



SEEKING TO FILL THE POSITION OF:

## CITY MANAGER

LOCATION: CITY OF WASECA, MINNESOTA

POPULATION: 9,324

SALARY RANGE: \$99,631 TO \$124,539

WASECA IS AN ENERGETIC, WHOLESOME COMMUNITY THAT WELCOMES AND SUPPORTS ALL PEOPLE IN ALL STAGES OF LIFE. WE ENVISION A FUTURE THAT STRENGTHENS OUR REGIONAL CONNECTIONS THROUGH LEADERSHIP OPPORTUNITIES, ECONOMIC DEVELOPMENT, AND INVESTMENT IN HIGH QUALITY COMMUNITY ASSETS RESULTING IN THE CREATION OF A VIBRANT, DYNAMIC COMMUNITY OF THE FUTURE.

### COMMUNITY INFORMATION

Located in the heart of southern Minnesota, the City of Waseca offers a beautiful, clean, friendly, and safe community with a hometown feel and a lower cost of living. Nestled between Clear and Loon Lakes, Waseca was incorporated as a village in 1868.

“Waseca” is a Dakota Indian word meaning “rich in provisions.” When you visit Waseca, you will notice historic homes that peek from behind stately, century-old trees, quiet streets that wrap around City parks and ball fields, and the 1897 Courthouse that still stands proudly as a reminder of the City’s early beginnings.



Waseca is known for its comfortable and friendly atmosphere. Just one hour south of all the big-city conveniences of the Twin Cities metropolitan area, Waseca is located 13 miles west of Owatonna, 25 miles east of Mankato, and 58 miles west of Rochester. The City is located at the crossroads of State Highway 13 and U. S. Highway 14. Waseca is a vibrant community of 9,324 residents and is the county seat of Waseca County.

## EDUCATIONAL OPPORTUNITIES

Public education in the City of Waseca is provided by Waseca Public Schools. The District enrolls approximately 2,000 students divided between its locations. Hartley Elementary School serves students in grades K-3, Waseca Intermediate School serves grades 4-6, and the Junior/Senior High School serves grades 7-12. There is also an alternative high school



and an off campus program. Waseca County Off Campus is an alternative therapeutic program providing a structured setting for up to eight special education students in grades 7-12 with an Emotional or Behavioral Disorder (EBP) diagnosis. Residents recently showed their support for the District by passing a \$30 million referendum for renovations and repairs.

The City of Waseca is also home to a charter school and a private school. TEAM Academy Charter School enrolls students in grades K-6 with an emphasis on college prep. Sacred Heart School is a Catholic school that was established in 1886 and serves students in grades K-4.

## HEALTHCARE

The City of Waseca is fortunate to be home to the Mayo Clinic Health System–Waseca. The community-based health care provider brings the resources and expertise of the Mayo Clinic to Waseca and the surrounding communities. This facility provides comprehensive care to its patients and provides routine and specialized care services as well as on and off site wellness support and community engagement. It also provides inpatient services in its accredited, critical access hospital.

## ECONOMIC VITALITY

Waseca has a strong heritage of agriculture and traditional manufacturing fostered by an environment of collaborative economic development efforts by the City and many economic partners. Together, the economic development partners in the Waseca area continue to work



to grow jobs and the local tax base to maintain a strong and independent community.

Multiple businesses support the community and offer stable employment. Waseca has maintained its population and is enjoying the recent additions of a Burger King, Thrifty White, and Bomgaars. The City is also home to a local brewery.

## RECREATIONAL ACTIVITIES

The City of Waseca is fortunate to have an array of recreational opportunities available for people of all ages throughout all four seasons.

Within the City limits, you will find 15 City parks that offer a number of amenities including tennis, volleyball, basketball, and pickleball courts, softball, baseball, and soccer fields, horseshoe pits, playground equipment, picnic shelters, and bandstands. The newest park, Northeast Park, is home to the Waseca Water Park, an outdoor water park that features a 25-foot high slide tower, a 180-foot long flume slide, a 106-foot long speed slide, and much more!



