

The City of
Blooming Prairie, Mn
A Great Place to Spend the Next 100 Years

An Invitation to
Apply for

City Administrator of
Blooming Prairie, MN

Qualified persons are invited to apply by February 21, 2023



Blooming Prairie, Minnesota is seeking a City Administrator

ANNOUNCEMENT

General Duties: Responsible for planning, organizing, and managing all municipal activities. The position serves at the pleasure and under the direction and guidance of the City Council. The City Administrator serves as the chief administrative officer coordinating all day-to-day affairs of city government.

Salary Range: \$85,500-\$108,185

Minimum Qualifications: Degree in Public Administration, Business, Finance, Accounting or related field and public sector. Public sector administrative experience preferred.

APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by February 21, 2023 and must contain:

1. Cover Letter
2. Résumé
3. Formal City Application

SELECTION TIMELINE

Application deadline: 02/21/23

Finalists selected: 03/24/23

Interviews: 04/3/23 and 04/04/23

Candidate selected: 04/05/23

POSITION PROFILE

View the full position profile, job description, and benefits package at mnspsc.org/ccoga or www.bloomingprairie.com

SEND APPLICATION MATERIALS TO

Mike Humpal, CECD
Manager, Local Government Solutions
South Central Service Cooperative
2075 Lookout Drive,
North Mankato, MN 56003

Office: 507-389-5107

Mobile: 507-236-7651

Email: mhumpal@mnspsc.org



Confidentiality will be maintained unless applicant is named as a finalist. References will not be contacted until mutual interest is established.

THE POSITION

Desired Attributes and Goals for the Blooming Prairie City Administrator, as defined by the City Council

01

Personal Characteristics

There is consensus regarding the personal characteristics each council member wants to see in the next city administrator:

- Motivated
- Ambitious
- Honest
- Likable
- Confident
- Dedicated
- Responsible
- Good Communicator
- Team Player
- Outgoing
- Ethical
- Approachable
- Respectful

02

Technical and Management Skills

Must possess excellent skills in the following areas:

- Long Range Planning
- Prioritization
- Problem Solving
- Multitasking
- Time Management
- Administration
- Budget Planning & Management
- Grant Writing
- Team Building
- Ordinance Writing

03

Top Priorities

Council priorities for the city administrator for their first one to three years

- Create Infrastructure Maintenance Plan
- Maintain & Updated Capital Improvement Plan
- Update & Enforce City Ordinances
- Make Efficient Use of Resources
- Attract New Businesses
- Complete Major Infrastructure Improvements
- Continue Plan and Processes in Place
- Continue Correcting Blighted Conditions

THE POSITION

A full job description and benefits package can be viewed at www.mnscsc.org/ccoga and www.bloomingsprairie.com

Job Description

Primary Objective of Position: The City Administrator is responsible for planning, organizing, and managing all municipal activities. The position serves at the pleasure and under the direction and guidance of the City Council. The City Administrator serves as the chief administrative officer coordinating all day-to-day affairs of city government.

Essential Duties and Responsibilities of the Position

- 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 use and acquisition of technology to enhance the efficiency and effectiveness of city services.
- Keeps the City Council updated regularly on the status of city projects, activities, and programs. Communicates with the Council members through written updates and reports, personal conversations, and electronic messages.
- Supervises all City staff directly or indirectly; acts as personnel officer for the City and serves as final authority on all personnel actions subject to approval of the City Council. Coordinates and oversees 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.
- Coordinates the development and implementation of the City's goals and strategic plan. Develops short-term and long-term goals with the City Council; oversees implementation and action plans.
- Plans, develops, and implements administrative policies, rules, regulations, and procedures. Drafts City ordinances, resolutions, and policies for City Council approval utilizing the services of the City Attorney and others. Maintains Ordinance code book.
- Ensures that all laws and ordinances are enforced; approves all resolutions and ordinances prepared for the City Council; monitors City operations to ensure compliance with applicable laws, regulations, rules, policies, and ordinances.
- Preparation of the annual budget for the City Council; develops an effective and timely budget process that meets all city and state guidelines; keeps the City Council informed of the financial condition of the City and recommends action as appropriate; develops Capital Improvement Program (CIP) and presents to the City Council for approval.
- Oversees accounting and payroll functions; preparation of information for annual audit and reviews reports; manages insurance program, safety, and risk management for the City, and oversees the maintenance all municipal records and documents as required by law.
- Oversees the investment of all city funds including general fund, utilities, and other enterprise funds in accordance with City Council guidelines and sound financial practices. Oversees the city's cash flow and investment activities and has operational knowledge of bonding and debt financing. Responsible for managing all the city's physical plant and assets.

