

# City of Breezy Point Minnesota

*Green Trees, Blue Water, Great People*

City Administrator/Clerk/Treasurer Position

2022 Salary Range: \$88,025 to \$110,032



The City of Breezy Point is located in the North-Central portion of Crow Wing County on the Western shore of Pelican Lake and just South of Lake Ossawinnamakee. This attractive bedroom community has always been a popular recreation destination, but it is also a bustling residential community with lush tree cover and hidden neighborhoods. There are 2,574 residents that call Breezy Point home. With the seasonal population, that number swells upwards of 5,000 in the summer months. Breezy Point is the fastest growing city in Crow Wing County. It is expected that the City will grow by nearly 44 percent by the year 2030 as evidenced by nearly 60 building permits issued this last year, and that is likely to continue in 2022. Breezy Point is part of the Brainerd Micropolitan Statistical Area.

The City of Breezy Point is best known for being home to the resort of the same name which became popular in the 1920's when the Breezy Point Resort was opened by millionaire publicist Wilfred Hamilton Fawcett, owner of Fawcett Publications and creator of the famous Whiz Bang Magazine. With the growth of the resort, the surrounding area also grew and was incorporated as the Village of Pelican Lakes in 1939. The owners of the resort petitioned the City government in 1969 to change the name of the Village to Breezy Point. When villages became cities in 1974, the City of Breezy Point, Minnesota was created.

Members of the Breezy Point community agree that the attractive setting and multitude of natural resources that the City has to offer is the leading, most vital asset of the community. They enjoy the small-town feel of the City and feel safe in their neighborhoods.



# *Economic Vitality*

Tourism and recreation are essential components of the City's economy. Citizens support efforts to create a place where people don't want to leave and to support entrepreneurs, business expansion, and retention. The community boasts a thriving tourism and hospitality industry and welcomes thousands of guests in the summer months. The resorts also employ a significant workforce in the City and can be considered an anchor institution. Tourism is an economic driver.

Commercial and industrial development is located along the City's main corridors. Breezy Point Resort, the major commercial development, is located on Pelican Lake in Nelson Bay. Other commercial development includes restaurants, convenience goods, professional offices, and professional services. Industrial development is concentrated in the Evergreen and Breezy Point business parks, located north of County Highway 11.



# *Educational Opportunities*

The Pequot Lakes Public School District serves the students of Breezy Point as well as students from the nearby communities of Pequot Lakes, Crosslake, Ideal Corners, Jenkins, and Nisswa. The District enrolls over 1,750 students and has approximately 140 licensed teachers with a student to teacher ratio of 17:1. Breezy Point is home to Eagle View Elementary School which lies on a bluff overlooking Rice Lake and enrolls nearly 600 students from early childhood through 4<sup>th</sup> grade.

The District has a strong partnership with Central Lakes College, located in nearby Brainerd, and makes it possible for the students of the District to complete an AA degree while attending Pequot Lakes High School.

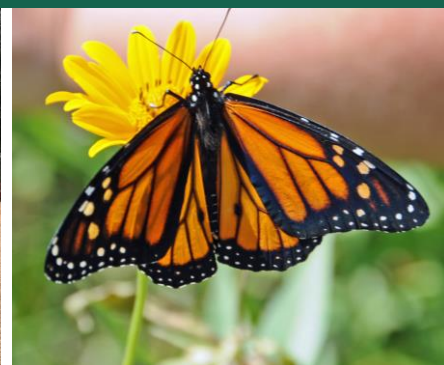
The Pequot Lakes Public School District offers a rigorous academic program, rich opportunities in the arts, and a wide range of athletics and activities for its students.

# Healthcare

Breezy Point is proud to be home to the Cuyuna Regional Medical Center (CRMC) – Breezy Point Clinic and GuidePoint Pharmacy. Built in 2019, CRMC's \$3 million, 10,000 square foot facility includes nine exam rooms, a procedure room, laboratory, x-ray room, central nurse's station, registration, and a welcoming patient area. GuidePoint Pharmacy offers many services such as medication synchronization and auto-filling of prescriptions, bubble packing medications, blood glucose and blood pressure screenings, pharmacogenomic testing, immunizations, medication therapy management, and prescription delivery.



