



Forest Lake
AS GOOD AS IT SOUNDS

CITY ADMINISTRATOR

Salary: \$151,580 to \$189,475





WELCOME TO FOREST LAKE, MINNESOTA!

The City of Forest Lake, Minnesota, is a thriving community of 20,862 residents nestled between rural and metro/urban amenities in Washington County. The City offers a high quality of life and the best of rural, suburban, and lake living lifestyles.

Strategically located where I-35W and I-35E merge, Forest Lake is effectively the gateway to Northern Minnesota and offers easy access to both Minneapolis and St. Paul in 25 minutes. The City serves as a regional hub, meeting the retail and service needs of the surrounding area. This multigenerational community is thoughtful about growth and development as well as visioning and implementing opportunities.



The City of Forest Lake is home to a combination of strong retail centers, a robust business park, a quaint and welcoming downtown situated on a lake, and a wide array of services that support the growing population and expanding businesses – all surrounded by an abundance of natural beauty.



Education & Training Resources



Strong Future Growth



Local Municipal Airport



Skilled Workforce



Proximity to Twin Cities Amenities



Easily Accessible



Reasonable Property Taxes



Community Wellness & Recreation

One of the “Ten Best Towns in Minnesota”

-Niche Local, 2015





BUSINESS & DEVELOPMENT

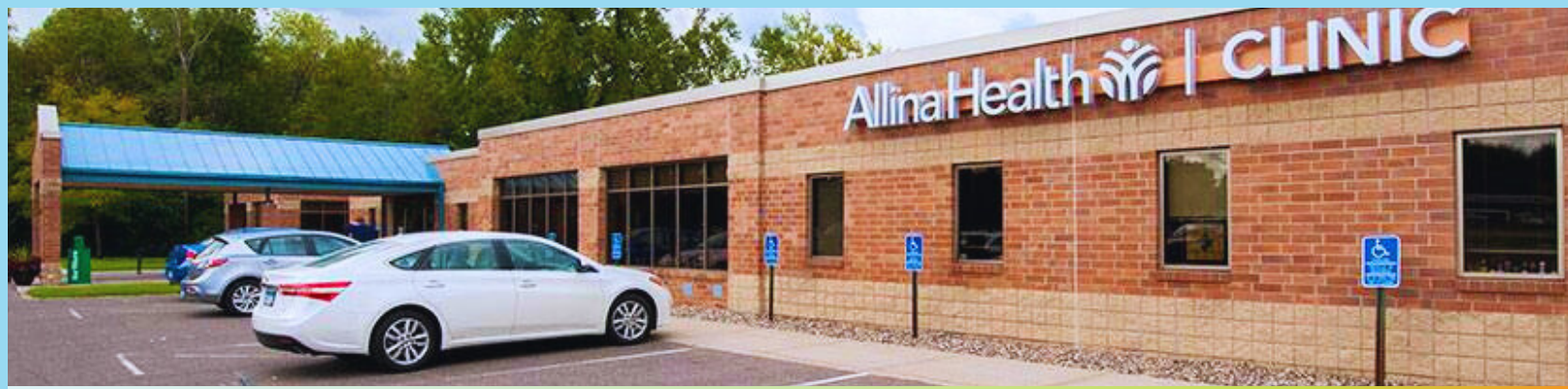
Forest Lake recognizes the importance of supporting existing industries while offering new areas for economic growth. With a downtown plan in place, efforts in that area are focused on creating a specific identity to promote the downtown. Providing new opportunities for commercial, industrial, and manufacturing operations in new or expanded business parks and mixed use areas is also a high priority. Forest Lake supports efforts in rural areas to expand entrepreneurial activities that are compatible with the rural character. Residents want to maintain and expand the City of Forest Lake's standing as a regional center or "hub," developing a strong, economically diverse downtown and commercial corridors that support the needs of residents and attracts visitors from around the region.

Compared to neighboring communities, Forest Lake has the highest number of employees and the most employment establishments. There are approximately 7,000 jobs in the City of Forest Lake and roughly 500 employment establishments. With their convenient location just north of the 35W/35E split, they are also able to provide convenient access for commuters traveling to Minneapolis and St. Paul.