Essential Duties and Responsibilities of the Position (continued)

- Reviews city utility operations and prepares utility rate analysis and recommendation on rate design for all enterprise funds.
- Attends and participates in all City Council and Committee meetings, prepares agendas, reviews meeting minutes; attends other City meetings as necessary and meets with other government bodies as appropriate or as directed by the City Council. Serves as lead staff to all city committees or authorities.
- Promotes positive interaction between City staff and the public; regularly interacts with legislators, local leaders, and state and county officials. Serves as liaison to businesses and community groups.
- Oversees administrative portion of all public improvement projects; reviews plans and specifications, advertisement for bid notices, contracts, pay requests, change orders; oversees preparation of assessment hearing notices, correspondence, assessment rolls, certifications, resolutions, etc.
- Responds to the concerns, issues, complaints, and questions from the public and employees; mediate disputes; determines possible solutions and presents alternatives for review by the City Council if required.
- Provides leadership and strategic direction to the city's economic development program. Participates as a non-voting ex officio member of the Economic Development Authority Board. Has a working knowledge of economic development tools that can help small, rural communities grow and prosper.
- Prepares and submits grant applications for various municipal activities.
- Participates in professional management organizations to pursue training and development opportunities. Participates in community activities and events. Is visible and active throughout the community.
- Represents the City in media contacts and inquiries. Arranges for a prompt and timely city response, if necessary, assists city officials with media contacts.
- Shall act as the Secretary/Treasurer for the Public Utilities and attend Public Utilities Commission meeting.
- Represent the City on the Fire Relief Association Board.
- Shall act as the Blooming Prairie Zoning Administrator.
- Oversees maintenance of billing and accounts receivable records for ambulance service. Reviews ambulance operations and prepare rate analysis and recommendations.
- Oversees and maintains the official records for the Blooming Prairie Cemetery.

Essential Duties and Responsibilities of the Position (continued)

- Shall act as the purchasing agent for the City and ensures that all purchases are made in accordance with the approved Budget and Expenditure Policy.
- Performs any other duties as required by the Council or as specifically required by State, Federal or Local law. Prepares and submits required reports to federal and state agencies.

Knowledge, Skills, and Abilities Required

The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor of Arts (B.A.) degree in Public Administration, Business, Finance, Accounting or related field and public sector administrative experience preferred.

