



# CITY ADMINISTRATOR

**SALARY: \$116,000 TO \$145,000**  
(HIRING RANGE TO \$130,000)

# WELCOME TO CREDIT RIVER!



Incorporated as a city in 2021, Credit River is located in Scott County, Minnesota, in the southern part of the Twin Cities Metropolitan Area. Situated approximately 25 miles south of downtown Minneapolis, the City occupies 24 square miles and has an estimated population of 5,474 residents. The Minneapolis-St. Paul International Airport (MSP) is located approximately 16 miles to the northeast.

The landscape of Credit River is really unique with rolling hills and a topography that one doesn't normally see this close to the metro. Surrounded on three sides by Savage, Lakeville and Prior Lake, and with a transportation network in place, Credit River feels the pressures of development and growth. However, its residents wish to maintain their bedroom community with wide open rural spaces, large homes, and an avid horse community. The northern one-third of the community is being developed out fully with smaller lots and higher density housing and is within the Metropolitan Council's Environmental Services division. The remainder of the City is quite rural with large residential lots. Residents enjoy the lowest tax rate in Scott County and the community boasts a very low crime rate.

Credit River has a country community feel where neighborhoods cherish impromptu neighborhood social gatherings and the City's organized public safety appreciation event. The large neighborhoods within the City are known for their park-like amenities.

# HISTORY OF CREDIT RIVER

Credit River was first settled by Irish immigrants and was organized as a Town in 1854. It derives its name from the Credit River, a 23 mile stream which has its origin in an adjacent township and empties into the Minnesota River after flowing through the neighboring City of Savage. Several of the original families who settled in Credit River have living descendants in the area.

There are a number of stories as to how the stream known as the Credit River got its name. The one which is most commonly referenced is that Reverend Albert Ostet of Lakeville was turned back by floodwaters from the river as he attempted to travel to lead religious services in the town. Upon his arrival back in Lakeville, he found that his mother had turned seriously ill. He was therefore able to be with her during her final moments because of the flooded stream; he gave the river credit for that.

The stage was initially set for Credit River to become a city in the 1960's when Shakopee, Savage, and Prior Lake were planning out their growth in northern Scott County. Prior Lake originally planned to annex the northern part of Credit River, but in 1968, those plans changed leaving Credit River to remain as a township for several more decades.

In the early 2000's, development in Credit River accelerated due to the development of a new arterial county highway which passed through the Township and provided easy access to Interstate 35 three miles to the east. I-35 has allowed for quick access to the Twin Cities of Minneapolis and St. Paul, located only minutes away to the north.

On July 6, 2020, the Credit River Town Board voted to adopt a resolution which formally began the incorporation process. On January 29, 2021, a judge ordered the approval of Credit River's petition. Following a May 2021 special election, the first City Council and Mayor were sworn into office.

On June 7th, 2021, Credit River was incorporated as the 854th city in the State of Minnesota.





Lakeville Area Schools, Independent School District No. 194, is located in the south metropolitan area of Minneapolis/St. Paul, Minnesota. The growing district serves approximately 11,500 students in Dakota and Scott Counties, and covers 86 square miles, including most of Lakeville, parts of Burnsville, Elko New Market, Credit River, Eureka, and New Market Township.

Prior Lake-Savage Area Schools provide a high-quality education to students in grades K-12 and programs and services to residents from birth through adulthood who live in the Cities of Prior Lake, Savage, and Credit River, as well as the townships of Cedar Lake, Sand Creek, and Spring Lake. Approximately 8,655 students are enrolled in the district. PLSAS is the only district in the state to have an environmental education program that grows with students from Early Childhood to high school. Its E-12 schools were the first district-wide E-STEM schools in the state of Minnesota. E-STEM stands for Environmental Education, Science, Technology, Engineering, and Math.

There are eight elementary schools (K-5), three middle schools (6-8) two high schools (9-12), LinK12-Lakeville (an online school), plus an Area Learning Center and two Community Education facilities which serve early childhood through adult education.

Prior Lake-Savage Area Schools is home to seven Kindergarten through fifth grade elementary schools, including a Spanish Immersion School, one early childhood center, a school for gifted learners in grades 3-5, two middle schools for grades 6-8, an Area Learning Center for students in grades 9-12, a high school serving students in grades 9-12, and Laker Online for grades 6-12.



# EDUCATION



# RECREATIONAL ACTIVITIES

As the site of two regional parks, Credit River has numerous parks and trail opportunities for residents and visitors of the community.

