An Invitation to Apply for

City Administrator of Lake Crystal, MN

Qualified persons are invited to apply by February 21, 2022
Lake Crystal, Minnesota is seeking a City Administrator

ANNOUNCEMENT

General Duties: Plans and directs the administration of City functions to ensure efficient municipal services. Is responsible for coordinating activities with all Department Heads, the City Attorney, and the City Engineer. Makes recommendations in areas of policies, staffing and expenditures where City Council or Public Utilities Commission action is required. Coordinates all economic development activities according to the policies of the City Council. This job is a full-time exempt position reporting directly to the Mayor and City Council. Salary will be based upon education and experience.

Salary Range: $75,500 to $100,900; excellent benefits package (PERA,11 paid holidays and two half days for Christmas and New Year’s Eve, Vacation/Sick/Personal days, Health Insurance 100% paid by employer for single coverage and 80% for family, and much more) depending on background and experience.

Minimum Qualifications: A Bachelor’s degree in Public Administration or related field, three–five years of experience in municipal government supervisory or leadership position, equivalent combination of education and experience. Preferred qualifications include a master’s degree in Public Administration, Urban Studies, or related field, previous experience as a City/County Administrator or Utility Manager, experience in community development, finance, or human resources, and experience working with an electric utility.

APPLICATION PROCEDURE
To be considered for this position, an applicant’s file must be completed and received by February 21, 2022, and must contain:

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

SELECTION TIMELINE
Application deadline: 02/21/22, 4:30 pm
Finalists selected: 03/07/22
Interviews conducted: 04/04/22–04/05/22
Candidate selected: 04/11/22

POSITION PROFILE
View the full position profile at www.lakecrystalmn.org and www.mnscsc.org/ccoga

SEND APPLICATION MATERIALS TO
Mike Humpal, CEcD
Manager, Local Government Solutions
South Central Service Cooperative
2075 Lookout Drive
North Mankato, MN  56002
Office: 507-389-5107
Mobile: 507-236-7651
Email: mhumpal@mnscsc.org

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

Plans and directs the administration of City functions to ensure efficient municipal services. Is responsible for coordinating activities with all Department Heads, the City Attorney, and the City Engineer. Makes recommendations in areas of policies, staffing and expenditures where City Council or Public Utilities Commission action is required. Coordinates all economic development activities according to the policies of the City Council.

Essential Duties

1. Develops administrative policies and procedures for the City and Utilities.
2. Monitors activities in all departments to ensure compliance with policies, procedures, charters, ordinances and regulations, and recommends corrective action where appropriate.
3. Monitors and collaborates with the Electric Utility Superintendent on the operation and maintenance of the generation and distribution of electricity.
4. Monitors and collaborates with the Street & Maintenance Superintendent on the planning, operation and maintenance of streets, public buildings, parks, and the cemetery.
5. Monitors and collaborates with the Water/Wastewater Superintendent on the planning, operation, and maintenance of water and wastewater facilities.
6. Confers with the City Council, Commissions, citizens and City staff to determine operational goals and objectives for the City.
7. Coordinates activities for the City Council and Public Utilities Commission and keeps them informed of situations which may affect City and Utility operations.
Essential Duties (continued)

8. Performs liaison activities between the City Council and the community, boards and commissions, and City staff. Ensures that personnel philosophy is transmitted to all employees. Conducts staff meetings as needed for information transfer and staff input.

9. Coordinates the development of Capital Improvement Programs.

10. Establishes long range financial goals and objectives.

11. Develops and provides guidelines for budget preparations.

12. Recommends budgets for approval by the City Council and Public Utilities Commission.

13. Identifies and obtains grant funding and other financing sources for City projects.

14. Establishes investment policies.

15. Conducts research and coordinates legal activities of the City. Testifies or provides information in legal proceedings.

16. Monitors research and lobby legislation that may affect the operations of the City.

17. Plans, directs, and administers community development.

18. Develops strategies for the allocation and delivery of City financial assistance resources for economic development projects.
Essential Duties (continued)

19. Prepares strategy to maximize housing development and redevelopment.

20. Manages facilities, property, and equipment owned by the City and Utilities.

21. Administers personnel policies, procedures, and practices throughout all departments.

22. Plans, develops and evaluates labor / employee relations strategy, conducts employee negotiations, processes employee grievances, and other employee related matters for the City and Utilities.

