



CITY ADMINISTRATOR

THE CITY OF MINNETRISTA, MINNESOTA



PUBLIC SECTOR EXECUTIVE RECRUITMENT

THE COMMUNITY

The City of Minnetrista, Minnesota (8,262 population) is located on the western bays of Lake Minnetonka and the agricultural rich plains and idyllic woodlands of southwestern Hennepin County. The city lies 25 miles west of Minneapolis, connected by I-394, State Highway 7, and county highways. With an area of 32 square miles, the city consists of emerging suburban development, diversified rural, and agricultural land uses. In the last decade, city population has increased by nearly 30 percent. Continued residential growth is projected as the city anticipates 75 to 100 new homes annually for the next few years. Minnetrista surrounds the city of Saint Bonifacius, which has an area of roughly one square mile and a population of 2,350.

The city campus, located on 53 acres including parkland, reflects the beauty of Minnetrista's natural resources. In addition to Lake Minnetonka, residents and visitors have access to area lakes, including Whaletail and Little Long Lakes, providing opportunities for boating, canoeing, and fishing. The city offers 45 acres of developed parks with walking trails and other amenities and has an additional 23 acres of undeveloped parkland.

Annual events include National Night Out, Trista Days, and a variety of school and community fundraising events, some of which have been sidelined due to the COVID-19 pandemic.

Four school districts serve Minnetrista, including the Westonka Public Schools, Delano Public Schools, Waconia Public Schools, and Watertown-Mayer Public Schools.



THE ORGANIZATION

First organized in 1859 as a township, Minnetrista incorporated as a village in 1960 and then established itself as a Minnesota statutory city under the Optional Plan A form of government. The Minnetrista City Council consists of a mayor and four council members who each serve overlapping four-year terms. City elections are held in November of even-numbered years. The City Council is primarily responsible for making laws, setting policies, adopting budgets, hiring a City Administrator, and overseeing a broad community agenda. The council also monitors the activities of the City Administrator, City Attorney, and other municipal departments and operations and appoints members to two advisory commissions.

The professional staff includes the City Administrator, Finance Director, City Clerk, Public Safety Director, Director of Administration, Community Development Director, and Public Works Superintendent. The city provides a wide range of municipal services including the construction and maintenance of streets and utilities, parks and recreation, police protection, planning and zoning, building permits and inspections, and legislative/administrative functions. The city contracts for professional legal and engineering services. Recreational activities are offered through community services programs provided by Westonka Public Schools. Public safety dispatching is provided through the Hennepin County Sheriff's Office. Fire services are provided by contracts with the cities of Mound and Saint Bonifacius.

The city employs 38 full-time equivalent staff members. Unions representing four collective bargaining units represent certain public safety and public works employees. The city's adopted 2021 budget is \$14.5 million, and the city has an AA+ credit rating from Standard & Poor's. The budget aligns with strategic goals adopted by the City Council:

- Maintenance and expansion of city streets and utilities
- Civic engagement
- Effective governance
- Natural and recreational amenity protection and enhancement
- Planned and directed growth
- Expanding and improving residential broadband service



THE POSITION

As chief administrative officer, the City Administrator is responsible for the daily administration and coordination of all city affairs in accordance with the city code, ordinances, resolutions, and City Council directives. The City Administrator supervises the Finance Director, City Clerk, Public Safety Director, Director of Administration, Community Development Director, and Public Works Superintendent and reports to the City Council.



Major responsibilities include:

- Supervises and directs through the Finance Director the creation of an annual operating, debt service and capital expenditures budget. Oversees cash flow management and the city's investment management plan.
- Coordinates and develops short and long-range plans pertaining to construction projects and personnel programs. Coordinates work of retained professionals such as engineers, financial advisors, the City Attorney and other consultants and full-time staff.
- Creates, implements, and administers personnel policies. Supervises all city staff directly or indirectly through department heads. Oversees maintenance of the classification and compensation plan and provides for employee performance reviews, training, and coaching.
- Oversees hiring and disciplinary actions and makes recommendations on hiring, discharging, and rewarding of personnel to the City Council. Addresses employee grievances.
- Prepares agendas for the City Council, performs and/or directs the research to provide supporting materials and recommendations to the City Council. Assists in facilitating consensus.
- Stays current on legislative activities and communicates with state representatives and senators about impact of decisions on the city. Participates in legislative meetings of groups such as League of Minnesota Cities and the Association of Metropolitan Municipalities.
- Develops rapport with area city administrators, managers, and clerks as well as other agencies such as Three Rivers Park District, Hennepin County, and MNDOT.
- Communicates with citizens in person, over the phone or via written correspondence and represents the city at civic organization meetings.
- Ensures future infrastructure planning for water, sanitary sewer, storm sewer, transportation, facilities, and capital equipment. Coordinates strategic planning and implementation.
- Supervises required annual reporting including Outstanding Bonded Indebtedness, Water Confidence Report, and tax levy certification.
- Provides city staff with current technology to execute their duties effectively. Ensures that computer software and hardware and other technologies are updated as needed.
- Coordinates and directs the drafting of ordinances and resolutions as needed. Supervises the maintenance of city records.



