



City Administrator/Treasurer

Salary: \$85,000 to \$105,000 (neg. upon qualifications)



Our Fair City Welcomes You!



The City of Spring Park is a small community on the western edge of the Twin Cities Metropolitan Area in Hennepin County. The City is surrounded by 4.34 miles of shoreline and is nestled along the shores of Lake Minnetonka between West Arm Bay, Black Lake, and Spring Park Bay. As the tenth largest lake in Minnesota, Lake Minnetonka consists of 42 interconnected bays and covers 14,000 acres or approximately 22 square miles. Residents want to continue the small-town feel of their community. The commute into Spring Park allows you to decompress and relax away from the busyness of life; life slows down in Spring Park, and you get enraptured by the lakes, boats, and fun.

Spring Park was developed as a tourist area in the late 1800s when over fifteen trains pulled into the Spring Park train station daily, and steamer ships would meet the trains to disburse people to their destinations around Lake Minnetonka. A hotel, cottages, casino, dancing pavilion, baseball park, and playground, that were unparalleled at the time, served the hundreds of tourists attracted to Lake Minnetonka in Spring Park each day. In 1951, Spring Park was incorporated, and in the 1960s, municipal water and sewer were made available. The Hennepin County Sheriff's Water Patrol headquarters was established in 1968. In 1963, several homes were annexed from the City of Orono, and in 1997, the City purchased a section of land from the railroad to unite the two portions of the City.

Spring Park is a small-town rich in history — in the glory days, tourists spent summer holidays at the majestic Hotel Del Otero, one of the finest of the grand hotels on Lake Minnetonka. The quaint City Hall building was once a two-room schoolhouse that has bits of history displayed inside.

Spring Park encompasses an area of 225-acres and has a population of just under 1,700. Many of the homes are on the lake and, because of the geography, lead to high average valuation of homes. A variety of housing options meet the needs of most residents with a large population who live in townhomes, condos, and apartments. Spring Park is also located directly on the main bus line going into to downtown Minneapolis.

Nearly 60 businesses and amenities are in Spring Park which include a marina, boat rental, public boat landing, landscaping center, post office, fitness center, liquor store, floral shop, brewery, parks, trails, etc.



Medical facilities are available to area residents at Ridgeview Medical Clinic – Spring Park and Wayzata Children’s Clinic – Spring Park Office. Ridgeview Clinic offers family and internal medicine services, and the Children’s Clinic offers high quality pediatric care and education services to children ages newborn through college age.

Educational Opportunities

Students of Spring Park are provided public education by the consolidated Westonka Public School District, Independent School District 277.

The district’s service area includes four schools within eight suburban cities on the shores of Lake Minnetonka. Elementary schools are in Mound and Minnetrista and serve pre-school through 4th grade. Grandview Middle School is in Mound and serves grades 5-7. Mound Westonka High School serves grades 8-12.

For over a decade, Westonka test scores continue to be among the best in the state, and its graduates are sought after by the top public and private colleges and universities in the nation.

The communities really rally around its educational system. Since 1995, nine out of eleven levy requests have been approved, and its community-based scholarship program provides over \$100,000 in college scholarships to graduating seniors each year.





Spring Park is the entry point to Lake Minnetonka with one of the best boat launches in the area. Lake Minnetonka is the largest natural resource within the City of Spring Park. As a large recreational lake, it is of prime importance to the citizens and visitors of the community and provides open space, recreational opportunities, and land value to Spring Park residents. It is a main thoroughfare for ice fishing.

The 13-mile Dakota Rail Regional Trail runs right through the City and offers a spectacular view of Lake Minnetonka. The trail follows the route of the former Dakota Rail Corridor through St. Bonifacius, Minnetrista, Mound, Spring Park, Minnetonka Beach, Orono, and Wayzata.

Two City Parks offer something for everyone in the family. Thor Thompson Park is the larger of the two and houses a baseball field, pickleball courts, basketball court, playground, tennis courts, and a small picnic area. Wilkes Park is a small neighborhood park that offers a playground, community garden, open green space, and a large rain garden.



Spring Park has seen recent redevelopment in areas throughout the City with the development of the Minnetonka Mist and Lakeview Lofts located directly above mixed-use spaces and the recent success of Back Channel Brewing Co. Due to the community and city rallying in support, Back Channel Brewing has continued to bring fun and unique family events to the area including Halloween Trunk or Treating, cutest dog contests, food trucks, and a packed parking lot. Not having a traditional downtown where people can congregate, Back Channel Brewing has created an opportunity for the community to gather. Another staple of the community is the Drive In Restaurant which is a community attraction that provides good food and a unique dining atmosphere. Special events at the Drive In, such as "Old Car Night," make the site a local and regional destination. Lord Fletcher's Old Lake Lodge is a popular complex that features an upscale steakhouse, a casual eatery, a sports bar, and seasonal live music.





The City of Spring Park is governed by a City Council working as a whole body with all members, including the Mayor, having equal voting power. The Mayor serves a two-year term, and each Council member serves a four-year term. There is an election in 2022 for Mayor and two Council member seats. This body formulates City policies and ordinances, exercises City powers, supervises City employees, and is the City's Board of Review and Housing & Redevelopment Authority (HRA). Council members are elected officials.

