the annual Duesey Days, an annual town celebration honoring the Duesenberg Brothers. The celebration offers a parade, live entertainment, a large classic car show, a 5k run and many vendors.

The Garner Community recently worked together to redevelop the Avery Theater to again show movies in the downtown. The Avery was originally in operation from 1931 to 1969, but it closed in 1969 and was converted into a pharmacy. In 2006, the pharmacy moved out to the highway and the idea was born to bring back the theatre. After extensive community planning, fundraising and grant-writing, the Avery re-opened its doors to the public in 2013. It has kept its historic facade but is a modern movie theatre inside. The theatre has a minimum of paid staff and is largely staffed by volunteers.



**Education:** The Garner-Hayfield-Ventura (GHV) School District of approximately 1,000 students offers a high quality of education, programming, activities, and facilities to its students. The district is further boosted by exceptionally generous college scholarships available to graduates of GHV. The district has made major improvements in recent years including a new high school ball diamond and a new transportation facility.

Garner is in close proximity to several colleges including North Iowa Community College (NIACC), Buena Vista University and Kaplan University in Mason City. Waldorf College in nearby Forest City is a small liberal arts college offering four-year degrees. Adult continuing education is available via NIACC at the city-owned Garner Education Center.

## The Community, continued...

**Airports:** The closest major airports to Garner are the Des Moines International Airport in Des Moines approximately 115 miles south and the Minneapolis St. Paul Airport located in Minneapolis St Paul, MN, approximately 140 miles north. There is also the Mason City Municipal Airport Mason City, a short 20 mile drive east.

**Health Care and Churches:** Garner has many health and wellness opportunities and options for its residents. The Garner Clinic is part of the Iowa Specialty Hospitals and Clinics with services that span from orthopedics to weight loss services to obstetrics and gynecology. Also located in Garner is the Garner Medical Clinic, an arm of the Hancock County Health System. This clinic houses specialty clinics for behavioral health, heart and vascular, nephrology, pain management, skin cancer screening, weight management, wound care, and MedSpa services. Also available are lab and imaging services (digital x-ray). Nearby hospitals include the MercyOne in Mason City and the Hancock County Memorial Hospital in Britt, Iowa. Garner has a very active faith community, with 9 churches offering numerous denominations.

**Parks and Recreation:** The Garner Parks and Recreation Department is made up of six area parks, a \$3.9 million Veterans Memorial Recreation Center (opened in 2009), and a \$3.2 million Aquatic Center. The Veterans Memorial Recreation Center is a premier 23,000 square foot recreation facility featuring a large gymnasium, elevated walking/running track, multi-purpose activity room, fitness/weights area, locker rooms, veterans' area, outpatient rehab clinic and offices. Through the VMRC, the Garner Parks and Recreation Department offers a variety of Group Fitness Classes, Youth and Adult Sports and Programs, Personal Training, and a variety of Special Events and Rentals.



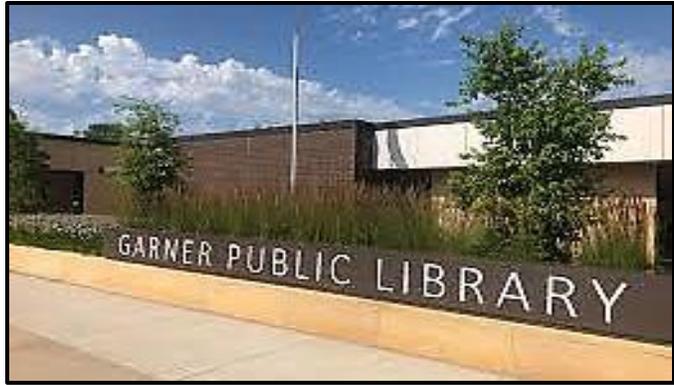
The Garner Aquatic Center (GAC) is a publicly owned and operated facility. It offers fun for all ages and is open around Memorial Day through Labor Day each summer. The GAC offers full concessions, lifeguards on duty, lap swim lanes, three water slides, two diving boards, basketball hoop, tubeless lazy river, zero depth entry, and a play structure.

**Fire:** The Fire Department has 26 well trained volunteer firefighters.

**Police:** The Police Department has 5 full time officers including the Police Chief. The Garner Police Department recently added a K-9 unit with one K-9 officer - Turbo.

## The Community, continued...

**Library:** The Garner Public Library proudly provides Dolly Parton's Imagination Library which offers age appropriate books delivered to homes of children ages 0-4. Other services include research, public meeting room rentals, cake pan rental (over 5 dozen available) and an Accu-cut die cutting machine with patterns for public use.



