



MAYER

“A Rising Community”

Minnesota

City Administrator

Position Profile

Salary: \$75,000 to \$105,000



WELCOME TO *Mayer!*

Mayer is a small, close-knit Minnesota community located in western Carver County along the South Fork of the Crow River. The City is home to 2,548 residents and offers small town living with many amenities.

The City known today as Mayer was originally called Helvetia. The town of Helvetia began to wither with the coming of the railroads to Carver County. With railroads came more business, and so the town shifted to the site of modern-day Mayer and gained its new name. One of the major contributing factors to the success of Mayer as a community was the railroad. It was an active force in the town until 1985 when the Burlington Northern Railroad sought to abandon the track through Mayer. There are now trails where the tracks were and restored buildings where the station was.

With the coming of the railroad and the growth of Mayer, one of the major issues to be addressed was schooling. In the 1880's, Mayer created its first school and with that its own school district. Public School District 73 erected its first school building in 1887. A newer building was constructed in 1916 which lasted until the consolidation of the district with neighboring Watertown. The Watertown- Mayer School District was formed in 1971.

Mayer is a growing community. The population is increasing, and businesses are expanding. The City is rich in history and offers small town character, affordability of living, excellent schools, a lower tax rate, and a short commute to the Twin Cities.



Educational OPPORTUNITIES

Public education in Mayer is provided by the Watertown-Mayer School District. This District consists of a primary school, elementary school, middle school, and high school. The primary school is home to ECFE, Young Royals Preschool, kindergarten, community education, and Kids' Company. The elementary school enrolls students in grades 1-5, the middle school consists of grades 6-8, and the high school is comprised of students in grades 9-12.

Private education options are also available right in the City of Mayer. Zion Lutheran School is a PreK-8th grade school that has been serving families of Mayer and the surrounding community for more than 100 years.

Mayer Lutheran High School provides education for students in grades 9-12. A new, 43,000-square-foot addition was completed and occupied in August 2018. Built in less than nine months, the facility was open for the first day of school of the 2018-19 school year. The entrance from Highway 25 includes abundant parking and an arrival plaza for dropping off students and guests. The commons features a cozy entrance with a fireplace and casual seating. The office suite and field house, complete with health suite and training room, serve students every day. The field house is available to rent for events. As a ministry of Mayer Lutheran High School, Genesis Virtual Academy was founded in 2011 to broaden opportunities for both its students and the community. Genesis serves students in home schools, mission fields, and independent Christian schools in the United States and abroad.





Healthcare

Residents and visitors of Mayer can find quality healthcare within minutes of the City. Ridgeview is an independent, nonprofit, regional health care system serving the southwest metro region of the Twin Cities. Its network includes four hospital campuses located in Arlington, Chaska, Le Sueur, and Waconia, a multitude of primary and specialty care clinics, emergency services and specialty programs, Ridgeview Community Network (an accountable care organization), a nursing home, independent living apartments, home health and home medical equipment services, and more. Ridgeview serves a population of more than 350,000 people, primarily from its service area of Carver, Sibley, southern Wright, western Hennepin, eastern McLeod, Le Sueur and Scott counties. Ridgeview is one of the largest employers in Carver County, with nearly 2,300 employees and numerous volunteers supporting the organization.

Lakeview Clinic - Watertown is a full-service clinic providing family medicine, internal medicine, pediatrics, complete x-ray facilities, and a clinical laboratory. Additional specialty services are available on a regular schedule through Lakeview Clinic - Waconia.

Catalyst Medical Clinic - Watertown is a full-service medical clinic offering its patients access to child and adult comprehensive physical exams, acute illness and injury services, preventative medicine, patient education resources, outpatient surgical procedures, and much more.





Recreational ACTIVITIES

The City of Mayer offers plenty of opportunities for fun and recreation. The Dakota Regional Trail passes through the City and covers a portion of the 44-mile Dakota Rail corridor, which crosses Hennepin, Carver, and McLeod Counties. The paved trail provides easy walking, hiking, biking, jogging, and inline skating access for many families in Mayer, and visitors alike. The trail passes through a variety of scenic areas including wetlands, wooded areas, and agricultural lands.

The City sponsors several community events including the Mayer Rising Community Festival in July, bi-weekly antique car shows, a Christmas tree lighting in December, and community education events throughout the year.

The City also has over 40 acres of developed parks throughout the community. The Park Board is working toward making West Ridge Park a premier park for persons with differing abilities. The City was awarded a grant from the Christopher Reeves Foundation to begin the process. There is also a park pavilion and splash pad proposed for summer of 2022.

Mayer is the home of the Mayer Blazers, an amateur baseball team. Ball playing in Mayer has a history that goes back nearly 100 years and has always been strongly supported by the community.