Communication Skills

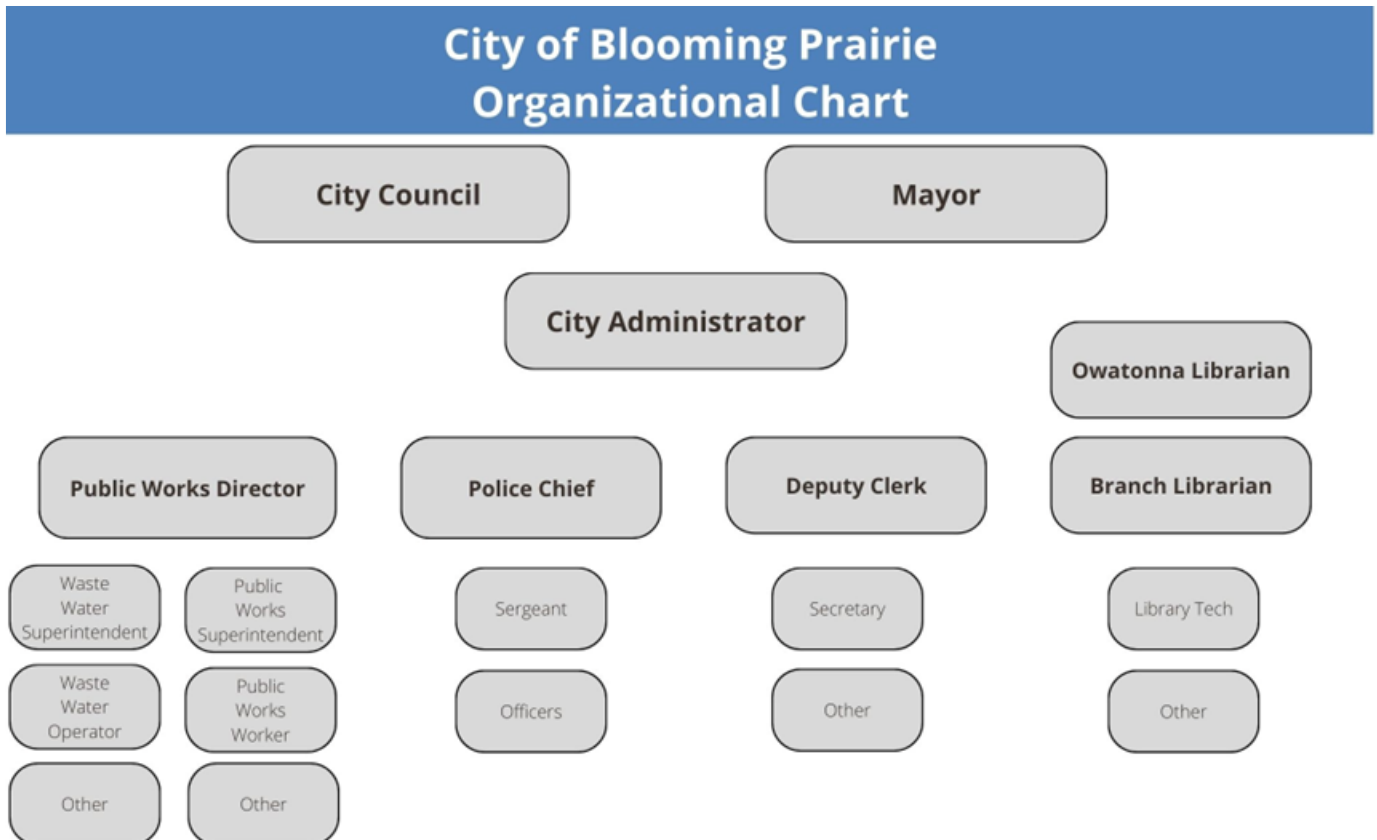
Ability to present reports and make recommendations to the City Council and other entities; ability to communicate effectively both orally, and in writing with elected and appointed officials, staff, other public officials, volunteer fire departments and the general public.

Additional Knowledge, Skills, and Abilities

- Knowledge of laws, regulations, ordinances, etc., applicable to city government, including data practices and Minnesota election laws.
- Knowledge of municipal budgeting, accounting, and government financing.
- Knowledge of government processes, services, and planning.
- Knowledge of management principles and practices as they apply to public sector management, including personnel management and organization development.
- Ability to plan and analyze City operations; develop alternatives and determine the costs, advantages and disadvantages of various alternatives.
- Ability to communicate effectively, professionally in order to maintain a positive and productive working environment.
- Knowledge of rural economic and community development tools.
- Ability to be flexible and adapt to changing circumstances.
- Ability to analyze and solve multiple issues and challenging and complex problems.
- Ability to make independent decisions with limited amount of analytical data and information.
- Ability to get along well with others, to be active in the community and maintain effective relations with a wide variety of people and groups.

Additional Knowledge, Skills, and Abilities (continued)

- Knowledge of municipal utilities, and electric, water and waste-water systems.
- Ability to think strategically with the willingness to take risks to try new models and methods to promote efficient and effective services.
- Ability to introduce administrative procedures and standard operating practices into a workplace culture.



OUR GOVERNMENT

The Organization

The City Council of Blooming Prairie is composed of four council members (four-year terms) and the mayor.

Police Department

The Blooming Prairie Police Department (BPPD) is dedicated to the protection of the city, as well as loyalty to the community. The department consists of four sworn police officers: one Chief of Police, one Sergeant, and two Patrol Officers. Each officer is dedicated to protecting and serving the community.