The peaceful wilderness at Murphy-Hanrehan Park Reserve in northeast Credit River features glacial ridges, hilly terrain, and an extensive lush forest. This park has one of the most challenging cross-country ski areas in the Twin Cities and trail systems inclusive to hiking, mountain biking, and equestrian use. With the exception of the trails, the park reserve remains undeveloped making it the best park in the Three Rivers network for birdwatchers to spot woodland songbirds. This park has also been designated an Important Bird Area by the National Audubon Society. Other features include a dog park and a boat launch on Murphy Lake.

Cleary Lake Regional Park amenities include a 9-hole golf course, a dog off-leash area, a swimming beach, boat rentals, a boat launch, picnic areas, campsites, and a trail network. A visitor center provides space for administrative uses and serves as the center for golf course and campground check-in and equipment rentals.

There are four city-owned neighborhood park facilities and numerous snowmobile trails within Credit River.

Centrally located in Credit River, Legend's Golf Club is an 18-hole championship course rated as one of the top public golf courses in the Twin Cities.



# THE POSITION



## Position Summary

As the Chief Administrative Officer of the City, the City Administrator 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 manages operations of the City and is responsible for supervising all City staff and consultants. This position is responsible for the management of all functions directly or indirectly through the department heads. Prepares budgets and implements policies on behalf of the City, prepares agendas, and executes assignments given by the Council. The City Administrator is responsible for delivering quality service to citizens in compliance with all legislative, judicial, and administrative obligations established by higher authority.

## Scope of Responsibility

The City Administrator is directly or indirectly responsible for all functions of the City and requires hands-on involvement at every level of city interaction including Administration, Public Works, Planning & Zoning, and Public Safety. Works under the general and administrative supervision of the Mayor and City Council. Directly supervises the City Clerk, and Finance Director.

## Essential Duties & Responsibilities

- Using knowledge of the scope of services provided by local government and personal leadership skills, the Administrator works with the City Council individually and in meetings to develop priorities for, and implement, new and existing activities of government.
- Attends City Council, Planning Commission, and other Meetings as needed.
- Plans, develops, and directs the personnel program policies and procedures designed to maximize work potential and interests of each employee and effectively accomplish the City's goals and objectives.
- Oversees and coordinates the financial/fiscal planning and operations of the City, and in consultation with the Finance Director, oversees the administration and monitoring of revenues and expenditures.
- Oversees the technical operations of City government and is responsible for compliance with all legal requirements.
- Performs other duties and activities as assigned.

# DESIRED ATTRIBUTES

- Has the ability and desire to create and develop best practices for a growing municipal organization.
- Is a self-starter, uses common sense, and is hands-on.
- Has experience in setting up new ordinances and policies. Has excellent written communication skills and is detail oriented.
- Is resourceful, outgoing, and proactive in using their professional network to find solutions.
- Has the life skills to handle resistance from property owners who are presented with unwanted change.
- Has a thorough understanding of public works and infrastructure as well as general construction processes and associated funding.
- Has project management skills and experience working with a City Engineer.
- Is a visionary who can marshal activities to ensure the City maintains a rural feeling into the future.
- Appreciates a small town/rural environment and has the ability to connect with residents on rural and suburban needs and issues.
- Has a coaching/training background to teach new Council and staff on best practices in public administration and management.
- Is approachable and responsive with good listening skills when dealing with residents, the Council, and the staff.