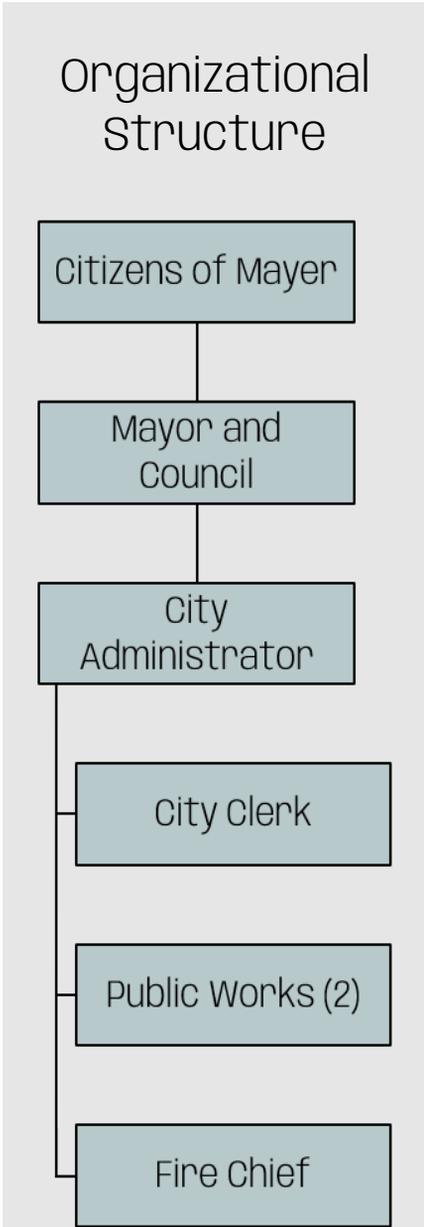
Organizational HIGHLIGHTS

The City of Mayer is governed by a City Council consisting of four Council members and a Mayor. The City Council is an elected body chosen to conduct the affairs of the City. The Mayor serves a two-year term, and Council members serve four-year terms. The powers and duties of the City Council are set out in MN State Statutes. These elected officials have the responsibility of seeing that the City fulfills its duties to the State of Minnesota and to the residents of the city.

The Public Works Department is responsible for the utilities within the City of Mayer. The Department is responsible for maintaining safe drinking water and reliable sewage disposal. The Department operates and maintains the Class C Water Treatment Facility, water tower, and water distribution system, and the sanitary sewer collection system and the Class A Wastewater Facility. Police protection for the City is provided by the Carver County Sheriff's Department. The Fire Department is staffed by 28 volunteers that are on-call 24/7.

The Mayer Community Center is home to the City office, City Council Chambers, Planning Commission meetings, and other City functions. The Center also functions as an ideal place for social events, weddings, and other gatherings, as it accommodates up to 350 people.

The City of Mayer has been progressive in planning for the future. In 2021, a new fire station was completed. This year, a remodel at City Hall is going to be underway. There are plans to expand Public Works in 2023, and a wastewater plant expansion is scheduled for 2024. Cold Water Cross Housing Development is expanding to add 30-40 additional homes, and Fieldstone Family Homes has only 5-6 buildable lots remaining.



Budget SUMMARY

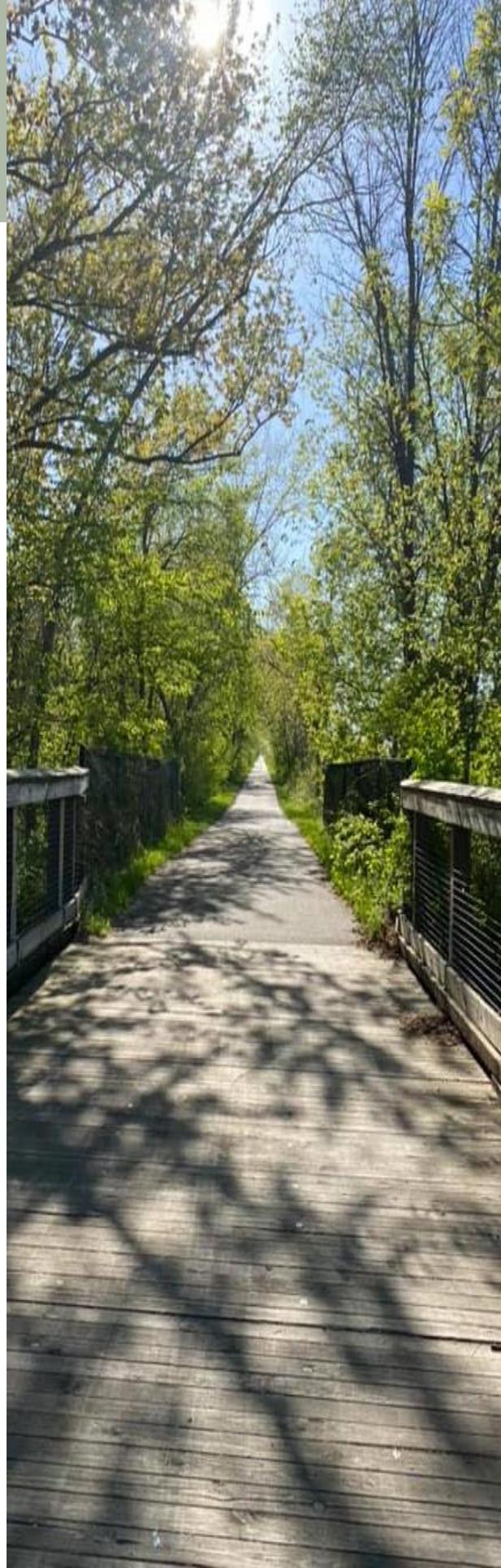
	2021	2022
General Fund		
General Government	459,231	472,375
Public Safety	284,874	291,768
Public Works/Streets	227,085	214,191
Park & Recreation	94,336	86,397
Compost	6,350	3,700
Operating EDA	4,550	4,550
Total General Fund	\$1,076,426	\$1,072,981
Capital		
Fine Department Capital Levy	100,000	100,000
Street Fund Capital Levy	125,000	100,000
Park & Recreation Levy	100,000	50,000
Public Works Building Levy	-	100,000
Total Capital	\$325,000.00	\$350,000
Debt		
Fine Station 2021A	75,000	53,666
GO Bond 2014A	155,000	155,000
GO Bond 2015A	49,289	49,950
Fine Truck	21,749	21,763
Fine Tanker	234,500	25,207
Sewer	22,664	214,500
Street Project 2021B	-	6,584
Total Debt	\$558,202	\$526,670
Total Expenditures	\$1,849,628	\$1,949,651