The Department has fully equipped squad cars that includes traffic radar, audio/visual camera system, an AED for cardiac arrest emergencies, and a computer.

The BPPD is part of the Minnesota Internet Crimes Against Children Task Force and participates in the Minnesota Towards Zero Deaths campaign.

Fire Department

The Blooming Prairie Fire Department (BPPFD) is made up of 28 volunteer firefighters who volunteer their time. The Department also responds to certain medical emergencies as needed and vehicle accidents where extraction is needed.

Ambulance Service

The Blooming Prairie Ambulance Service consists of 20 Emergency Medical Technicians (EMT) who volunteer their time. Each EMT has is licensed under the Minnesota Emergency Medical Services Regulatory Board. In addition, each EMT is nationally certified by the National Registry of Emergency Medical Technicians.

There are two ambulance units that serve the City of Blooming Prairie and the surrounding area.

Emergency Management

Blooming Prairie has appointed an Emergency Management Coordinator for the City who oversees emergency services if and when a disaster happens within the city. Emergency Management is a comprehensive, integrated program of mitigation, preparedness, response, and recovery for emergencies of any kind.



Budget for the City of Blooming Prairie, Minnesota

Revenues	
	2023 Budget
Property Taxes	\$869,764
Delinquent Property Taxes	\$9,000
Tax Increments	-
All Other Taxes (franchise fee)	\$8,000
Special Assessments	\$12,816
Licenses & Permits	\$9,600
State General Purposes	\$756,319
State Categorical Aids	\$78,900
County Aids	\$24,750
Charges for Services	48,600
Ambulance Building Lease	\$40,000
Fines & Forfeits	\$20,900
Interest on Investments	\$9,404
Miscellaneous Revenues	\$20,420
Lieu of Taxes	\$97,000
Township Fire Equipment	\$77,397.50
Transfers From Other Funds	\$276,674.00
Total Revenues	\$2,356,544.50

Expenditures	
	2023 Budget
General Government	\$363,235
Public Safety	\$631,720
Streets & Highways	\$317,700
Culture & Recreation	\$233,468
Economic Development	\$23,400
Miscellaneous Current Expenditures	\$7,050
Debt Service - Principal	\$330,000
Debt Service - Interest & Fiscal Charges	\$79,880
Capital Outlay	\$150,000
Other	\$3,150
Transfers to Other Funds	\$245,397.50
Total Expenditures	\$2,385,000.50
*Shortfall made up by utilizing surplus debts service funds, per debt management analysis	

OUR COMMUNITY

Living and working in Blooming Prairie

Blooming Prairie is in Steele County in southern Minnesota. The United States Census Bureau lists the city as having a total area of 1.41 square miles. The main routes in the city are U.S. Highway 218 and Minnesota State Highway 30. The community includes various organizations, churches, parks, and businesses.

History

Blooming Prairie was platted in 1868, taking the name of the surrounding Blooming Prairie Township, which was organized one year earlier. A

post office has been in operation in Blooming Prairie since 1868. The city was incorporated in 1874. Blooming Prairie's historic downtown is listed on the National Register of Historic Places.

Demographics

As of the 2020 census, there was 1,974 people, 818 households, and 535 families living in the city. The racial make-up of the city was 90.2% White, 6.9% Hispanic or Latino, 6.3% two or more races, 2.5% identify as other, 0.4% African American, 0.3% Asian, 0.3% American Indian or Alaska Native.

There were 818 households, of which 27.6% had children under the age of 18 living with them, 44.1% were married couples living together, 38.3% had a female householder with no spouse present, 14.8% had a male householder with no spouse present. The average family size was 3.37.

The median age in the city was 36.5. 27.6% of residents were under the age of 18; 7.7% were between the ages of 18 and 24; 22.6 were from 25 to 44. 17.5% were from 45 to 64; and 24.5 were 65 years of age or older. The gender makeup of the city was 44.6% male and 55.4% female.

