



# **CITY ADMINISTRATOR**

Salary: \$75,088 to \$116,084



## *Céad Míle Fáilte*

### “A Hundred Thousand Welcomes to You”

Located in Wright County, Minnesota, the City of Maple Lake is home to approximately 2,240 residents. Maple Lake is what may be termed an ideal agricultural, home, church, and school town.

The history of the City of Maple Lake began in the mid 1850's. The town site of Maple Lake was established in 1858 with the establishment of a mail site. Rumors of the incorporation of the village of Maple Lake surfaced in 1888, but the actual incorporation was completed in 1890.

The City of Maple Lake is a small, close-knit and quaint community with an attractive and walkable downtown area. The City is home to several great service organizations including the Lions, the Chamber of Commerce, the American Legion, the Knights of Columbus, and many churches. The City also boasts a good school system, a number of recreational opportunities, and a welcoming business community.

Maple Lake is conveniently located on State Highway 55, approximately 30 miles from the Twin Cities and 25 miles southeast of St. Cloud. The Maple Lake Municipal Airport has an active Experimental Aircraft Association (EAA), and there is also a flight school that operates from the airport.

Maple Lake's population and business activity have been growing since the early 90s. The City is home to over 100 businesses that provide an all encompassing amount of services to its residents. Maple Lake's low tax, pro-business environment and high quality of life have attracted large employers such as PACE Industries, a full-service aluminum die casting, zinc die casting, and magnesium die casting manufacturer, Rhino, Inc., the 5th largest custom rotational molding manufacturer in the Midwest, and Bernatello's, a major frozen pizza producer. MP Utilities is the largest employer in Maple Lake.

The City is committed to promoting economic growth and a positive business climate. There is a group of industry and business owners who are actively engaged in improving the industrial park and promoting businesses from the community.



Maple Lake is home to the Maple Lake Public School District. The District serves approximately 875 preschool through 12th grade students. Both Maple Lake Elementary School and Maple Lake High School provide its students and staff with well-maintained, modern facilities with up to date technology. Maple Lake also has some of the finest indoor and outdoor athletic facilities in the area. Academic offerings are enhanced through partnerships with Southwest State University and Lake Superior College which allow the students to earn up to 37 college credits by completing college level courses at the high school. Maple Lake's membership in the Wright Technical Center, a cooperative public high school providing instruction in career, technical, and alternative education, provides students with access to 12 job related courses such as auto mechanics, medical careers, cosmetology, law enforcement, and firefighting.

St. Timothy's School is a Catholic school offering private education to approximately 111 students in preschool through 8th grade. St. Timothy's provides small class sizes, dedicated teachers, low tuition, and a rigorous academic program.

## HEALTHCARE

Residents and visitors of Maple Lake are afforded comprehensive and quality healthcare in the nearby communities of Annandale, Buffalo, and Monticello.

Allina Health Annandale Clinic offers a number of services including Family Medicine, Gynecology, Internal Medicine, Psychology, Walk-In Care, Well-Child Exams, and much more. Allina Health Buffalo Clinic also provides those same services as well as ENT/Otolaryngology, Occupational Health, Pregnancy Care, and much more.

The Buffalo Hospital is a non-profit regional medical center that features services including the Penny George Institute for Health and Healing, a Birth Center, Emergency care, Inpatient care, Mammography, Orthopedics, the Courage Kenny Rehabilitation Institute, the Phillips Eye Institute, and more.

CentraCare in Monticello operates a hospital as well as a number of other facilities including the CentraCare - Monticello Specialty Clinic, CentraCare - Monticello Wound Care, Monticello Cancer Center, and CentraCare - Monticello Sleep Center.



There is no shortage of recreational opportunities in the City of Maple Lake. Sharing the same name as the City it is located in, Maple Lake offers water enthusiasts the opportunity to swim at the City-owned beach, go boating, water skiing, wakeboarding, and fishing.

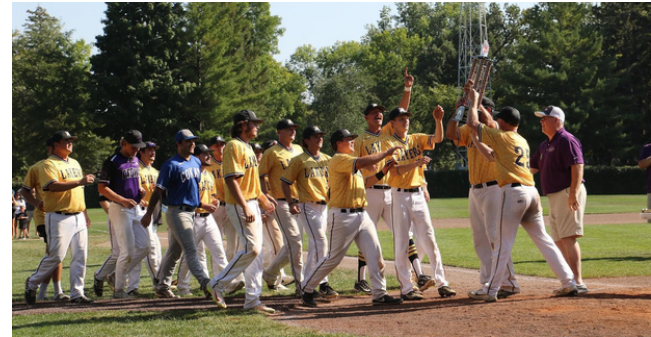
The City hosts a number of annual events that interest all ages. The Gear-Head Get Together has become Maple Lake's largest event of the year and one of the most unique "car shows" in the state and perhaps the country. This event takes place on the third Saturday of August in downtown Maple Lake and is meant to bring mechanical-minded folks together to show off some of their unique creations whether that be a car, truck, boat motor, motorcycle, lawn mower, chainsaw, commercial vehicle, or any other mechanical device. Food, beverages, and live music are also featured at this event.