For those interested in the arts, the Waseca Art Center is a place you will find a variety of exhibits and programs for children and adults. Guest speakers, concerts, and plays are also featured at the Art Center as well as a gallery, a gift shop, and basement classroom space. Other events in the City include concerts by the Waseca Chorale, the Waseca County Historical Society Spring Luncheon series, shows, and events, the Waseca Junior/Senior High School band, choir, and drama performances, and dance classes and performances by Sharri's School of Dance.

Water recreation is a popular activity in Waseca as the City is home to two prized lakes. Clear Lake is the largest lake in Waseca and is located on the east side of town. The lake offers opportunities for fishing, boating, water skiing, sailing, snowmobiling, and ice fishing. A highlight of Clear Lake is its bike trail that runs along the shoreline. On the other side of town you will find Loon Lake, an 80-acre lake with a historic island. Recreational activities on this lake include fishing, non-motorized boating, canoeing, and wildlife watching. You will also find 50 lakes within a half hour drive of the City.

The City of Waseca also offers fun, family festivals throughout the year. Lakefest, Waseca's Fourth of July celebration, brings families together at Clear Lake Park for food, music, games, a boat parade, and paddle fest. This summer, Waseca will be celebrating its Sesquicentennial and an all-school reunion. Another exciting tradition in the City is the Sleigh & Cutter Festival held every winter. The festival includes a parade, a dinner dance, a fireworks display, a medallion hunt, and the Frosty the Snowman contest. Another event held every October in Maplewood Park is Sinister Forest which includes haunted pathways within the trees. Other great annual community events include the Waseca Marching Classic, a band festival that includes a parade and field competition, and the Waseca Sprint Triathlon.



Other fun activities found in the City of Waseca include the Waseca County Free Fair, shopping at one of the City's unique specialty shops, skydiving at the Waseca Municipal Airport, watching the Waseca Braves Class C amateur baseball team, playing a round of golf at the Waseca Lakeside Club, or camping at the area campground.