The City organization is well managed and financially secure. It has an excellent credit rating (S&P Rating A), has very little debt, and the Council has been very consistent on financial and administrative matters and governance.

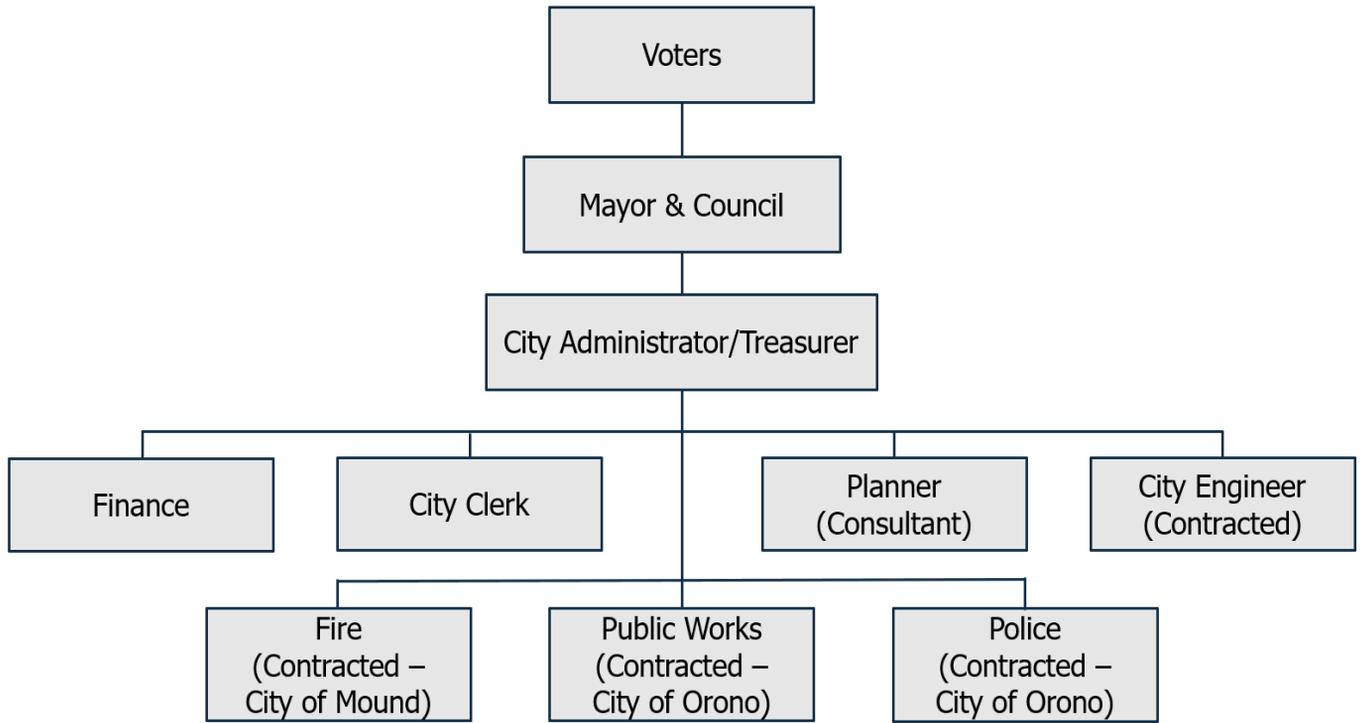
Due to its unique nature and size, Spring Park shares some services with neighboring communities. The City of Orono Police and Public Works Departments serve Spring Park. Fire services are provided through the Mound Fire Department. Engineering, Planning, Attorney, Accounting, Assessing, Building Inspection, and snow plowing services are contracted. Having relationships with neighboring communities has allowed Spring Park to provide excellent public safety to its residents. Spring Park meets quarterly with representatives from Minnetrista, Mound, and Shorewood to review capital needs, equipment, and financials.

The City maintains 1.5 miles of City roads, while Hennepin County maintains 1.9 miles of road. The City has a good relationship with the County and is working collaboratively on an upcoming road project. The water system is comprised of one water tower and three wells. The City has replaced five of six sanitary sewer lift stations and has completed an update of the water treatment plant. Approximately 5.5 miles of water and sewer trunk lines serve almost every parcel of land within the City. Wastewater treatment is provided through the Office of Environmental Services, an agency of the Metropolitan Council. The Council has been in favor of upgrading infrastructure and placing electric underground. It has generally and positively been accepted by the public.

The City of Spring Park employs three full-time staff. The staff may be small, but it is friendly, responsive, and good to work with.