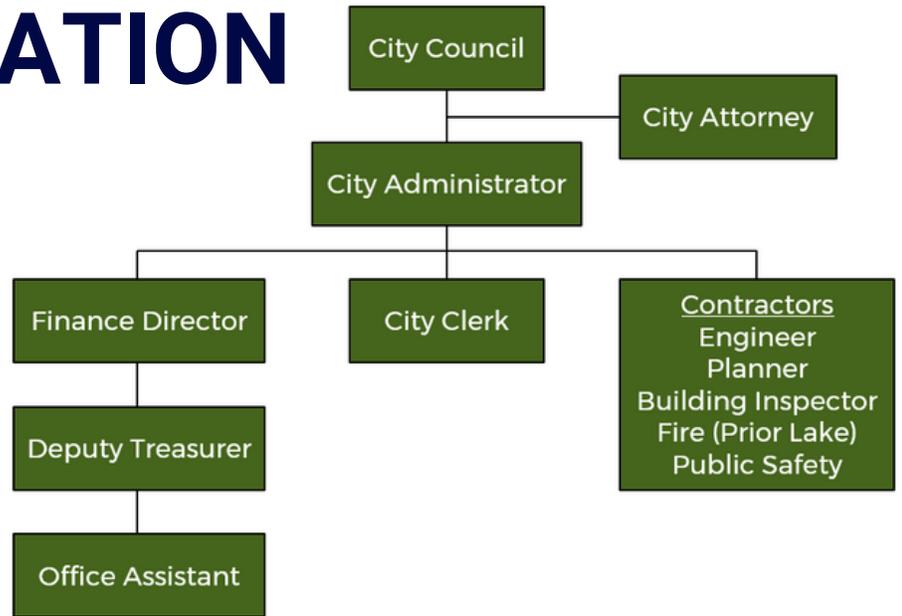
# NEW ADMINISTRATOR GOALS & PROJECTS

- Quickly get up to speed on the history of the incorporation of Credit River. Study the historic maps to understand the development of farmland as it pertains to the vision for the community.
- Gain an understanding and a level of trust with the Council Members (former Township Board members) who were used to being very hands-on within the community and organization.
- Become the point person for the City. (Transition contract staff out of this role)
- Immediately immerse self into a City Hall construction project including a space needs study for the future City Center complex. Planned construction is set for the near future.
- In partnership with the contract City Planner, work with the Metropolitan Council to amend the Comprehensive Plan regarding net density, sewer planning, and affordable housing initiatives.
- Work with the consulting City Engineer on long-term infrastructure planning including water, streets, sewer, and ongoing maintenance thereof. Ensure the new development pays for new infrastructure.
- Continuously coach residents on development processes.
- Develop an efficient staffing model and support the needs of staff.
- Serve as the project manager for future infrastructure projects and conduct day-to-day operations within City Hall.
- Plan the next phases of existing and future residential developments.
- Stay up to date on evolving ordinances and policies as they relate to a growing and professional municipal organization.



# THE ORGANIZATION

The Mayor and four Council members are the elected policy makers for the City of Credit River. The entire Council works well together and interacts with a spirit of welcoming new ideas. Council members are very responsive to their residents, as a carryover stemming from Credit River's recent township roots. Three Council members are former Township Board members.



The staff of the City are friendly and knowledgeable. The City also has trusted relationships with its contracted staff. The contract City Engineer has been a stable consulting firm for the City/township for approximately eighteen years. The contract City Planner is excellent at getting back to residents and has taken the City through the transition of County planning to conducting its own planning. Building inspections are conducted by a private contractor. The City Engineer has shared that the former Township Board and current City Council are progressive and are quick to take action. The City contracts with Scott County for its public safety (two full-time Deputies) and with the City of Prior Lake for fire services. Relationships with Scott County partners are very collegial and constructive. Credit River is an active partner of the Scott County Association for Leadership and Efficiency (SCALE).

The City has a healthy financial portfolio including an S&P rating of AA+.

	2022 Budget	2023 Budget	Inc/(Dec)	%
General	1,351,739	2,063,675	779,519	58
Road & Bridge	614,510	762,422	147,912	24
Park Fund	106,500	100,000	(6,500)	-6
Turnlanes	400,000	400,000	-	0
Debt	365,159	472,515	107,356	29
Capital	1,238,000	350,000	(988,000)	-80
	<b>\$4,075,908</b>	<b>\$4,148,612</b>	<b>\$40,287</b>	<b>1%</b>

# POSITION ANNOUNCEMENT

City: Credit River, Minnesota

Position: City Administrator

Salary: \$116,000 to \$145,000

(Hiring Range to \$130,000)

Application Deadline: 2/28/2023

**JOB SUMMARY:** As the Chief Administrative Officer of the City, the City Administrator provides leadership to the City staff and helps the City Council to define, establish, and attain overall goals and objectives of local government.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Public Administration, Urban Studies, or a related field, and six or more progressively responsible years of related experience or equivalent. Key characteristics are knowledge of local government best practices, knowledge of financial management in a government setting, leadership, and interpersonal relationship and problem-solving skills.

**DESIRED QUALIFICATIONS:** Master's degree in Business or Public Administration and experience in a full-service municipal or government setting with public utilities. Knowledge of planning and zoning and economic development.

**HOW TO APPLY:** Visit <https://daviddrown.hiringplatform.com/146198-credit-river-city-administrator/554818-application-form/en> and complete the application process by February 28, 2023. Finalists will be selected on March 20, 2023, and final interviews will be held on April 10, 2023.

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



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