



CITY ADMINISTRATOR

Salary Range: \$150,207 to \$164,865



WELCOME TO STILLWATER

The Birthplace of Minnesota

Voted

- ▶ America's Most Picturesque Small Towns
- ▶ Best American Towns for Fall Colors
- ▶ Best U.S. Towns for Antiquing
- ▶ Best Twin Cities Day Trips
- ▶ Best Minnesota Weekend Getaway
- ▶ Best U.S. Small Town Food Scenes
- ▶ Most Romantic Cities

Welcome to the historic Birthplace of Minnesota

and year-round travel destination. Located just outside the Twin Cities of Minneapolis and St. Paul, and on the Wisconsin border, Stillwater, Minnesota, is nestled along the St. Croix National Scenic Riverway, St. Croix Byway, and is part of the North Woods and Waters of the St. Croix Heritage Area.

In 1848, the first territorial convention that began the process of establishing Minnesota as a state was held on the corner of Myrtle and Main Street in downtown Stillwater. Stillwater is one of Minnesota's oldest towns, preceding Minneapolis by years. At the time of incorporation as a city in 1854, Stillwater was the largest in the state.

The City of Stillwater is federally recognized as a Preserve America Community, and the downtown Main Street area is nationally registered as the Stillwater Commercial Historic District. In addition, there are 21 buildings on the National Historic Registry and over 100 Heirloom Homes and Landmark Sites.

The lumber industry made Stillwater famous at the height of the log boom. In fact, Stillwater Lumber Company is one of the largest lumber mills in the country. The City's lumber mills turned out thousands of rail cars of timber of mostly white and Norway pines. The City is fortunate to have connections that are needed for successful lumbering: river connections to northern Minnesota, the Wisconsin pine lands, still waters to assemble rafts, and water power. The Historic Lift Bridge, connecting Minnesota and Wisconsin, was built in 1931 and is one of few that still remain in operation in the country today.

Today, Stillwater's rich and vibrant history is evident everywhere you look and is now mixed with modern amenities, restored historic mansions, over 100 owner-operated shops and restaurants downtown, over 20 outdoor dining patios, historic sites, wineries and breweries, paddlewheel cruises, antiques, museums, art galleries, music and events, and much more. Stillwater is truly a premier Minnesota river town!



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Amenities

Experience the natural beauty of the St. Croix River, bluffs, and historic architecture while cruising on a boat, taking a trolley tour, or exploring on foot or by bike. Discover the independently owned shops and restaurants along historic Main Street or try anything from candlemaking to golf to kayaking or spas. Winter, Spring, Summer or Fall you'll find fun festivals, live music, culinary classes, and fabulous lodging options in this dream destination. The City boasts an expansive parks and trails system featuring a dog park, outdoor skating rinks, a skatepark, pickleball courts, a community garden, amphitheaters, and so much more.

Recreation



Healthcare



Lakeview Hospital and HealthPartners Clinic

- ▶ Level III Trauma Hospital
- ▶ Primary Care, Urgent Care, Specialty Care

M Health Fairview Clinic - Stillwater

- ▶ Preventative, Diagnostic, Treatment Services

Education

Stillwater Area Public Schools

- ▶ Enrolls approximately 8,300 students from PreK-12th grade.
- ▶ Consists of early learning, seven elementary schools, two middle schools, one high school, an alternative learning center, and Bridge Transition (program for 18- to 21-year-olds with disabilities).

St. Croix Catholic School

- ▶ Enrolls approximately 428 students from PreK-8th grade.

Salem Lutheran School

- ▶ Enrolls approximately 157 students from PreK-8th grade.

St. Croix Montessori School

- ▶ Enrolls approximately 70 students from ages 16 months to 12 years.

St. Croix Preparatory Academy

- ▶ K-12 charter school.
- ▶ Enrolls approximately 1,200 students.

New Heights School

- ▶ K-12 charter school.
- ▶ Enrolls over 100 students.