LEADERSHIP OPPORTUNITIES

- **Managing growth.** Minnetrista's residential growth is projected to remain strong. In addition, some commercial development is planned along Highway 7; however, the city does not anticipate encouraging development through economic incentives. The City Administrator will provide leadership in long-range planning to guide responsible development and to ensure adequate staffing to meet the city's needs.
- **Water utility expansion.** As residential development has grown, the city's water utility is expanding to meet increased demand. Plans are underway to build and finance a third water treatment plant and to drill two more wells to serve the south side of the city. The City Administrator will oversee the construction and financing for these new facilities and assist in an education process to familiarize residents with the city's tiered water rates and water conservation.
- **Broadband internet.** Some rural and developing areas of the city do not have adequate broadband service. As the pandemic dramatically increased the need for high-speed internet, the City Council began an in-depth study of the issue. The City Administrator will continue efforts underway to gather information on the problem and identify possible solutions.
- **Capital improvement planning.** Infrastructure expansion and maintenance is a top strategic goal for the city. Capital planning with a five-year or more horizon helps the city prioritize projects and identify revenue sources. A schedule for street pavement projects and replacement of park equipment are key elements of a capital improvement plan that will be coordinated by the City Administrator.
- **Fire district.** Exploratory discussions are under way with the cities of Mound and Saint Bonifacius to ensure that the fire services needs of a growing population are met. The City Administrator will develop information and participate in these discussions.
- **Staffing.** The City Administrator will build upon the existing work culture to value employees and provide an environment where they can develop and excel. The City Administrator will also review compensation to ensure that it remains competitive.

DESIRED CAPABILITIES

- Brings a strategic long-range focus to assist the community in charting its future development.
- Innovative, willing to think outside of the box to resolve community challenges.
- Supports the role of the Council, implements Council priorities; brings new ideas forward for Council discussion.
- Demonstrates a strong sense of integrity, ethics, and honesty; open-minded and fair.
- Diplomatic and politically astute, remains neutral and objective in political situations.
- Highly organized, effectively coordinates a broad range of activities and provides timely follow through.
- Fosters a collegial work environment, recognizes the importance of encouraging dialogue between Council members and department heads.
- Approachable, seeks and demonstrates a genuine interest in other points of view; treats others with respect.
- Responsive to the concerns of residents and City Council members.
- Manages collaboratively, gives department managers clear expectations and lets them run with the details.
- Values and supports employees; recognizes their contributions to the City's success.
- Motivates and develops staff and allows them to excel.
- Self-assured, confident, and even-tempered, calm under pressure.



EDUCATION AND EXPERIENCE

This position requires a bachelor's degree in urban studies, public administration, business or related field and five years of progressive experience as an administrator or department head in a comparable organization, including at least three years of supervisory experience. A master's degree is preferred. Equivalent education and experience will be considered. Qualified candidates will demonstrate a strong working knowledge in financial management and municipal operations and have experience working with a governing board. Excellent communications and interpersonal skills are required. Experience working in a developing community and working with labor unions is a plus.

COMPENSATION AND BENEFITS

The salary for this position will be up to \$135,000, depending on qualifications and experience. The city offers competitive benefits and participation in the Public Employees Retirement Association retirement program. Relocation is negotiable. Residency is not required.



APPLICATION AND SELECTION PROCESS

We invite qualified professionals to submit a cover letter and resume by visiting our website at:

<https://bakertilly.recruitmenthome.com/postings/3213>

This position is open until filled; however, prospective candidates are encouraged to apply no later than **December 22**. For more information, please contact Sharon Klumpp at sharon.klumpp@bakertilly.com or at 651-223-3053 or Patty Heminover at patty.heminover@bakertilly.com or by calling 651-223-3058.

For more information about the City of Minnetrista, visit <https://www.cityofminnetrista.com/>.

