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Waverly Minnesota
A Rich Past and a Bright Tomorrow

City Administrator/Clerk

Salary: \$80,000 to \$100,000

waverlymn.org



WELCOME TO WAVERLY, MINNESOTA!

The City of Waverly, sometimes referred to as the city with “A Rich Past and a Bright Tomorrow,” is located on Big Waverly Lake just 35 miles west of the Twin Cities area. This community of just over 2,100 people is a good place to put down roots and raise a family with friendly and welcoming residents and a strong sense of community. The City of Waverly, as it appears today, is a culmination of people and places which have created a unique Minnesota community with nearly 150 years of history.

Waverly has a safe, small-town feel with many recreational opportunities. Residents are proud of the natural resources in the area: lakes, trails, parks, and the school district. There is a lot of community pride for the school. The school leadership is developing its strategic plan to ensure its buildings are well maintained and the offerings of youth education and activities are continued long into the future.

Although Waverly has experienced a lot of growth recently, it is an extremely laid-back community built on mid-western values. In fact, former Vice President, Hubert Humphrey, was so drawn to this great community that he chose to retire here!



EDUCATION

The Howard Lake Waverly Winsted (HLWW) Independent School District 2687 serves the communities of Waverly, Winsted, and Howard Lake. HLWW Schools is dedicated to providing the best possible education for its youth. The District comprises an area of approximately 115 square miles, primarily in Wright County, with a portion located in McLeod County and a very small portion in Carver County.

HLWW High School (grades 9-12) and HLWW Middle School (Grades 5-8) are located on one campus in Howard Lake. The district-wide enrollment is more than 1,250 students and is continuing to grow. The District has two Pre-K-4 elementary schools: Humphrey Elementary School in Waverly and Winsted Elementary School in Winsted. Both elementary schools have been National Blue Ribbon Award Schools. Area residents also have access to private school education at Holy Trinity in Winsted and St. James in Howard Lake.

Many technology upgrades and advancements are in place throughout the District. Smartboard systems are used in classrooms, and wireless capabilities are available throughout all District schools. Google Chromebooks are provided to all students in grades 5-12 at the middle/high school and ALP.

Sports teams encourage participation and success. Middle school sports focus on fundamentals and skill-building; high school athletics include baseball, basketball, wrestling, golf, track and field, volleyball, gymnastics, football, cross country, and softball.

There are a number of high school extracurricular activities that meet a wide range of interests including a nationally recognized FFA program, knowledge bowl, student council, Minnesota honor society, speech, clay target, drama, yearbook, letter club, broadcasting club, and more.



HEALTHCARE

Residents of Waverly have access to a number of nearby health clinics and two hospitals.

Hospitals

- Buffalo Hospital** - Buffalo
- Ridgeview Medical Center** - Waconia



Clinics

- Allina Health Clinic** - Buffalo
- Stellis Health Care** - Buffalo
- Ridgeview Clinic** - Delano
- Ridgeview Clinic** - Winsted
- Allina Health Clinic** - Cokato
- Lakeview Clinic** - Watertown





RECREATION

Residents and visitors of the City will have no trouble keeping active and busy. Waverly sits on the shores of three lakes – Waverly Lake, Little Waverly Lake, and Carrigan Lake, offering opportunity for water sports and other activities.

Waverly has six neighborhood parks located throughout the City and one community park on Waverly Lake where there is a beach for swimming as well as two boat launches and a separate fishing pier. Legion Park is home to a softball field, basketball court, and tennis and pickleball courts. There are also several miles of sidewalks and trails throughout the City - all maintained during the summer by the City's Public Works Department. Community members have expressed interest in building out an archery range and a dog park. The City will continue to work with interested community members in making these plans a reality.

There are also many community events in Waverly for the community to enjoy. These include the Lions Fish Fry, St. Patrick's Day Festival, the Memorial Day event, Waverly Daze, National Night Out, St. Mary's Fall Festival, the Lions Turkey Dinner, and Legion Turkey Bingo.





THE ORGANIZATION

The Waverly City Council is an elected body that has administrative, financial, and legislative authority over City business. It includes five members: the Mayor, who is elected for a two-year term, and four Council members who are elected for four-year terms.

The Council members have great respect for each other and work well together. They listen to the residents and find ways to work together to find a solution. The Council has also done a good job of getting information out into the community.