Position

SUMMARY

Under the general direction of the City Council, the City Administrator is the Chief Administrative Officer for the City and plans and directs all City operations in line with objectives and guidelines established by the City Council. The Administrator oversees all financial and administrative functions, personnel, planning and engineering activities, all public works operations, sewer and water utilities, volunteer, fire protection, and contracted police protection coordination. This position exercises general and administrative supervision over all city employees either directly or through subordinate supervisors; and coordinates planning, legal, building and engineering activities. The City Administrator is responsible for advising the City Council regarding the impact of policy decisions and representing the interests of the city in metropolitan and state activities as delegated by the City Council. Acting also as Treasurer, this position is responsible for the proper financial administration of the City. The Administrator represents the City of Mayer by working with residents and non-residents in a professional manner. Duties include, but are not limited to:

- Directing and managing all aspects of the financial and administrative operations for the City including making recommendations regarding policy development and financial planning.
- Communicating with the City Council to develop priorities for new and existing activities of government.
- Providing supervision, leadership, oversight, and involvement in the activities of all City department heads and administrative staff.
- Other duties as assigned or apparent.



Desired ATTRIBUTES

- Someone with experience and/or education in human resources, finance/budgeting, management, and grant writing.
- Someone with a basic understanding of water and wastewater operations.
- An individual with some planning and an economic development background to help the City to grow in collaboration with the EDA.
- An individual that can handle public criticism and keep progressing towards achievement of goals.
- A personable and positive individual good at building relationships, working with the public, and handling difficult situations, when necessary.
- An individual that will follow through on requests, Council directives, etc.
- A detail oriented individual skilled in research and analyzing data, presenting the options, and making sound recommendations.
- A confident individual with strong public speaking and presentation skills.
- A good communicator who will keep the residents, Council, staff, and contract workers informed of projects and issues.
- A genuinely caring individual who will be transparent and put the needs of Mayer residents and the City first.



Desired ATTRIBUTES – CONT'D

- An individual who recognizes the challenges of working in a small local government office where staff have many different responsibilities, and the workday is frequently interrupted by unforeseen issues.
- A strong leader able to share a vision for the City's future and help the residents, Council, staff, and contractors to be on board with making that vision a reality.
- A leader with good management skills to keep everybody on task while frequently visiting project sites and checking in with staff in the field to support them and be informed.
- Someone who is knowledgeable about local government and can anticipate trends to determine the appropriate structure and staffing levels for the City to be successful in the future.
- Someone who will participate in community events, be known to the public, and get out in the community during the day.
- A good team player able to work with and support staff while also addressing any performance issues.
- An organized individual able to focus on the big picture and manage projects well.
- An assertive individual willing to take initiative and ownership of situations.
- An individual that sees the value in reaching out to Mayer residents through various forms of social media.





Position

ANNOUNCEMENT

City: Mayer, Minnesota

Position: City Administrator

Salary: \$75,000 to \$105,000

Application Deadline: 06/07/2022

Job Summary: Under the direction of the City Council, the City Administrator is the Chief Administrative Officer for the City and plans and directs all City operations in line with objectives and guidelines established by the City Council.

Minimum Qualifications: A four-year degree in Public Administration, Political Science, Community Development, Business, Finance, or related degree, and one to three years of responsible public sector administrative and supervisory experience, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. A master's degree is desirable.

Apply: Visit <https://daviddrown.hiringplatform.com/102127-mayer-city-administrator/335473-application-form/en> and complete the application process by June 7, 2022. Finalists will be selected on June 27, 2022, and final interviews will be held on July 20, 2022.

Please direct any questions to Pat Melvin at pat@daviddrown.com or 612-920-3320 x116.