Over 7,600 households call Forest Lake home, and with abundant available land, Forest Lake is poised for robust future housing growth. In fact, the Metropolitan Council anticipates that Forest Lake will grow by 40 percent over the next 20 years.

The City of Forest Lake has put the following goals in place that provide the basis for development and redevelopment strategies and reflect the values and goals City residents and other stakeholders view and hold important. These include protecting natural resources, providing for parks and recreation opportunities, guiding the use of land and managing growth, planning for an effective transportation system, and creating and expanding opportunities for economic growth.





HEALTHCARE

Allina Health is a nonprofit health system that cares for individuals, families, and communities throughout Minnesota and western Wisconsin. With 12 hospital campuses, 60+ primary care clinics, and 20 same-day and urgent care centers, Allina Health employs 28,500 staff members and 8,300 expert providers. Forest Lake is home to the Allina Health Forest Lake Clinic, Allina Health Minneapolis Heart Institute – Forest Lake, and the Courage Kenny Rehabilitation Institute – Forest Lake making access to healthcare a priority for the community.

Twin Cities Orthopedics (TCO) Forest Lake with Urgent Care provides prompt and specialized attention for acute injuries. Open seven days a week, the facility offers a walk-in clinic with advanced diagnostic tools and cutting-edge therapy techniques.

M Health Fairview Mental Health Clinic - Forest Lake offers mental health and addiction care.

EDUCATIONAL OPPORTUNITIES

The City of Forest Lake is part of Independent School District 831 (Forest Lake Area Schools). District 831 serves all or parts of the Cities of Columbus, East Bethel, Forest Lake, Ham Lake, Hugo, Lino Lakes, Marine on St. Croix, Scandia, Stacy, and Wyoming, as well as Linwood and May Townships. The district includes seven elementary schools, one 7-8th grade middle school, a senior high, and an alternative learning center, of which all but five of the elementary schools are located in the City of Forest Lake.

Additional academic institutions in Forest Lake include St. Peter Elementary School (a private Catholic school), Lakes International Language Academy (a Mandarin Chinese and Spanish immersion charter school), and the North Lakes Academy (a grades 5-12 public charter school).





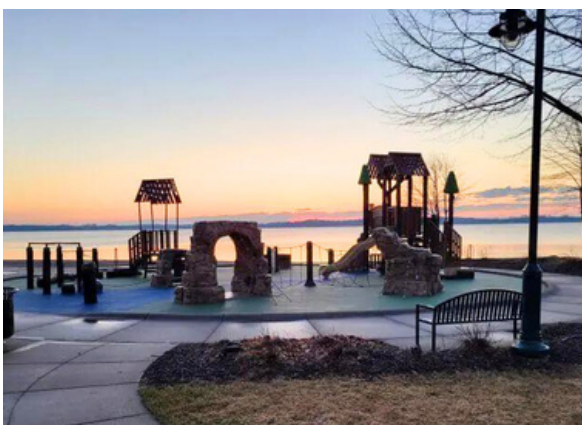
RECREATIONAL ACTIVITIES

The City of Forest Lake offers a variety of attractions, year-round recreational opportunities, shopping, dining, and lodging, making it the perfect place for a day trip, a weekend stay, or as a base to explore the northern Twin Cities, scenic St. Croix Valley, and Minnesota's Lakes Region.

Forest Lake is a full-service community, home to many facilities enjoyed and used by the public. The Washington County Library is valued by residents and students for its literary and research amenities. Recreational facilities include the Forest Lake YMCA, three golf courses, and its many parks, lakes, local and regional trails. The parks and trails system currently consists of 23 parks, 18 open spaces, and a trail system comprised of nearly 16 miles of total trail connections. The Hardwood Creek Regional Trail runs through the center of the Forest Lake along Highway 61. The trail travels through Hugo and Forest Lake as it connects to the Bruce Vento Regional Trail in the south, providing access to many other metro area trails. The trail also connects to the Sunrise Prairie Trail in Chisago County in the north and the Glacial Hills Regional Trail search corridor. This trail is open to biking, hiking, in-line skating, snowshoeing, and cross-country skiing. The parallel turf trail is open to horseback riding in the summer and snowmobiling.