There are eight full time staff employed by the City of Waverly - three full time office staff, four full time maintenance staff, and one full time staff at the Municipal Liquor Store. The City also has several part-time employees for summer and winter seasonal work to assist with maintenance and to staff the Municipal Liquor Store. The Waverly Volunteer Fire Department, unlike the majority of Minnesota cities, is an independent Fire Department funded through a special fire assessment on each PID in the City and surrounding townships. The City contracts with the Wright County Sheriff's Department for police coverage six hours per day .

The Council and staff are thoughtful in looking toward the future, managing growth, and putting the City in a good position for the long term. The Council and staff address deficiencies and rotate the road maintenance so that no road gets neglected for too long. They have taken care of aging infrastructure throughout the City that wasn't updated prior to the population growth. The City also recently completed a large water and sewer infrastructure project around Waverly Lake (a multi-year phased project). Grant money paid for half of the sewer portion of the project. This project was completed without increasing water rates.

The City Council has put themselves in a good financial position. The City has absorbed a healthy level of debt while lowering tax rates and maintaining a strong financial rating. The Council engages in an annual budget process.

A photograph of a large, light-colored building with the words "VILLAGE HALL" mounted on its facade. The building has several windows and is surrounded by trees. The image is partially obscured by a dark blue and black geometric graphic on the left side.

CORE DUTIES OF THE POSITION

Manages the Day to Day Functions of the City

- Follows all legal communications requirements including those relating to public access to information and open meetings and counsels others regarding appropriate procedure and content.
- Seeks cooperation from others in the form of actions, grants, or other desired outcomes by framing requests in a concise and favorable form.
- Builds working relationships with elected and appointed officials at the federal, state, county, and area cities and townships in order to be in a position to advocate for the best interests of the City.
- Ensures that staff in each department follow appropriate procedures and comply with City policies and general government requirements while respecting long-term staff capabilities, knowledge, and responsibilities.
- Ensures election laws and procedures are followed and elections are conducted in an efficient manner.
- Ensures all records are maintained in a manner consistent with best practices and regulations involving data privacy are followed.
- Administers the use of outside consultants for those functions of government that are contracted.
- Provides supervision, leadership, oversight, and involvement in the activities of each City department and consultants. Manages daily and annual performance of staff directly and through department heads.
- Manages and coordinates special projects.

Provides Human Resource Management

- Administers the hiring process, ensuring that appropriate procedures are followed. City Council will approve all full-time hiring/firing decisions.
- Takes a leadership role in the development and recommendation of personnel policies, staff compensation, and benefit plans.
- Reviews work, payroll timekeeping, administers discipline and rewards, coordinates training and work schedules, and manages personnel records.
- Provides performance evaluations, training, and staff development opportunities.
- Ensures all employees are trained in workplace safety and works through department supervisors to ensure that best practices are followed.

Directs the Enforcement of all City Codes and Ordinances

- Enforces all City ordinances in a manner that protects and safeguards the welfare of the public and enhances quality of life in the City.
- Ensures that City ordinances are up-to-date and revised as necessary.
- Works with developers and others to ensure managed growth continues through an annexation process and development agreements.
- Implements provisions of the Waverly Comprehensive Plan.
- Assists with Planning and Zoning functions.



CORE DUTIES OF THE POSITION

Communicates with the Council to Develop Priorities for New and Existing Activities

- Prepares reports, agendas, and analysis to assist the City Council in its decision-making process.
- Evaluates services provided by the City and develops options for improving services or matching services more closely to citizen needs.
- Educates the City Council about City services and presents optional approaches for improvement of services.
- Directs research at the request of the Council, or self-initiates, and presents analysis of the strengths and weaknesses of various options.
- Seeks to identify common ground among competing interests and facilitates a productive working relationship among staff and Council.
- Takes a leadership role in projects involving development initiatives approved by the Council.
- Negotiates and administers contracts for City services with outside agencies.

Directly Supervises the Finance Function of the City

- Ensures proper maintenance of all official accounting records and ensures they conform to generally accepted government accounting principles. Regularly provides accurate and current statements of the City's financial condition.
- Analyzes, interprets, and communicates financial operating results for the information and guidance of the Council and provides fiscal direction to all City departments.
- Ensures all financial records and budgets are maintained and the Council is properly advised regarding the fiscal position of the City.
- Develops and administers the annual budget and recommends appropriate changes to balance revenues with expenditures.
- Oversees purchasing and bid-letting to ensure cost efficiency and compliance with state and federal laws.
- Recommends appropriate fee schedules for City services and ensures that project costs are accurately tracked and charged to the correct accounts.
- Provides technical guidance, directly and through consultants, on financing for capital improvements and Chapter 429 assessments.
- Oversees the annual audit and annual financial statement.
- Work with JPA to assure wastewater and water treatment capacity rates are appropriately determined.
- Manages idle monies according to legally approved investment policies and practices and acts in a direct leadership role in debt management and bond issuance to ensure the most efficient utilization of monies available.