# Recreational Activities



The City of Breezy Point has long been a popular recreation destination with no shortage of activities for everyone in the family. In fact, the awarding-winning Breezy Point Resort was the foundation of the establishment of the City. The Resort campus houses three golf courses and a complete boat marina. The City is also home to a private air strip for citizens and visitors to use.

A city park located at City Hall offers a playground, a basketball court, a ballfield, volleyball, and small and large pavilions for folks to use. There is also another smaller neighborhood park located on Breezy Point Blvd. A public swimming beach is also available, and the City maintains a public boat access as well as a fishing pier. The City also has wonderful walking trails available. The newest recreational opportunity for the City is their highly regarded 18-hole disc golf course, soon to be expanded to 36 holes. In addition, there are 200 lakes within a 50-mile radius of the City.

The Paul Bunyan National Scenic Byway is a 54-mile route located in the middle of the state that runs through Breezy Point and can be traveled by car, by bike, or just by walking. Visitors of the trail can really take in the beauty of the lakes area, rolling hills, lush green forest areas, and marshes.

A popular annual event held in Breezy Point is the Monarch Butterfly Release. Dozens of folks gather at the Pelican Woods Cemetery and Nature Trail on a Saturday in July to purchase monarch butterflies from the City for \$10.00 each and simultaneously release them.





## *The Organization*

The City of Breezy Point is governed by a Mayor and four Council members. The Council works hard to work effectively together. They study their meeting agenda packets and come prepared to their meetings. The Council works toward finding resolutions. They worked diligently in developing a 20-year CIP and have educated the public on the importance of planning.

The City has historically experienced stable leadership within its Council and senior staff. The organization enjoys the longevity of its committed and talented staff, and the staff is committed to the community. The Council is pro-employee and trusts its staff. Currently, the City is staffed by 15 full-time employees and two part-time employees. They also contract a building inspection position and a part-time City Planner position. Fire service is provided by the City of Pequot Lakes, and Crow Wing County provides septic inspections.

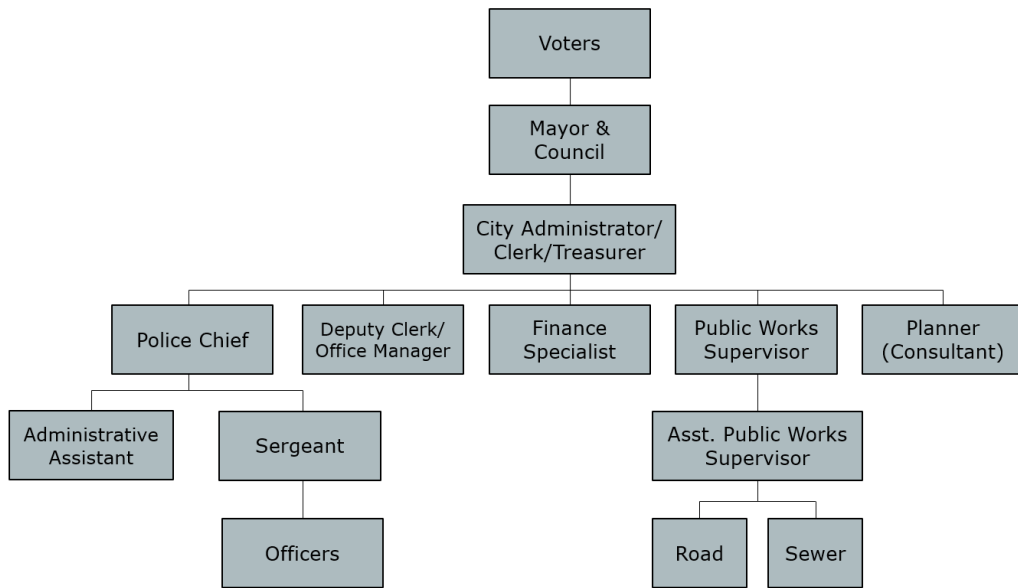
Residents are pleased with their City services. The City has a "dream team" of a Public Works Department and is proud of its Police Department which is a proud recipient of numerous lifesaving awards. Four of the six Police Officers are also licensed as Paramedics, and the City offers a unique incentive for Officers who are licensed Paramedics. The Police Department is very active in the community and the schools.