23. Supervises and monitors recruitment, staffing, or replacement activities.

24. Defines and administers proposals, agreements, and contracts for all major purchases and projects.

25. Receives and resolves complex problems / complaints from the general public.

26. Performs other duties as assigned by the City Council and Public Utilities Commission.
Necessary Knowledge, Skills and Abilities

1. Knowledge of all phases of City administration and related management practices.

2. Knowledge of laws, rules, and regulations applicable to City government.


4. Ability to prepare, present, and administer budget proposals.

5. Ability to supervise and direct operations.

6. Ability to analyze City operations, develop alternatives, and determine the costs, advantages, and disadvantages of various alternatives.

7. Ability to operate a computer and effectively utilize software applications such as word processing, data base, and spread sheet, as well as current office management operating systems and programs.

8. Ability to establish effective working relationships with elected officials, commission members, employees, and the general public.

9. Ability to handle difficult public contacts effectively.

10. Analytical and communication skills.
Desired Attributes and Goals for the Lake Crystal City Administrator, as defined by the City Council

01

Personal Characteristics

There is a great deal of consensus when it comes to the personal characteristics each council person wants to see in the next city administrator: honesty, being organized, open minded, ethical, hardworking, dependable, and respectful. The council also wants to see a goal-oriented, motivated person, who is a good communicator, fair, and team oriented. The council wants a strong leader who will support staff; someone who is confident with good decision-making skills and communicates well with both oral and written skills. They want someone who is confident and who evaluates both sides of an issue to find the best solution for the entire community. Finally, they want someone who is positive and passionate about the job and can connect with all aspects of the community.

02

Technical Skills

The city councils’ top technical skills included finance and budgeting, time management, knowledge in planning, zoning, and an awareness of the functions within all city departments. These skill sets were a priority across the group, along with some experience with electric, water and sewer utilities. Overall management capabilities with some emphasis on technology and social media knowledge. The council wants someone with problem-solving skills and strong people skills with the ability to initiate team building amongst city staff. Also, they desire a candidate with a strong ability to analyze city council objectives and goals to develop and implement a plan to attain those goals. Helping Lake Crystal to be financially successful and attractive to current and future residents.

03

Top Priorities

Top priorities to be addressed by the city administrator in the next one to three years are: Housing growth, Infrastructure improvements in wastewater, electric utilities, streets, trails and water quality to be addressed by coordinated projects with the MPCA, DNR and MDH. Over the next three to five years, a Capital Improvement Program to guide fund appropriations and financial/spending decisions. Other priorities include employee attraction and retention, operations analysis, and adjustments to be as efficient as possible. Continuing to maintain a positive working relationship and cooperation with the Lake Crystal Rec Center and EDA. Look for options for the development of a city annex/city campus that combines Utilities, Streets, Ambulance, Fire, and Police.
The Administration Department links all other operating departments and all city staff with the City Council and Public Utilities Commission. The City Administrator is responsible for implementing City Council and Public Utilities Commission policies. The City Administrator is also the EDA director. The City Administrator and other members of the department prepare agendas and official minutes and keep the Council informed on issues that affect the City. Administration is also responsible for the coordination of elections, utility administration, licensing, city newsletter, permits, and special assessments.

Emergency services include:

**Police**: 3 full time supervised, trained and POST Board requirements completed by Blue Earth County Sheriff.

**Fire**: 26 paid, on-call fire fighters. Rural Fire association owns its own equipment, share cost with Lake Crystal and covers four townships.

**Ambulance**: City owned ambulance; one full time director and 19 paid on-call EMTs/EMRs.
### Budget for City of Lake Crystal