Leads Economic Development Activities

- Works cooperatively with potential and existing businesses to locate to or expand in Waverly.



DESIRED ATTRIBUTES

- Strong background in budgeting and finance.
- General knowledge of public works, planning and zoning, community or economic development, human resources, and municipal liquor.
- Genuinely cares for the community and serving the greater public.
- Strong people skills: approachable, personable, sense of humor, respects confidentiality when required, asks appropriate questions, and enjoys building relationships.
- Understands the Administrator/Clerk role and will perform the duo role's duties.
- Demonstrates patience, coaches up, and encourages continuing education for staff.
- Is comfortable being a boss but is a compassionate listener and knows how to motivate and provide support to those who have been in their role for many years.
- Has the fortitude to enforce ordinances and address challenging situations.
- A strong communicator who can provide clear, concise instructions/direction.
- Enjoys research and is open-minded to other's ideas.
- A team player: takes ownership of mistakes and credits the team for organizational wins.
- A can-do attitude with proper follow-through and follow-up.



GOALS/PROJECTS

- Rapidly get up to speed on the joint wastewater treatment project with neighboring communities (currently in design phase).
- Be a conduit to allow for measured growth within the City and attract value-added businesses (including a grocery store) and life enhancements for the residents in the community.
- Comprehensive Plan – become a key resource to ensure continued focus and purpose is placed on planning for Waverly’s future.
- Develop or improve mechanisms for education and communication between the residents and the City.
- Intentionally get to know and engage with staff, Council, and the residents.
- Provide support, as needed, to continue building out the community parks and associated amenities.
- Explore ideas on how to connect and involve the community (new families, long-time residents, seasonal residents, and north/south communities divided by Highway 12).
- Be ready to put your fingerprint on this organization and in the community.
- Familiarize oneself with water treatment to prepare for future decisions handed down by the state which will impact the community.
- Formalize a reporting mechanism to present City Council directives that are in process or have been completed.

BUDGET SUMMARY

	2023	2024
Expenditure Budget		
City Clerk	260,565	299,790
General Office	198,415	310,995
Committees/Commissions	96,305	96,202
Public Safety	375,850	467,511
Public Works	320,541	350,275
Streets	198,900	223,400
Parks and Recreation	43,780	38,877
Park Capital Projects	102,500	299,517
General Improvement/Heavy Equipment	157,000	118,483
Other	130,382	159,104
Total Expenditure Budget	\$1,884,238	\$2,364,154
Enterprise Funds		
Water Fund	623,051	663,456
Sewer Fund	726,934	777,049
Refuse and Recycling	153,259	210,167
Storm Sewer Fund	44,101	58,183
Municipal Liquor Store	1,053,754	1,052,805
Total Enterprise Funds	\$2,601,099	\$2,761,660
Total Budget	\$4,485,337	\$5,125,814



POSITION ANNOUNCEMENT

City: Waverly, Minnesota

Position: City Administrator/Clerk

Salary: \$80,000 to \$100,000

Application Deadline: May 5, 2024

Job Summary: As the Chief Administrative Officer of the City, the City Administrator/Clerk 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/Clerk manages operations of the City, provides financial oversight, 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. The City Administrator/Clerk assumes the statutory duties of the Clerk and is responsible for delivering quality service to citizens in compliance with all legislative, judicial, and administrative obligations established by higher authority.

Minimum Qualifications: Bachelor's Degree in Public or Business Administration, or related field, a minimum of two years of experience in municipal government administration in a leadership position, or equivalent combination of education, training, and experience. A master's degree in Public Administration, Finance, Business, or equivalent is preferred.

Apply: Visit <https://daviddrown.hiringplatform.com/208087-waverly-city-administrator-clerk/853006-application-form/en> and complete the application process by May 5, 2024.

Finalists will be selected on May 22, 2024, and final interviews will be held on June 17, 2024. The start date will be August 1, 2024.

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



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