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Recent Development



In the early 1970s, the City's residents and business owners began to encourage the historic preservation of commercial and residential buildings in the community. This movement has gathered momentum, acceptance, and regulatory authority and has been at least partially responsible for recapturing the historical rivertown character of the City's downtown business district. It has also encouraged the maintenance and restoration of historic homes in the City's residential neighborhoods. Many residences, businesses, and shops are housed in buildings more than 100 years old. Downtown Stillwater and eight residential structures are on the National Register of Historic Places. Another 61 homes are estimated to be eligible for the National Register of Historic Places. A number of the City's older homes have been restored to their historical character and are open for public tours. In addition, a substantial downtown infrastructure improvement project was completed in 1991 and 1992, which included the separation and replacement of the 100-year-old storm sewer and sanitary sewer systems, new streets and sidewalks, and new street lighting. This restoration and preservation movement has generated a significant tourist trade that is important to the City's economy.

The City's 2040 Comprehensive Plan calls for continued growth of the City toward the west. An undeveloped area encompassing approximately 670-acres was annexed into the City in 2015. Of this area, 340 net acres are guided for residential development. At build-out, this expansion area could yield approximately 1,300 housing units, 60-acres of office and non-retail commercial property along State Highway 36, and five acres of retail. Ten residential developments are currently under construction with the potential for another 125 home sites. The estimated price points for these single-family homes range from under \$350,000 to over \$700,000. A commercial mixed-use development is proposed on a 35-acre site recently annexed into the City at the SE corner of the intersection of Hwy 36 and Manning Avenue.

The City has recently completed development/redevelopment activities in the downtown area: the opening of two new hotels and a hotel addition to a third hotel in downtown, MnDOT rehabilitation of the historic Lift Bridge completing a pedestrian/bike recreation Loop Trail from downtown into the State of Wisconsin south to the new St. Croix Crossing bridge and trail back to downtown completed in 2020, sidewalk improvement projects in the downtown area, riverbank improvement and elevated walkway project along the St. Croix River from downtown south to City limits to be completed in 2022, and Chestnut Street Pedestrian Plaza project from Main Street to the historic Lift Bridge to be completed in 2022. Additionally, the City has recently approved the redevelopment of one City block to accommodate 61 market-rate rental apartments in the downtown core.

The St. Croix River Crossing Bridge project (a joint \$680 million project between Minnesota and Wisconsin) is complete and opened to traffic in August 2017. The historic downtown Lift Bridge was recently refurbished as a pedestrian/biking trail and opened to the public in 2019.

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Mission

To provide the community with a quality living environment and quality public services and facilities while protecting cultural, historical, and natural resources through fair and open government, careful planning, effective management, and efficient fiscal policy.

The City of Stillwater has been a municipal corporation with a Mayor - Council form of government since 1854 and is organized and governed pursuant to a Home Rule Charter adopted in 1926. The Council is composed of a Mayor, who is elected at large, and four Council members who are elected by wards. Each Council member is a resident of the ward from which they are elected and serves a four-year term. The Mayor also serves a four-year term.