Crow Wing County as a whole is fortunate to have a great group of Administrators who meet regularly and serve as great resources for the area. The communities share services and amenities and take a regional approach versus individual communities providing similar services across the board.

The new City Administrator will join a financially apt organization. The Wastewater Fund has built a healthy reserve as it prepares for future service expansion. The City will pay off its last debt by year-end.

**THE CITY OF BREEZY POINT, SET IN BEAUTIFUL SURROUNDINGS WITH ABUNDANT RECREATIONAL AMENITIES, STRIVES TO PROVIDE SECURE AND ENJOYABLE NEIGHBORHOODS FOR RESIDENTS AND VISITORS OF ALL AGES. THE CITY AND RESIDENTS WORK TOGETHER TO SUSTAIN PLANNED COMMERCIAL, RESIDENTIAL, AND RECREATIONAL GROWTH, WHILE BUILDING UPON SOCIAL CONNECTIONS AND IDENTITY FOR THE COMMUNITY.**

## Organizational Chart



## Budget Summary

General Fund	2020 Actual	2021 Budget	2022 Budget
City Council	21,300	26,950	26,900
Administration	298,135	291,408	363,056
City Attorney	1,317	10,000	10,000
Other General Government	360,297	414,800	594,772
Planning & Zoning	123,642	121,960	136,770
Public Safety	895,851	956,189	1,036,686
Public Works	478,931	545,355	544,232
Project 19-429	82,502	0	0
Parks & Recreation (Operating)	184,957	171,874	32,750
<b>Total Expenditures</b>	<b>\$2,446,932</b>	<b>\$2,538,536</b>	<b>\$2,745,166</b>



## *Core Duties of the Position*

### **Manages day to day functions of the City.**

- Follows all legal communication requirements including those relating to public access to information and open meetings; counsels others regarding appropriate procedure and content.
- Seeks cooperation from others in the form of actions, grants, or other desired outcomes by framing requests in a concise and favorable form.
- Builds working relationships with elected and appointed officials at the federal, state, county, and regional level in order to be in a position to advocate for the best interests of the City.
- Ensures that the staff in each department follows appropriate procedures and complies with City policies and general government requirements.
- Ensures that all election laws and procedures are followed and that elections are conducted in an efficient manner.
- Ensures that all records are maintained in a manner consistent with best practices and that regulations involving data privacy are followed.
- Under the direction of the Council, administers the use of outside consultants for those functions of government that are contracted.

### **Provides supervision, leadership, oversight, and involvement in the activities of Administration, Public Works, Planning & Zoning, and Police.**

- Administers the hiring process, ensuring that appropriate procedures are followed.
- Manages the daily and annual performance of staff directly and through department heads.
- Takes a leadership role in the development of employment policy, staff compensation, and benefit plans.
- Manages and coordinates special projects.
- Ensures all employees are trained in workplace safety and works through department supervisors to ensure that best practices are followed.

### **Directs the enforcement of all City codes and ordinances in a manner that protects and safeguards the welfare of the public and enhances quality of life in the City.**

- Assists with Planning & Zoning functions.





## *Core Duties of the Position - Cont'd*

### **Communicates with the City Council to develop priorities for new and existing activities of government.**

- Evaluates services provided by the City and develops options for improving services or matching services more closely to citizen needs.
- Educates the City Council about City services and presents optional approaches for improvement of services.
- Directs research at the request of the Council and presents analysis of the strengths and weaknesses of various options.
- Seeks to identify common ground among competing interests and facilitates a productive working relationship among staff and Council.
- Takes a leadership role in projects involving development initiatives approved by the Council.
- Negotiates and administers contracts for City services with outside agencies.
- Prepares reports, agendas and analysis to assist the City Council in its decision-making process.