## Governance and the Organization

The City of Garner operates under a Mayor-Council form of government with a Council appointed City Administrator. The council hires the city administrator and approves mayoral appointments to boards and commissions. The Mayor is elected every four years and the five city council members serve four year overlapping terms. All council members are elected at large. The Council meets in regular session on the 2nd and 4th Tuesday of the month

Garner is a full government service community, including Police, Fire, Public Works/Streets, Parks and Recreation, Library, Water/Sewer and Administration/Finance. The City enjoys a stable and committed workforce with 16 total full-time employees including the City Administrator.

The city's current tax rate is \$13.23 per \$1,000 valuation and has an FY21-22 overall budget of approximately \$7 million.

## Leadership and Innovation Opportunities

The City would like to hold a goal setting work session in the spring of 2022. The next City Administrator will be expected to develop long-term strategies with city leadership that will help the city address the current projects and priorities:

### Current Priorities

- Complete Highway 18 project
- Continue to work with developers on housing opportunities
- Start administrative process to finance and build a new clubhouse/community center
- Evaluate State Street for future reconstruction
- Code Enforcement updates to address junk and junk vehicles
- Continue with street overlay program
- Continue the Sidewalk Program
- Consider new storm water improvements
- Pursue a dog park and a sports/baseball complex



## Desired Capabilities

The City of Garner seeks a team leader and problem solver to be its next Administrator. The ideal candidate will have an ability to see the big picture, be a strategic thinker and leader with the ability to make sound decisions that are in the best interest of the city.

The City Administrator should have a management style that values working with staff members, the City Council and others. The City Administrator's ability to promote inter-department and community communication and collaboration is vitally important to maintain the city's cooperative relationships among departments and with local groups and organizations.

The City strives for financial stability. It is important to the City that the candidate has budgeting and fiscal management experience to maintain the city's sound financial standing. Forecasting long-term needs, financial planning and awareness of bonding practices and Tax Increment Financing (TIF) is critical.

This person will have to be resourceful; knowing where to find information and who to call to assist. Federal, state and local grant pursuit, writing, management and reporting will be a critical and necessary skill to be successful in this position.

Every community is working on economic growth and redevelopment. Garner is no different. The City Administrator will lead the city on economic development efforts and can use these resources to stimulate development and redevelopment, especially with housing and attracting new residents and businesses.

The City Administrator oversees the day-to-day business of the city and is the public relations contact person. This means being present and accessible, approachable, friendly, and offering information on a regular basis to maintain an acceptable level of transparency. Strong presentation and communication skills; both orally and written, will be important.

The City has worked hard to build and maintain strong working relationships with community partners such as the Garner-Hayfield-Ventura School District and many others. The city administrator must understand the importance of collaboration and continue to maintain great relations and be creative to seek innovative ways to partner with these groups. It will also be important to be a strong leader who can also balance the relationships and continue to advocate the objectives of the City.

### **Specific traits identified:**

- Experience in local government operations
- Long-term financial planning and budgeting
- Experience in Economic Development (TIF)
- Infrastructure repair/replacement/CIP
- Comfortable being a public figure
- Fosters relationships with stakeholders
- Has experience with long-term financial planning, (Comprehensive, CIP, ERP, and other strategic planning, budgeting, and forecasting)
- Building community and regional relationships through collaboration
- Strong communicator and presenter
- An active ambassador for the City
- Fiscal Administration of budgets
- Fosters relations with stakeholders
- Accepts responsibility
- Accessible, approachable, a good listener
- Champions customer service at all levels

## Education and Experience

A degree is required with coursework in public administration, business management, law, political science, accounting, finance, economics, or related field and 5 years of progressively responsible municipal administrative experience or similar experience sufficient to successfully perform the essential duties of the job such as those listed in the job description.

## Compensation and Benefits

The salary range is \$75,000-95,000 annually, depending on experience, IPERS retirement benefits, short-term disability, medical, dental and vision insurance, Holiday, Paid Time Off, including vacation and sick leave. A cellular phone is provided or a stipend is available. Residency within the city limits is required within six months of employment, unless an extension is necessary and agreed upon by both parties.

## How to Apply

Submit your cover letter, resume, salary history and five work related references by noon CST on December 17, 2021 to Midwest Municipal Consulting, LLC. at [EHansen.mmc@gmail.com](mailto:EHansen.mmc@gmail.com). To learn more about Garner, the position profile and job description, visit their website at <https://www.garneriowa.org/>. For more information, please contact Elizabeth Hansen by calling 515-391-9816.

## Tentative Timeline

Applications will be accepted	December 17, 2021
Screening/Written and/or Phone Interviews	December 31, 2021
Select Finalists/Background Checks Begin	January 5, 2022
Interviews	January 22, 2022
New City Administrator Starts	February 2022