Another big event in the City is the St. Patrick's Day Festival. This annual event features an annual craft sale, a 5K race known as the Irish Scamper, a parade, a coronation of the new Ambassadors, and more.

The Annual Fishing Derby draws thousands to the community and includes a vintage snowmobile show, artic plunge, the official ice fishing derby, an ice auger drilling contest, an award ceremony, and an after party.

The annual Makers and Growers Market occurs one Sunday a month and consists of a cottage baker and farmer's market. It is an artisan event with a food truck and live music.

Maple Lake is also home to the Maple Lake Lakers, a Minnesota amateur baseball team. The Lakers play at its 1950s baseball park, Irish Stadium. Maple Lake co-hosted the 2019 State Amateur Baseball Tournament.



The Maple Lake City Council consists of a Mayor and four Council members. The Mayor serves a two year term, and the Council members serve four year terms. The Council is assisted in its decision making process by several advisory boards and commissions including the Park Board and the Planning Commission.

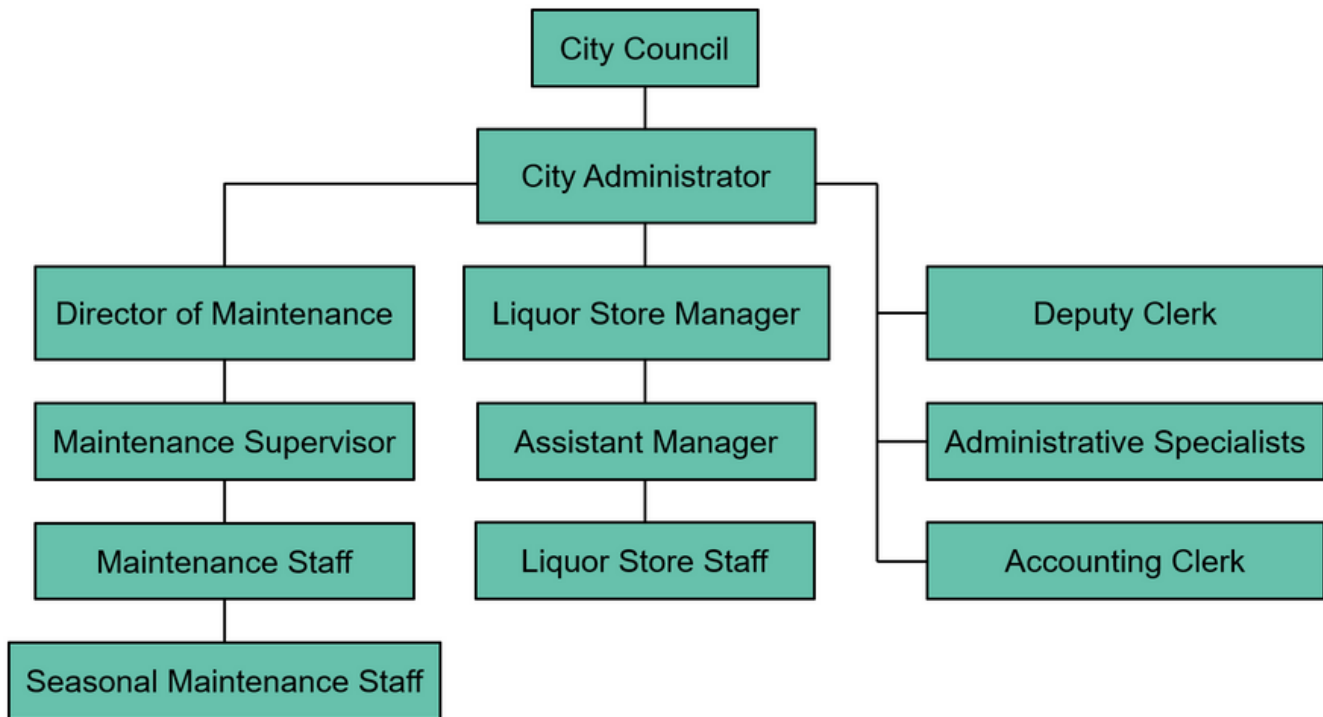
Under the coordination of the City Administrator, the Administration Department conducts the day to day operations of the City. The Administrator is appointed by the City Council.