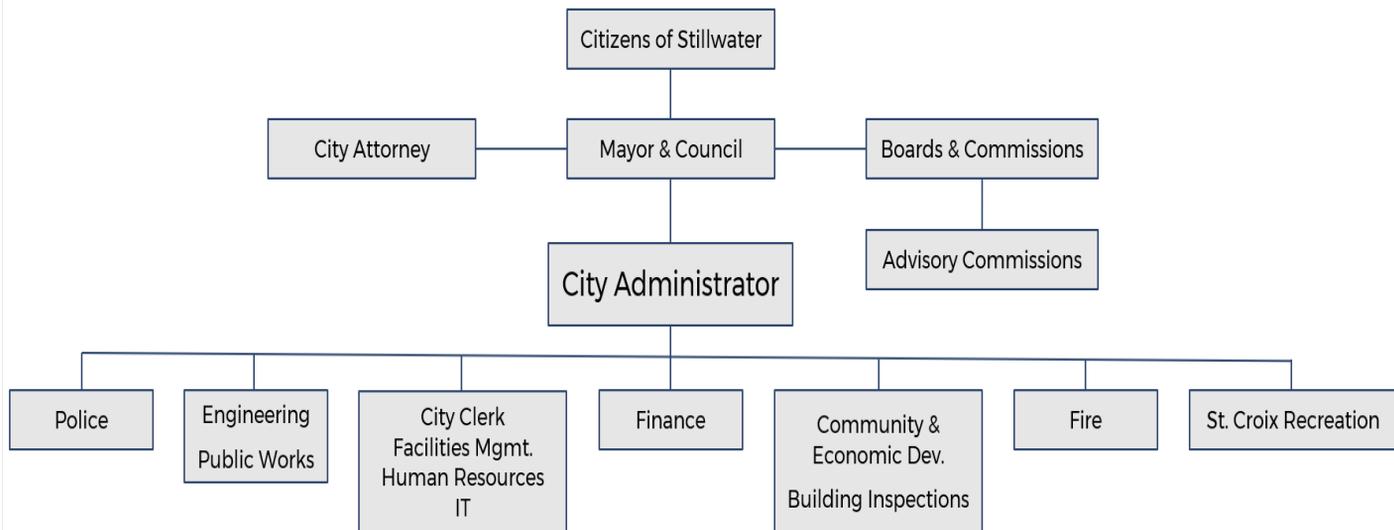


The Council is the governing body of the City and exercises the corporate power of the City. The Council is vested with all powers of legislation in municipal affairs adequate to a complete system of local government consistent with the Constitution and laws of the state.

The City Administrator is the Chief Executive Officer for the Council and plans, coordinates, and directs the administration of city government in accordance with the City Charter, ordinances, policies, and procedures established by the City Council.

The City boasts a well-run government and employs 95 full-time and 58 part-time staff.

Organizational Structure



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Operating Expenditures

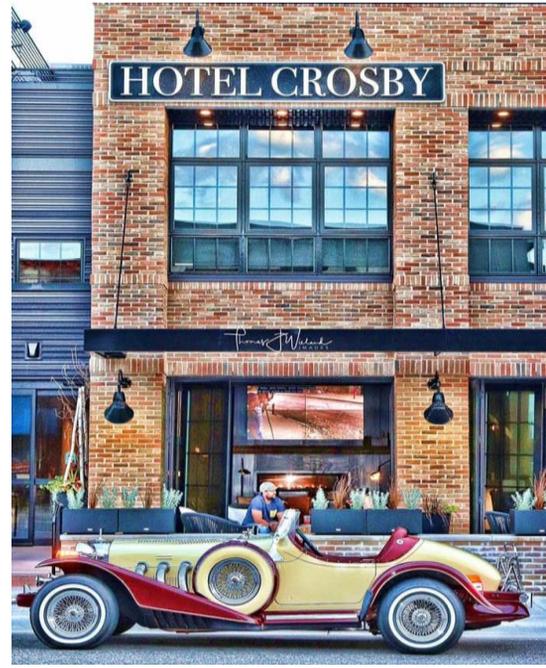
General Government	2021 Adopted	2022 Proposed
Mayor & City Council	167,710	198,950
Elections	20,380	56,127
MIS	391,585	662,902
Finance	537,093	530,248
Human Resources	280,944	286,716
Administration	665,959	749,983
City Attorney	192,084	203,105
Plant/City Hall	348,074	336,221
Community Development	466,624	492,920
Unallocated	1,251,875	1,097,200
Lodging Tax	160,696	270,485
Total	4,483,024	4,884,857

Public Safety	2021 Adopted	2022 Proposed
Police	3,904,881	4,261,648
Fire	2,213,662	2,316,008
Building Inspections	459,242	495,296
Emergency Management	3,280	12,780
Total	6,581,065	7,085,732

Public Works	2021 Adopted	2022 Proposed
Engineering	398,193	3,999,365
Streets	1,290,073	1,370,520
Washington County Recycling	32,000	120,406
Total	1,720,266	1,890,291

Culture and Recreation	2021 Adopted	2022 Proposed
Special Events	75,800	60,000
St. Croix Valley Rec Center	1,725,321	1,683,815
Library	1,428,083	1,560,106
Parks	1,226,844	1,413,181
Community Beautification	15,000	15,000
Total	4,471,048	4,732,102