The City operates two lighted ice hockey rinks during the winter, located in Tower Park. The City also operates an open outdoor skating rink at Beltz Park. Year-round swimming, classes, and other activities are also available for residents at the YMCA.

One of the state's oldest and largest Fourth of July celebrations is hosted in Forest Lake, complete with a carnival, bingo tent, street vendors, a huge parade, spectacular fireworks and more. In addition, the area also hosts outstanding farmers markets, arts and musical events.





THE ORGANIZATION

The Forest Lake City Council is composed of a Mayor and four Council members who are elected at large. The Mayor serves a two-year term of office, and the Council members serve four-year staggered terms. The City Council legislates for the City and sets administrative policy.

The Administration Department is responsible for providing general administrative services to ensure the implementation of City Council action, policies, and directives. The department also encourages City development, positive communications, and maintenance of a strong park system.

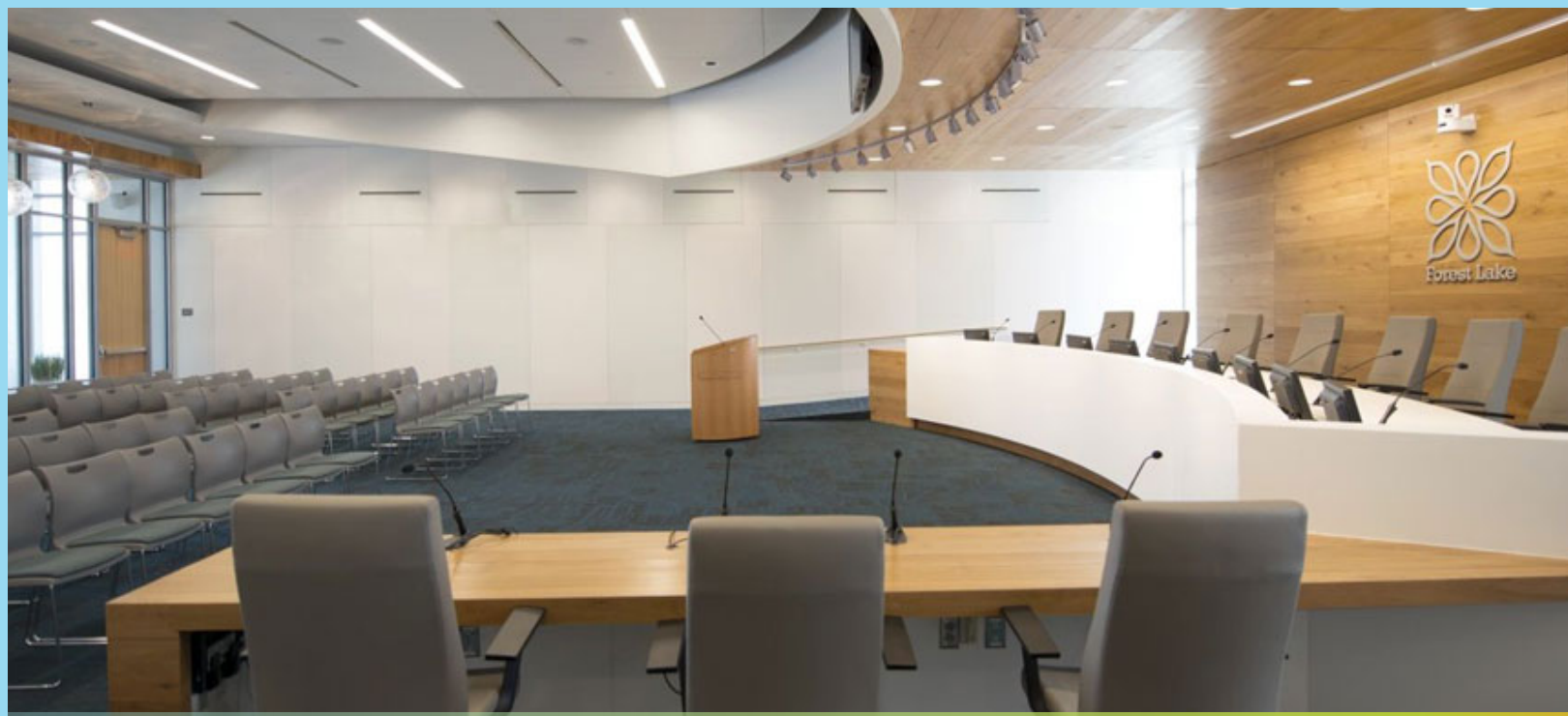
City boards and commissions include the Airport Commission, Economic Development Authority, Parks and Recreation Commission, and the Planning Commission.