<table>
<thead>
<tr>
<th>Department</th>
<th>2022 Budget</th>
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<tbody>
<tr>
<td>General Government</td>
<td>$316,089</td>
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<tr>
<td>Public Safety</td>
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<td>Streets</td>
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<td>Sanitation &amp; Waste</td>
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<td>Recreation</td>
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<td>Library</td>
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<td>Cemetery</td>
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<td>Other Functions</td>
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<tr>
<td><strong>TOTAL GENERAL CITY FUND EXPENSES</strong></td>
<td><strong>$2,349,724</strong></td>
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<tr>
<td>RECEIPTS FROM TAX LEVY</td>
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<tr>
<td>RECEIPTS FROM SOURCES OTHER THAN TAX LEVY</td>
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<td><strong>TOTAL GENERAL REVENUES</strong></td>
<td><strong>$2,349,724</strong></td>
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<td><strong>TOTAL AMOUNT OF GENERAL TAX LEVY</strong></td>
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<td>BONDS PAYABLE FOR 2022:</td>
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<tr>
<td>2021A General Obligation Improvement Bonds</td>
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<td>20219A General Obligation Improvement Bonds</td>
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<td>2017A General Obligation CIP Bonds</td>
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<td><strong>TOTAL DEBT SERVICE EXPENSES</strong></td>
<td><strong>$540,191</strong></td>
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<td>RECEIPTS FROM DEPT &amp; ABATEMENT LEVIES</td>
<td>168,823</td>
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<tr>
<td>RECEIPTS FROM 2019A G.O. BOND SPECIAL ASSESSMENTS</td>
<td>131,368</td>
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<td>RECEIPTS FROM MUNICIPAL UTILITY FRANCHISE FEES</td>
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<tr>
<td><strong>TOTAL DEBT SERVICE REVENUES</strong></td>
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<td><strong>TOTAL AMOUNT OF ABATEMENT LEVY</strong></td>
<td><strong>$35,000</strong></td>
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<td><strong>TOTAL AMOUNT OF DEBT LEVY</strong></td>
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<tr>
<td><strong>TOTAL PAYABLE 2022 TAX, ABATEMENT, AND DEBT LEVY</strong></td>
<td><strong>$1,175,534</strong></td>
</tr>
</tbody>
</table>
OUR COMMUNITY

Living and Working in Lake Crystal

The City of Lake Crystal, Minnesota is located in Blue Earth County, 12 miles southwest of Mankato off of MN State Hwy 60. Lake Crystal is located on the shores of Crystal Lake. Lake Crystal is a 90-minute drive from the Minneapolis/St. Paul metro area.

History

Two early settlers, William Robinson and Lucius Hunt, made their way to Minnesota in 1854 after being told there was good land west of the Mississippi. They settled here and each purchased land a mile long and half a mile wide with a fence between the two properties. It is said that Main Street was once the dividing line between the two properties.

There was an attempt at a town in 1857, Crystal Lake City, but without a store in town, there were not many people who wanted to come to settle in the area.

The official townsite of Lake Crystal was platted in December 1869 with the official incorporation of Lake Crystal as a town in February 1870. At the time of incorporation, the town had several businesses including a grain elevator, hotel, schoolhouse, grocery store, hardware store, and a doctor’s office.

The Chicago, St. Paul, Minneapolis, and Omaha Railroad line established a station in the area in 1869. At the height of the railroad traffic, Lake Crystal saw twenty-three trains a day.

Lake Crystal continued its expansion through the years. Several churches were established in the 1870s, some of which remain to this day. The school was added onto in 1892 as the old schoolhouse was too small for all the children residing in the town. The community started a newspaper in 1890 which continues to publish a weekly edition to this day.

Dr. Fred Franchere, seeing how long it took to get to Mankato, established a hospital in Lake Crystal in 1926. He operated this hospital until 1956. It was later turned into apartments. A nursing home was added in the 1950s and the Lake Crystal Area Recreation Center opened in the 1990s.

Over 150 years after its founding, Lake Crystal continues to grow as a community.

*Used with permission from the Blue Earth County Historical Society

Demographics

In 2019, Lake Crystal, MN had a population of 2,630 people with a median age of 37.8 and a median household income of $64,083. Between 2018 and 2019 the population of Lake Crystal, MN grew from 2,511 to 2,625, a 4.54% increase and its median household income grew from $57,348 to $64,083, a 11.7% increase.

The 5 largest ethnic groups in Lake Crystal, MN are White (Non-Hispanic) (98.1%), White (Hispanic) (1.45%), Asian (Non-Hispanic) (0.267%), Two+ (Non-Hispanic) (0.229%), and Black or African American (Non-Hispanic) (0%). 0% of the households in Lake Crystal, MN speak a non-English language at home as their primary language.
Living and Working in Lake Crystal (continued)

Education

Lake Crystal students are served by the Lake Crystal Wellcome Memorial (LCWM) School District. Their motto is LCWM is “Big Enough to Challenge and Small Enough to Care.” LCWM has outstanding facilities, technology, and staff. There are two schools in the district: Lake Crystal Wellcome Memorial LCWM Elementary School and Lake Crystal Wellcome Memorial Secondary School. The LCWM High School graduation rate is 97.5%. The student to teacher ratio is 15:1.