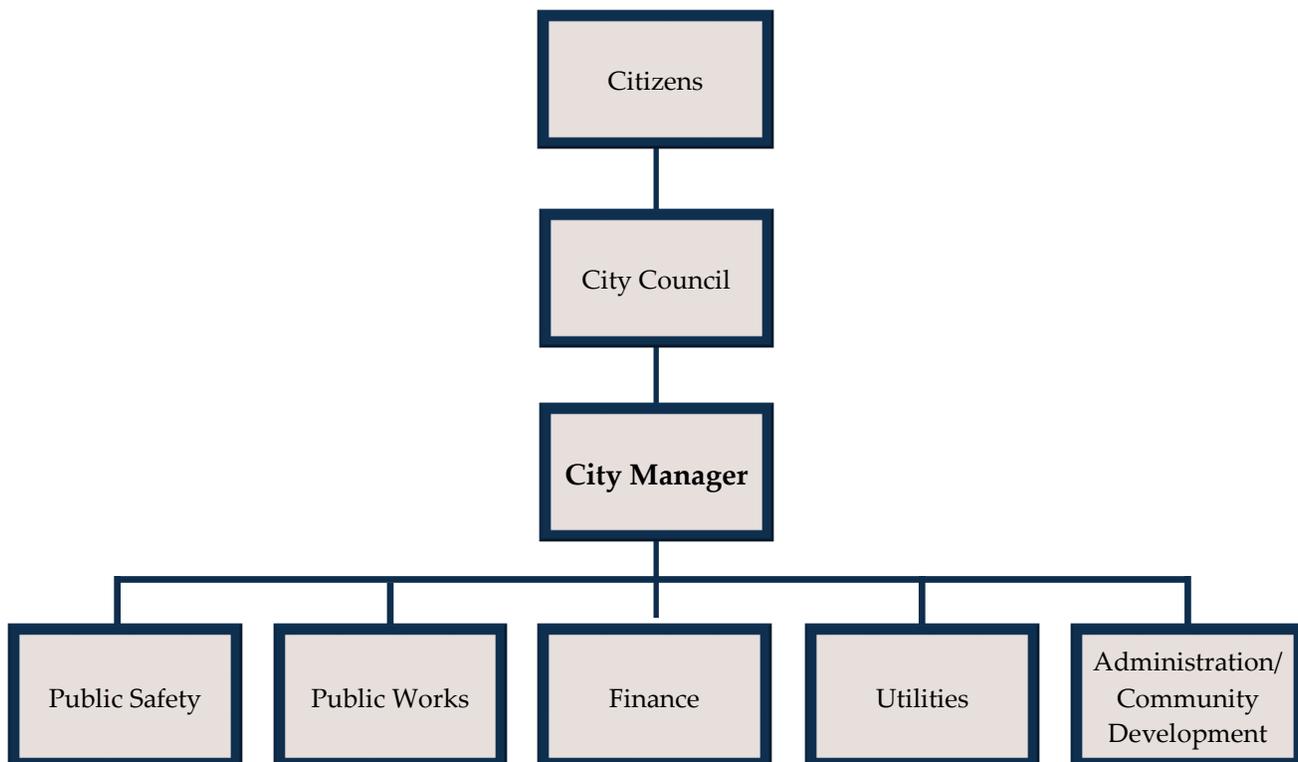
## THE ORGANIZATION

The City of Waseca is organized under a Home Rule Charter in accordance with applicable Minnesota State Statutes. There is a respectful and dedicated Mayor and Council who support the Council-Manager relationship and form of government. There is energy and a continued trajectory to move the community forward in its vision.



The City of Waseca is an attractive organization size with many long-time, capable, competent staff who work well together to provide quality service to the community. The City provides a full range of municipal services including police services, fire protection, zoning and code enforcement, municipal planning, parks, recreation activities with an aquatic center, a regional airport, and construction and maintenance of streets and infrastructure. Community and economic development are facilitated through a Housing and Redevelopment Authority and an Economic Development Authority. In addition, the City provides water, electric, sanitary sewer, and surface water enterprise services. The City also contributes to the regional library system, senior center operations, area transportation services, area tourism bureau, historical society, and several other important community based services. In addition, the Federal Correctional Institute has also been a great and proven collaborator.

## ORGANIZATIONAL CHART



## BUDGET INFORMATION

Expenditures	2017	2018
General Fund	6,518,994	7,099,624
Debt Service Funds	485,300	479,375
Capital Project Funds	1,377,819	2,435,294
Airport Special Revenue Fund	236,475	1,133,600
Safe Haven Grant Special Revenue Fund	141,466	166,412
Peg Channel Special Revenue Fund	34,751	85,501
Water Enterprise Fund	1,699,220	1,272,564
Sewer Enterprise Fund	2,399,985	2,971,123
Electric Enterprise Fund	6,838,514	7,027,642
Surface Water Enterprise Fund	141,529	133,203
Economic Development Authority	70,749	72,901
<b>Total</b>	<b>19,944,802</b>	<b>22,877,239</b>

\*Budget figures do not include City transfers between funds

## MANAGER CORE DUTIES

- ◆ Communicates orally, and in writing, with customers, the press, the general public, civic groups, and the City Council to resolve concerns and problems and answer questions.
- ◆ Attends Council meetings and presents information and recommendations deemed necessary or as requested by members of the Council.
- ◆ Requires and reviews regular and comprehensive management reports from all departments.
- ◆ Keeps informed about issues discussed by boards and commissions.
- ◆ Responds to and resolves difficult and sensitive employee, resident, and other stakeholder inquiries and complaints.
- ◆ Administers and enforces the City Charter and is responsible for the operations of the City.
- ◆ Meets with and advises the City Council on matters related to City operations and policies.
- ◆ Plans, coordinates, and directs the operation of City departments and programs, evaluates organizational issues and problems, and facilitates strategies to address issues and problems.
- ◆ Proposes the City's annual operating budget to the City Council for approval.

## MANAGER CORE DUTIES– CONT'D

- ◆ Maintains responsibility for intergovernmental relations with other cities and public and private organizations.
- ◆ Provides overall organizational leadership and promotes organizational values.
- ◆ Ensures a discrimination free workplace including race, color, creed, religion, gender, disability, sexual orientation, and all other non-job related factors.
- ◆ Creates systems to facilitate and ensure maximum productivity of employees.
- ◆ Ensures accountability throughout the organization.
- ◆ Appoints all City officers and, when deemed necessary, suspends or removes them.
- ◆ Recommends to the Council personnel policies and assignments for efficient operation of the City government.
- ◆ Sees that all laws, provisions of the Charter, and acts of the Council subject to enforcement are faithfully executed.
- ◆ Performs or effectively recommends the hiring, transfer, suspension, promotion, discharge, assignment, direction, discipline, reward, and adjustment of grievances of all personnel.