The organization currently employs approximately 69 full-time and part-time staff members. There are also a number of temporary and seasonal workers as well as volunteer firefighters.

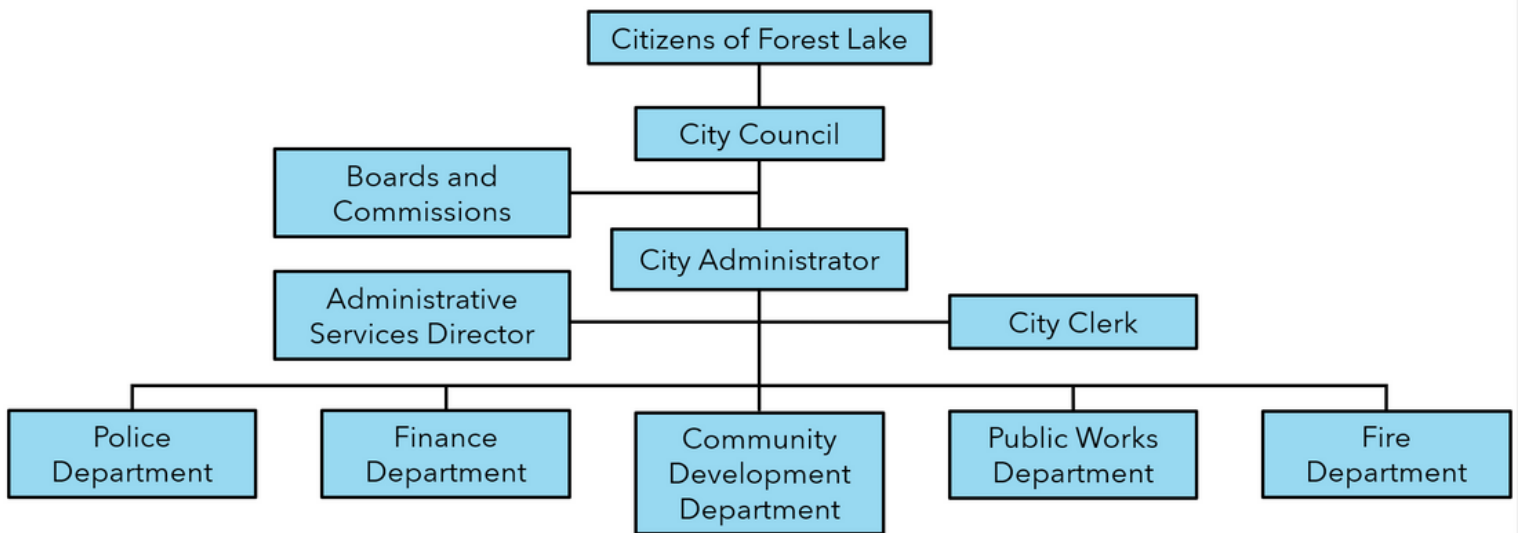
The Forest Lake City Center opened in 2014, bringing all of the City's Police, Fire, Administration, Building, and Zoning Departments together under one roof. The building also features a second level with a large community room and outdoor deck.