Recreation

Lake Crystal is equipped with great opportunities for family fun and recreation.

The Lake Crystal Area Recreation Center (LCARC), is an amazing multi-functional recreation and community center. The LCARC features 24/7 access to a fully-equipped cardio/machine weight/free weight fitness center, 2 full basketball/volleyball/multi-use courts, elevated walking track, and locker rooms. The LCARC’s signature feature is a 150,000-gallon swimming pool with 6 lanes of lap swim, a zero-depth entry area and children’s area and slide, plus a larger water-slide, and a spa. The LCARC provides programming ranging from Senior events to our highly-regarded Fit Kids program for school-aged children.

Crystal Lake
Fishing pier, public landings, fishing, and water sports.

Loon Lake
Public and private landings, fishing, and is connected to Crystal Lake.

Robinson Park
Park Shelters (first come first serve basis), playground equipment.

Marston Park
Park Shelter

Jones Park
Softball field, basketball courts, sand volleyball courts, horse shoe courts, playground equipment, ice skating rink, and horse arena.
Living and Working in Lake Crystal (continued)

Healthcare

The following medical facilities provide quality healthcare services to Lake Crystal residents.

**Madelia Health** is a full-service clinic providing general health services, home health care, pain management, physical therapy, urgent care, and pharmacy services.

**Healthy By Nature LLC** is an integrative medicine clinic that specializes in Family Medicine.

Located in Mankato (15 minutes away):

- The **Mankato Clinic**, provides timely, personalized care, offering a wide range of specialty services on site and primary care with extended hours. Urgent care is also open seven days a week to get you in fast and feeling better sooner.

- **Mayo Clinic Health System Mankato** is a community-based health care provider that brings the resources and expertise of Mayo Clinic to the community and the region. As part of a system of sites in Minnesota, Wisconsin and Iowa, Mayo serves the community through routine, preventive and specialized care services, wellness support and community engagement.

Economic Development

The Lake Crystal Economic Development Authority (EDA) is made up of seven members who live or work in the City of Lake Crystal. The main goals of the EDA are to help strengthen the community's businesses, partner with community organizations, and attract new businesses to the City of Lake Crystal.

The City of Lake Crystal is eager to work with prospective Developers in bringing new projects to the City. Tax Increment Financing, Tax Abatement, EDA Loans and HCPD Business Assistance are some of the tools available to developers wanting to bring exciting projects to the area.
## Our Community At A Glance

### Education
Lake Crystal-area K-12 students are served by the Lake Crystal Wellcome Memorial school district. There is a student-teacher ratio of 15 to 1.

### Healthcare
Quality healthcare services are provided by clinics in nearby Mankato and Madelia. A holistic healthcare clinic is also located in Lake Crystal.

### Housing
In 2019, the median property value in Lake Crystal was $153,200, and the homeownership rate was 74.4%.

### Demographics
As of the 2019 census, there were 2,630 people with a median age of 37.8

### Retail
The City is also home to several unique dining and shopping options as well as numerous other annual activities put on by the Chamber of Commerce.

### Green Space
The City has three different parks for families to enjoy. The 379-acre Crystal Lake is popular for fishing, boating and swimming.

### Employment
Major employers include: IFS, (Industrial Fabrication Services, INC), Lake Crystal Wellcome Memorial School District, TBEI Poet and Crysteel Manufacturing. The median household income in Lake Crystal is $64,083 (2019).

### Childcare
Lake Crystal’s youngest residents are well cared for by these local daycares: Little Lakers Child Care Center and several in-home providers.

### Recreation
Recreational opportunities may be found at three area lakes for watersports and fishing, and the Lake Crystal Area Recreation Center.
<table>
<thead>
<tr>
<th><strong>Address</strong></th>
<th><strong>Telephone</strong></th>
<th><strong>Connect with Us</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>100 E Robinson St</td>
<td>507-726-2538 x1</td>
<td><a href="http://www.lakecrystalmn.org">www.lakecrystalmn.org</a></td>
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</tbody>
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