The Public Works Department is responsible for several functions including Parks, Streets, Airport, and Utilities.

The Maple Lake Municipal Airport has a single 2,800 foot runway and encompasses approximately 56 acres. There is also float plane potential.

The Maple Lake Fire Department provides the delivery of fire, medical, rescue, and life safety emergency services for the Maple Lake fire district.

Maple Lake Wine & Spirits is managed by the City of Maple Lake. Profits from the liquor store directly support public services and projects.



## Budget Summary

	2023	2024
General Government	518,944	509,118
Public Safety	607,520	751,876
Streets and Highways	384,112	506,364
Sanitation	148,000	161,371
Culture and Recreation	148,159	160,775
Economic Development	44,750	59,150
<b>Total General Fund Expenditures</b>	<b>\$1,851,485</b>	<b>\$2,148,654</b>



## Position Summary

The City Administrator is the chief administrative officer of the City. This position is responsible for planning, organizing, and managing all municipal activities in accordance with statutes and directives from the City Council. The position has the authority and responsibility to ensure a coordinated and efficient effort to meet goals and objectives established by the City Council. The City Administrator is responsible for coordinating all of the day to day affairs of city government including the supervision of all employees and the implementation of Council policies. Work is performed with latitude for independent action and decision making under the policy guidance of the City Council.

## Duties include, but are not limited to, the following areas:

### Statutory Duties

- Oversees and coordinates the operation of all departments.
- Establishes programs, goals and objectives to accomplish work.
- Evaluates potential projects, programs, and services to determine feasibility and community impact.
- Makes recommendations to the City Council.
- Analyzes the use and acquisition of technology to enhance the efficiency and effectiveness of city services.

### Supervisory Duties

- Supervises all City staff directly or indirectly.
- Acts as the personnel officer for the City and serves as final authority on all personnel actions, subject to approval of the City Council.
- Coordinates and oversees the hiring process for City employees.
- Makes recommendations regarding organizational structure and staffing.
- Coordinates annual performance reviews.
- Oversees all personnel policies and actions.
- Maintains personnel files.

### Election

- Oversees local elections in accordance with State and County requirements including serving as head election judge.

### Customer Service

- Promotes positive interactions between City staff and the public.
- Regularly interacts with legislators, local leaders, and state and county officials.
- Serves as the liaison to businesses and community groups.

## Desired Attributes

- Experience and knowledge in multiple areas of city government including hiring and training of personnel with proven management success.
- Strong financial background and experience including budgeting, capital improvement planning, and grant writing. Some accounting knowledge is preferred.
- A leader who will take initiative and be proactive in managing City operations and prepare for staffing needs.
- A leader who builds trusting relationships and has a good local government network.
- Strategic individual able to assist the Council in setting goals and promote a shared vision for the City.
- Strong communication skills, including social media knowledge, to keep the Council, staff, and the public informed.
- An energetic and personable leader who will create a positive and professional work environment.
- Strong organizational awareness to know staff workloads and recommend structural changes to create efficiencies.
- Administrator who can empower, develop, mentor, and hold staff accountable.
- Knowledgeable in planning and able to assist in strategic growth and development of the community.
- Administrator who will be active within the community to promote planning/zoning/economic development and engage with residents.
- An individual who understands working in a small office with competing demands and the need to prioritize and delegate tasks.
- An individual with some small-town experience who understands the challenges of being a leader and can take criticism.
- An analytical individual who is able to do research, gather information, and make sound recommendations to the Council.
- An individual who possesses high emotional intelligence and is reliable.





**City:** Maple Lake, Minnesota

**Position:** City Administrator

**Salary:** \$75,088 to \$116,084

**Application Deadline:** May 1, 2024

**Job Summary:** The City Administrator is the chief administrative officer of the City. This position is responsible for planning, organizing, and managing all municipal activities in accordance with statutes and directives from the City Council.

**Qualifications:** Bachelor's degree in Public Administration, Business, Finance, Accounting, or related field, and two (2) years of experience in a general office environment with proficiency in Microsoft applications and zoning practices and procedures in municipal government. Three (3) years of experience in municipal government, economic development experience, Municipal Clerk Certification, and experience with Caselle Clarity are desired.

**Apply:** Visit <https://daviddrown.hiringplatform.com/204996-maple-lake-city-administrator/829160-application-form/en> and complete the application process by May 1, 2024. Finalists will be selected on May 21, 2024, and final interviews will be held on June 13, 2024.

Please direct any questions to Pat Melvin at [pat@daviddrown.com](mailto:pat@daviddrown.com) or 612-920-3320 x116.



**DDA**

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