Total Operating Expenditures **17,255,403** **18,592,982**



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Core Duties of the Position



- ▶ The Administrator serves as the Chief Administrative Officer for the Council and coordinates the administration and supervision of all City departments, divisions, programs, and activities as authorized by the City Council.
- ▶ Develops and recommends adoption of policies that further the goals of the City Council. Advises department heads and other employees as to administrative procedures and policies. Evaluates performance and results of programs and services in accordance with overall City objectives and makes appropriate recommendations.
- ▶ Responsible to the City Council for the effective management of City funds and assets to ensure effective investment of available funds; coordinates and directs department heads in the development, presentation, and administration of the annual operating budget.
- ▶ Prepares and submits the annual budget and long-range capital improvement program to the City Council including supporting documents.
- ▶ Develops and evaluates financial and accounting policies, practices, procedures, and controls relating to the overall financial management of the City.
- ▶ Responsible to the City Council for planning and the carrying out of all capital improvement projects and service programs; serves as chief project and program director for the City.
- ▶ Coordinates with department heads to ensure effective utilization of employees; authorizes salary adjustments, appointments, firings, promotions, and demotions of all regular full-time, regular part-time, and consulting personnel; oversees employee development.
- ▶ Recommends the appointment, suspension, or removal of all department heads.
- ▶ Represents the City in collective bargaining matters and negotiates, or delegates the negotiation, with representatives of employee organizations as necessary.
- ▶ Makes recommendations to the City Council regarding any changes to the organizational structure of the City.
- ▶ Engages in intergovernmental relations and collaborative partnerships with other cities and public and private organizations.
- ▶ Represents the City in local, regional, and state meetings and functions as directed by the City Council.
- ▶ Attends all meetings, performs all reasonable tasks, and furnishes all verbal and written reports as assigned by the City Council.
- ▶ Serves as City Treasurer and Deputy City Clerk as required.
- ▶ Performs other work as required.

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Desired Attributes



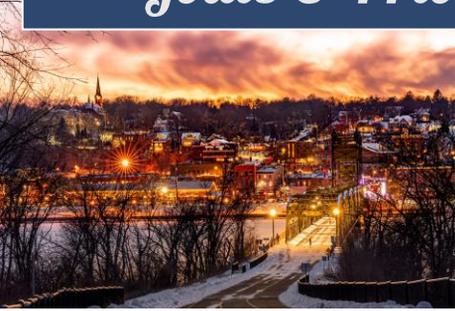
- ▶ Professional, high integrity, honest, and open.
- ▶ Strong ethical behavior.
- ▶ Leadership skills - anticipates important policy issues and develops sound solutions.
- ▶ Follow-through - ability to implement and revisit initiatives.
- ▶ Create and support a positive work environment.
- ▶ Visible community engagement presence and ability to manage community engagement as necessary.
- ▶ Models quality customer service.
- ▶ Collaboration - develops alliances that add effectiveness, resources, and perspective.
- ▶ Is comfortable leading at all levels of the organization.
- ▶ Sense of humor.
- ▶ Forges a strong leadership with the Council.
- ▶ Educates, informs, and works with the Mayor and City Council as a team.