Organizational Structure



Budget Summary

	2020	2021	2022
General Fund			
Administration	197,020	183,095	179,311
Contracted Services (Planner, Attorney, Assessor, Building Official)	113,950	123,500	146,000
Public Safety (Police, Fire, LMCD)	624,581	641,581	652,276
Public Works	180,750	197,000	182,600
Parks and Recreation	28,250	32,000	36,000
Waste Services	48,000	25,000	36,500
Total Expenditures	1,192,551	1,202,176	1,232,687

- Manage day to day functions of the City.
- Direct 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.
- Advise the City Council on all financial and other matters affecting the operation of City government.
- Oversee development of the City's annual budget.
- Provide management of financial assets, monitor expenditures, prepare accounts payable and receivable, maintain and process payroll, and collect payments for special assessments.
- Assume responsibility for supporting the City Clerk for all elections.
- Receive requests, complaints, and information from the public and work with staff to resolve problems.
- Administer the hiring process, ensuring that appropriate procedures are followed.
- Coordinate staff activities to meet the directives of the City Council including the use of outside consultants for those functions of government that are contracted.
- Serve as a liaison to the City Attorney, City Engineer, City Auditor, City Planner, the State, and the County.
- Attend regular and special City Council and Planning Commission meetings. Maintain records and provide reports to the City Council.
- Attend meetings and provide records of the Administrative Committee and the Police and Fire Commissions.
- Build collaborative relationships with community stakeholders and elected and appointed officials at the federal, state, county, and regional level to advocate for the best interest of the City.
- Prepare reports for Hennepin County, the State of Minnesota, and the Federal government; ensure that all records are maintained in a manner consistent with best practices and data privacy.
- Review building applications and coordinate the approval process.





Position Goals & Priorities

- Get to know your staff and quickly get to work as a team.
- Be an active listener in all areas of the community. Create trust between the City and the community by getting involved in the community. Be out and visible.
- Continually communicate the importance of long-term capital planning and ongoing street and infrastructure maintenance and improvement.
- Become immediately involved in three street reconstruction projects: Sunset Drive, West Arm Drive, and Black Lake Road. The Black Lake Road project includes replacement of all underground infrastructure, widening streets for fire safety, sewer and water to homes, and underground electric. West Arm Drive is a road reconstruction project with underground electric. Collaborate with the County to mitigate disruption to local businesses related to the Sunset Drive project. Sunset Drive will include a total utility and road reconstruction by the County, and an access improvement to the lake by the City.
- Host and engage community meetings with residents and businesses on upcoming street projects. Be the face of the community and show the City's support in addressing safety on the road.
- Explore assessment policies to determine the best fit for Spring Park.
- Continue enforcement of nuisance abatement.
- Continuously explore ways to collaborate with other agencies including working with the Hennepin County Rail Authority on future road improvements that include portions of the Dakota Rail Regional Trail.
- Involve the media at meetings or supply press releases to ensure the City is relevant.
- Develop and maintain a relationship with Presbyterian Homes as they continue to grow their footprint and bring more people into the community.
- Explore opportunities for attracting and introducing additional community events.
- Evaluate the public works service contract with Orono annually to determine whether it continues to be the right fit for Spring Park.
- Utilize the Planning Commission in their role to review potential projects before coming before the Council.
- Explore a refresh of the City website.
- Research grants for updating Wilkes Park.
- Develop plans and obtain funding for City Hall improvements.



- An Administrator/leader who serves the Council and is able to clearly communicate the Council's vision, mission, and directives to the staff and the community.
- Does not settle for "good enough." Is forward thinking and action oriented.
- Has general human resource experience.
- Speaks well, is comfortable in crowds, and makes eye contact.
- Engages staff in regular communications to provide support to the team and find ways to work together on accomplishing Council goals and directives.
- Has a sense of humor.
- Is hands on, flexible, answers phones, and fills in for staff while on vacation. Due to being a small community, the Administrator must be comfortable working closely with the Mayor and Council and be able to take feedback and critique from the Council.
- Is well-rounded. YOU are the main point person in a lot of areas. This will be a great community to hone your craft and get involved in parks, community service, and good governance.
- Has a general understanding of government finance, budgeting, and long-term planning.
- Is willing to talk to many different people and wear many hats because sometimes you will be the only person in the office.
- Has a general interest to be involved in and care for the community.
- Must be a good listener.





Position Announcement



City: Spring Park, Minnesota

Position: City Administrator/Treasurer

Salary: \$85,000 to \$105,000 (neg. upon qualifications)

Application Deadline: 03/27/2022

Job Summary: The City Administrator/Treasurer is the Chief Administrative and Financial Officer responsible for the coordination and administration of City policies and procedures and the daily administration of City affairs in accordance with codes, ordinances, resolutions, and directives from the City Council.

Minimum Qualifications: Four-year degree in Public Administration, or related field, and two years of experience in a municipal position with supervisory experience is preferred.

Apply: Visit <https://daviddrown.hiringplatform.com/90507-spring-park-city-administrator-treasurer/288139-application-form/en> and complete the application process by March 27, 2022. Finalists will be selected on April 19, 2022, and final interviews will be held on May 10, 2022.

Please direct any questions to Liza Donabauer at liza@daviddrown.com or 612-920-3320 x111.



DDA

Human Resources, Inc.
a David Drown Associates Company

DDA Human Resources, Inc.

St. Bonifacius Office
4796 Merganser Drive
St. Bonifacius, MN 55375

Phone: 612-920-3320 x111

Fax: 612-605-2375

liza@daviddrown.com

www.ddahumanresources.com