## MANAGER GOALS AND PRIORITIES

- ◆ Develop key relationships and execute the City's newly adopted "Vision 2030" vision and strategic plan.
- ◆ Develop a sense of proactive community service through collaborations with local businesses, the school district, County, Chamber, service organizations, and citizen groups.
- ◆ Continue upward direction of the organization:
  - ◆ Forge trusting relationships with staff and enhance ability to work across departments.
  - ◆ Update policies and processes collaboratively with staff, utilizing a long-range viewpoint.
  - ◆ Assist in the development of succession plans in preparation of long-term staff retirements.
  - ◆ Engage in and implement recommended changes from the 2018 Fire Study.
  - ◆ Evaluate and develop a staffing model for the Community Development and Administration Departments.
  - ◆ Strengthen the connection between the Council and staff.
  - ◆ Conduct weekly Director meetings.
- ◆ Place focus on residential growth and commercial growth along the southern corridor of town.

## MANAGER GOALS AND PRIORITIES– CONT'D

- ◆ Engage the Council in ongoing annual budget workshops to educate and strategically plan for long-term infrastructure improvement; Assist the Council in finding a balance between spending and investing.
- ◆ Aid the City in attracting new industry/businesses and young families to move to the area by increasing housing types and amenities.
- ◆ Increase citizen understanding regarding City services and the value thereof.
- ◆ Develop long-range plans to replace underground infrastructure addressing inflow and infiltration (I&I) issues.
- ◆ Engage in preliminary steps to register the downtown on National Register of Historic Places and educate business owners on the fundamentals thereof.

## DESIRED MANAGER ATTRIBUTES

- ◆ A patient, ethical, and experienced manager who is approachable, open to ideas, and has a great sense of humor and an open door policy.
- ◆ Have a vested interest in Waseca and believe, trust, conform, and drive the Council and staff in executing its vision.
- ◆ Ability to acclimate and roll with the punches: Waseca is on a progressive track.
- ◆ Prompt responsiveness: someone who elects to be available to the Council and staff.
- ◆ A confident collaborator and communicator who is willing to compromise, all while representing the best interests of the City.
- ◆ A delegator and creative thinker who is willing to let others lead with their strengths.
- ◆ A social and visible leader with a genuine desire to collaborate with area businesses, the school district, the County, and community service organizations.
- ◆ Understands and asserts the Council-Manager Plan form of government.
- ◆ A long-term, big-picture thinker and problem-solver with an ability to bring forth new ideas.
- ◆ Strong knowledge of the City Charter, rules, regulations, open meeting law, and organizational protocols with an assertive ability to tactfully communicate such to meeting participants; lead the meeting when it strays.
- ◆ Be innovative, goal-orientated, and have excellent people skills.
- ◆ Be comfortable with saying “I don’t know,” and be willing to ask for help.
- ◆ Ability to adapt to several different forms of communication styles with Council and Mayor.
- ◆ Be an approachable and even-keeled manager with a balanced sense of reasoning; elicit trust with staff and Council.

# POSITION ANNOUNCEMENT

CITY MANAGER: CITY OF WASECA, MINNESOTA

SALARY RANGE: \$99,631 TO \$124,539

Located in the heart of southern Minnesota, the City of Waseca offers a unique blend of hometown hospitality, rich history, and modern day conveniences. Waseca is a vibrant community of 9,324 residents and is the county seat of Waseca County.

Minimum qualifications for the position include a bachelor's degree in Public or Business Administration or Finance, five plus years of progressively responsible experience in municipal government as a City Manager/Administrator, Department Manager, or similar, and possession of a valid Minnesota driver's license or the ability to obtain one within one month of hire.

The position profile is available at <https://www.ddahumanresources.com/active-searches>.

To apply, go to <https://daviddrown.hiringplatform.com/19335-waseca-city-manager/51327-application-form/en>, and complete the application process by May 2, 2018. Finalists will be selected by the Council on May 22, 2018, and final interviews will be held on June 12 and 13, 2018.

Please direct questions to Liza Donabauer at 612-920-3320 x111 or [liza@daviddrown.com](mailto:liza@daviddrown.com).



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