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Goals & Priorities

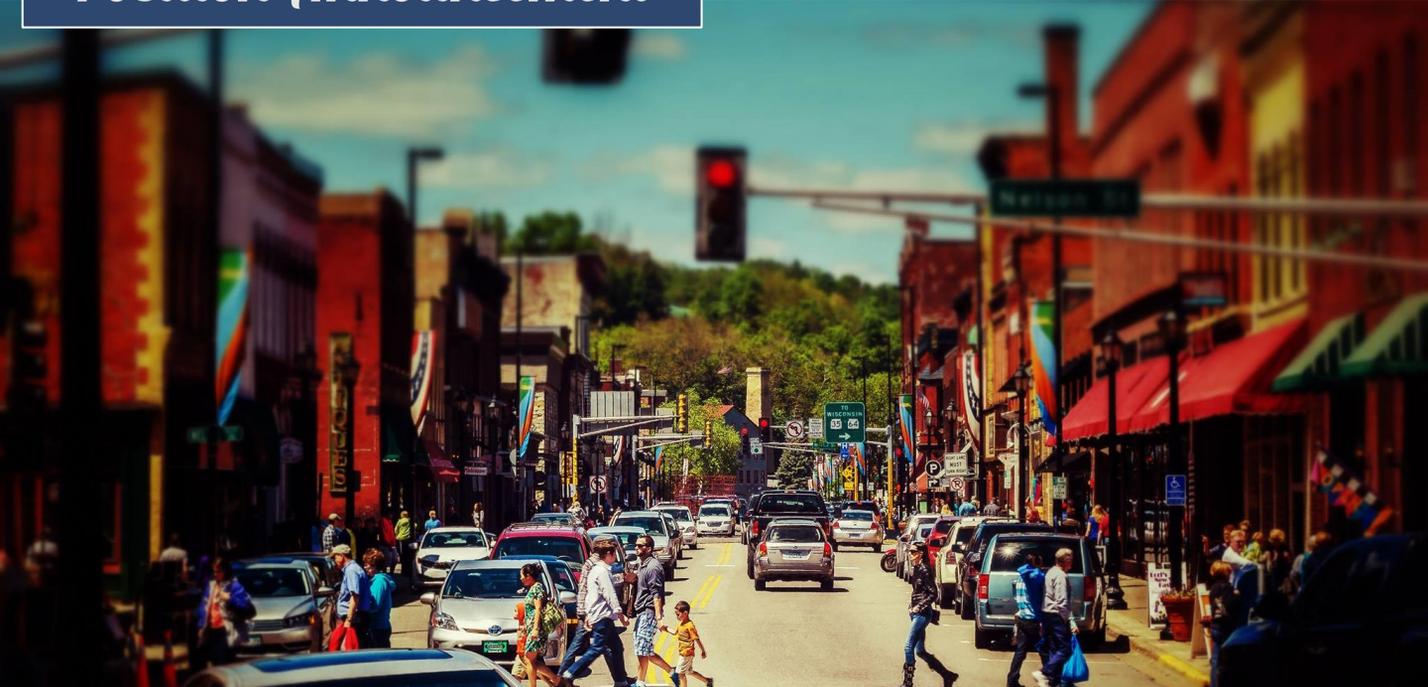


- ▶ Facilitate City Council Strategic Plan Workshop – engage consultant in summer 2022 to facilitate a Strategic Plan update; allocate resources to implement programs consistent with strategies; engage facilitator to finalize branding strategy and logo update.
- ▶ Excellence in organizational development; continue engagement with department heads and staff.
- ▶ Legislative Agenda – continue to monitor pending legislation impacting the City; work with City Council to develop legislative priorities including possible special legislation for optional City sales tax, schedule meetings with City’s state legislators.
- ▶ Emotional intelligence in self-management, self-awareness, social awareness, and relationship management
- ▶ Continue efforts to develop comprehensive analysis and future recommendations for leased and licensed City properties for City Council consideration.
- ▶ Work with Emergency Management Director to update City Emergency Operations Plan (EOP) including Continuing of Government (COG) and Continuity of Operations (COOP) sections of EOP.
- ▶ Sound fiscal management and utilization of City resources.
- ▶ Engage in outcomes and implementation of results related to Police Department organizational review and Fire Department organizational review.
- ▶ Recognize Diversity, Equity, Inclusion in the organization and community and share related resources for community engagement, inclusiveness, equity, social/racial justice discussions, and policy reviews.
- ▶ Facilitate Economic Development Authority consistent with recommendations of 2021 economic development report; finalize economic development related branding and marketing analysis.
- ▶ Assist Human Resources Manager in 2023-2024 labor negotiation strategy, ongoing staff training, and succession planning programs; develop transition/mentoring approaches for new management staff and support a learning culture.
- ▶ Continue to create a Special Events strategy – Assist staff and Council with special events management, financing plan for possible St. Croix Recreation Center expansion, Central Commons mixed use development, Lakeview Hospital expansion and relocation, Lumberjack Landing park development, downtown parking strategies, and coordination of related resources.
- ▶ Explore funding opportunities (special city tax, special events related fees, and funding of public improvements).
- ▶ Work closely with Finance Director, staff, and City Council to develop and adopt a 2023 budget; assist with bond issuance for capital projects and enterprise fund general obligation (GO) bonds.
- ▶ Monitor White Bear Lake level litigation and its impact on the City of Stillwater.

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Position Announcement



City: Stillwater, Minnesota

Position: City Administrator

Salary Range: \$150,027 to \$164,865

Application Deadline: 12/08/2021



Job Summary: The Administrator is the Chief Administrative Officer for the Council and coordinates the administration and supervision of all City departments and divisions and programs and activities as authorized by the City Council.

Minimum Qualifications: Master's degree in Public Administration, Business Administration, Political Science, or related field, and seven years of experience related to the field of Public or Business Administration or Community Development. A combination of related education and experience may be considered qualifying. ICMA Credentialed Manager is desired.

Apply: Visit <https://daviddrown.hiringplatform.com/80655-stillwater-city-administrator/255997-application-form/en>, and complete the process by December 8, 2021. Finalists will be selected on January 4, 2022, and final interviews will be held January 21 & 22, 2022.

Please direct questions to Mark Casey at mark@daviddrown.com or 612-920-3320 x113.



DDA

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