The City of Forest Lake owns and operates the Daniel A. DePonti Municipal Airport





THE ORGANIZATION



	2022	2023	2024
Administration	2,026,945	2,141,098	2,572,807
Community Development	409,664	421,682	461,711
Public Safety	6,120,448	6,476,441	6,863,378
Public Works	1,417,697	1,287,947	1,374,941
Culture and Recreation	1,036,267	1,041,796	1,115,093
Transfers Out	2,287,605	-	-
Total Expenditures	\$13,298,626	\$11,368,964	\$12,387,930





CORE DUTIES OF THE POSITION

- Plans, organizes, and directs City affairs to ensure a coordinated and efficient effort to meet the goals and objectives established by the City Council and various Boards and Commissions.
- Monitors operations to ensure compliance with applicable laws, regulations, rules, policies, and ordinances.
- Establishes goals, programs, and objectives and prepares reports to the City Council.
- Prepares operations and capital budgets including recommendations for tax levies and utility rates and submits to the City Council for consideration.
- Monitors City budgets throughout the year for compliance and financial viability.
- Performs analyses and administers long-term finance alternatives including bonds, T.I.F. monies and investments.
- Oversees the preparation of ordinances, resolutions, and policies for City Council consideration and implementation.
- Implements, interprets, and applies City Council actions, directives, and policies.
- Attends and participates in all City Council, EDA meetings, and various special meetings involving the City's development, as needed.
- Interacts directly with the public to communicate the goals and priorities of the City Council, solicits feedback on City issues, and resolves concerns.
- Administers planning, zoning, development, and redevelopment issues including code compliance, development agreements, public financial assistance recommendations and activities for community enhancement.
- Negotiates and implements City contracts including labor contracts.
- Represents management in negotiating collective bargaining agreements and attends and supervises labor management committee meetings.
- Analyzes wage and salary reports and data to determine a competitive compensation plan.





DESIRED ATTRIBUTES

- Ability to bring the Council, staff, and community together to find solutions to issues that arise.
- A bridge-builder – someone who can build lasting, stable relationships and partnerships.
- An interpersonal leader who is approachable and adaptable.
- A strategic leader who can see a focused vision and carry it throughout the organization.
- Strong listening and communication skills
 - Ability to understand the Council's vision and communicate that effectively to staff.
 - Ability to timely respond to communication from the Council, staff, and members of the public.
- A mentor who is able to create the balance between giving the strong department head team and staff the freedom to do their work while also providing support and guidance when needed.
- Civically engaged – one who wants to be an active member of the Forest Lake community and build a legacy in the City.
- Adept at knowing what it means to be a city in Minnesota and willing to lean into learning the Minnesota way.
- Diversity of experience
 - Working with a city Police Department
 - Leading the charge on economic development
 - Working in a metro community
 - Leading through growth





GOALS & PRIORITIES FOR THE POSITION

- Evaluate leadership positions in the organization for effectiveness and efficiency.
- Hit the ground running and adjust to the fast learning curve.
- Create a positive work environment which leads to better production/product. Bring morale up and be the staff's cheerleader.
- Review and update policies, procedures, and ordinances.
- Help transition boards and commissions from a "doing" role to an "advising" role.
- Understand and foster best practices.
- Quickly immerse yourself in the community and become active in fostering civic pride. Actively promote a positive perception of the organization.
- Foster a culture that is pro-development that uses the tools in the economic development toolbox.
- Build staffing levels back up to where they should be – get the right people in the right position, setting them up for success.
- Build a stronger partnership with the Chamber of Commerce and other community organizations and stakeholders.
- Lead planning efforts with the large, anticipated developments that are coming up. Incorporate a Downtown Plan.
- Keep the 10-year financial plan up to date and create consistency around the plan.





POSITION ANNOUNCEMENT

City: Forest Lake, Minnesota

Position: City Administrator

Salary: \$151,580 to \$189,475

Application Deadline: April 23, 2024



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Job Summary: Responsible for planning, organizing, directing, and coordinating the daily operations of all City departments and functions including Administration, Finance, Building, Planning, Engineering, Public Works, Public Safety, Fire, and City facilities and to provide information and support to the City Council and advisory commissions.

Minimum Qualifications: Bachelor's degree in Public or Business Administration, or related field, at least three years of experience working with local government, or an equivalent combination of education and experience. A master's degree is preferred.

Apply: Visit <https://daviddrown.hiringplatform.com/208352-forest-lake-city-administrator/856130-application-form/en> and complete the application process by April 23, 2024. Finalists will be selected on May 13, 2024, and final interviews will be held on June 4, 2024.

Please direct any questions to Bart Fischer at bart@daviddrown.com or 612-920-3320 x119.



DDA

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