Education

Blooming Prairie Public Schools

The Blooming Prairie Public Schools consists of an elementary school and a high school. The mission of Blooming Prairie Schools is to provide challenging opportunities for lifelong learning in a safe and caring environment.

- The school will provide opportunities for all to increase achievement
- The school will provide an atmosphere conducive to learning
- The school will provide quality facilities
- The school will operate effectively and efficiently



Living and Working in Blooming Prairie (continued)

Extensive Extracurriculars

Blooming Prairie offers boys and girls sports in the fall, winter, and spring seasons. The school district also offers a variety of other activities and arts programs.

Community/Recreation Education

Community Education and Recreation offers an ever-expanding education program in adult classes and in recreation for both adults and children. The program continues to provide a variety of classes for adults, adult recreation programs and Early Childhood and Family Education programs. The Community Education program is always searching for additional ways to serve the community.

Recreation

Blooming Prairie is home to five different parks:

- Central Park
- Fire Department Park
- Victory Field Park
- East Side Park
- Green Gardens Park

Blooming Prairie is also home to the B.P. Country Club, Brookside Campground, Pine Springs Swimming Pool, and Victory Field Ice Rink.

Public Library

The Blooming Prairie Branch Library is a member of the SELCO Regional Library System and is a branch of the Owatonna Public Library. The library is located inside the City Center building.



Healthcare

The following are healthcare providers within the City of Blooming Prairie

Prairie Family & Sports Chiropractic

- The clinic offers Chiropractic care, X-Ray services, massage therapy, D.O.T. physicals, sports physicals, drug/alcohol testing, free blood pressure checks, and a wide variety of retail products
- 344 E Main St, Blooming Prairie, MN 55917

Prairie Manor Care Center

- Assisted living services
- 220 3rd St NW, Blooming Prairie, MN 55917

Main Street Dental Clinic

- Main Street Dental Clinic offers a friendly and modern environment, where every person is treated with dignity and compassion.
- 405 Main St E, Blooming Prairie, MN 55917

Chamber of Commerce

The Blooming Prairie Chamber of Commerce is a very important part of the community. Their mission statement is to provide a framework for community growth and development by encouraging financial investment, coordinating business activities, promoting commerce, and fostering a sense of community pride.



Our Community At A Glance



Education

Blooming Prairie-area K-12 students are served by the Blooming Prairie School District.



Healthcare

Home to a Mayo Clinic Health System Clinic.



Housing

A total of 842 housing units: 84.4% are owner occupied, 15.6% are renter occupied. On average, monthly housing costs are \$778.



Demographics

The population in 2020 was 1,974, with a median age of 36.5.



Employment

Most jobs are in education, health care, and social assistance followed by manufacturing.

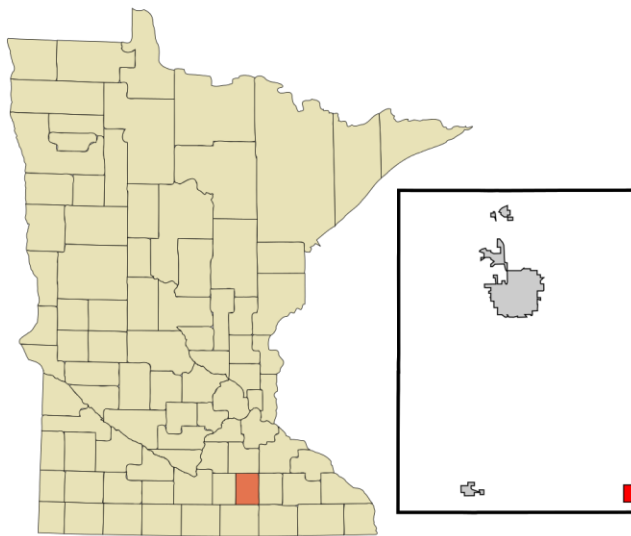


Recreation

Blooming Prairie families enjoy local parks with picnic areas, swimming pool, ice rink, and the popular 4th of July celebration.



The City of
Blooming Prairie, Mn
A Great Place to Spend the Next 100 Years



Address

138 Hwy Ave S
Blooming Prairie, MN 55917

Telephone

507.583.7573

Connect with Us

www.bloomingprairie.com