### **Directly supervises the finance function of the City and ensures proper maintenance of all official accounting records so they conform to generally accepted government accounting principles and provide an accurate and current statement of the City's financial condition.**

- Analyzes, interprets, and communicates financial operating results for the information and guidance of the Council and provides fiscal direction to all City departments.
- Ensures that financial records and budgets are maintained and that the Council is properly advised regarding the fiscal position of the City.
- Administers the annual budget and recommends changes in spending on line-items based on changing conditions in order to balance revenues with expenditures.
- Oversees purchasing and bid-letting to ensure cost efficiency and compliance with law.
- Recommends appropriate fee schedules for City services and ensures that project costs are accurately tracked and charged to the correct accounts.
- Provides technical guidance, directly and through consultants, on financing for capital improvements and Chapter 429 assessments.
- Oversees the annual audit and annual financial statement.
- Manages idle monies according to legally approved investment policies and practices, and acts in a direct leadership role in debt management and bond issuance to ensure the most efficient utilization of monies available.





## *Desired Attributes*

- Is comfortable being the point person for all City communications and is ready to engage with the public and the community.
- Prior city leadership experience is preferred given the unique nature of Breezy Point as a resort community and one that's currently experiencing residential growth.
- Is comfortable wearing many hats given the small staff size within the organization.
- An avid team builder and a good listener; accepts input and communicates well. Is a positive problem solver, yet candid. Respects the knowledge of long-serving staff members.
- Is approachable and outgoing.
- Embraces technology and has a background in planning and zoning and grant writing.
- A big picture thinker that thrives in finding creative funding sources.
- A life-long learner with a vast network of contacts and resources throughout the State of Minnesota.



# Projects & Goals

- Continue to foster excellent customer service for the City's residents. Ensure that a small-town atmosphere will continue.
- Quickly gain an understanding of the dynamics surrounding a resort community. The City is experiencing slight growing pains as its population edges over 2,500. The City enters a crossroad of balancing the needs and wants of new and long-term residents.
- Must be thoughtful of the community with an eye on managed growth with a limited tax base. The City Administrator will carefully balance the needs of area businesses and residents as the City continues to lead future development.
- Engage in a feasibility study for the expansion of the City's wastewater treatment plant.
- Get up to speed on the upcoming Bushman Road project (involving City, Township, County, and State), future fire services in the area, and a proposed community center. Be prepared to become a resource in all areas.
- Initiate annual goal setting sessions to help give staff direction from the Council.
- Support the expansion of broadband to the entire community.
- Assess personnel infrastructure and determine how to best meet the needs of the community and the organization. The 2022 Budget includes adding an Assistant Administrator to the organization.
- Lead discussion and provide recommendations on how to handle tax forfeited lots.
- Support efforts to increase a variety of housing: affordable, rental, multi-family, etc.
- Utilizing the road inventory, work with the Council and Public Works to develop a plan to maintain and improve existing roadways and minimum maintenance roads.





# Position Announcement

**City:** Breezy Point, Minnesota

**Position:** City Administrator/Clerk/Treasurer

**Salary Range:** \$88,025 to \$110,032

**Application Deadline:** 02/1/2022

**Job Summary:** As the Chief Administrative Officer of the City, the City Administrator/Clerk/Treasurer provides leadership to the City staff and helps the City Council to define, establish, and attain overall goals and objectives of local government. The City Administrator/Clerk/Treasurer manages operations of the City, provides financial oversight, and is responsible for supervising all City staff and consultants. This position is responsible for the management of all functions directly or indirectly through department heads. The City Administrator/Clerk/Treasurer assumes the statutory duties of Clerk and Treasurer and is responsible for delivering quality service to citizens in compliance with all legislative, judicial, and administrative obligations established by higher authority.

**Minimum Qualifications:** Bachelor's degree in Public Administration or related field and a minimum of five years of experience in municipal government administration in a leadership position or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

**Apply:** Visit <https://daviddrown.hiringplatform.com/84329-breezy-point-city-administrator-clerk-treasurer/267484-application-form/en>, and complete the process by February 1, 2022. Finalists will be selected on February 22, 2022, and final interviews will be held on March 15, 2022.

Please direct questions to Liza Donabauer at [liza@daviddrown.com](mailto:liza@daviddrown.com) or 612-920-3320 x111.



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