



CITY COUNCIL AGENDA

Monday, January 27, 2025

Broadcast on Cable TV Channel 16
and northmetrotv.com/lino-lakes-stream

***City Council: Mayor Rafferty, Councilmembers Cavegn, Lyden, Ruhland and Stoesz
Interim City Administrator: Dave Pecchia***

SPECIAL CITY COUNCIL MEETING, 7:15 P.M.

Council Chambers | Televised

- Call to Order and Roll Call
- Pledge of Allegiance
- Public Comment
Sign-in prior to start of meeting per Rules of Decorum
- Setting the Agenda: Addition or Deletion of Agenda Items

1. CONSENT AGENDA

No Report

2. FINANCE DEPARTMENT REPORT

No Report

3. ADMINISTRATION DEPARTMENT REPORT

A. City Administrator Executive Search, Meg Sawyer

4. PUBLIC SAFETY DEPARTMENT REPORT

No Report

5. PUBLIC SERVICES DEPARTMENT REPORT

No Report

6. COMMUNITY DEVELOPMENT REPORT

No Report

7. UNFINISHED BUSINESS

No Report

8. NEW BUSINESS

No Report

9. NOTICES AND COMMUNICATIONS

No Report

ADJOURNMENT

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM**

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: January 27, 2025

TOPIC: City Administrator Executive Search

VOTE REQUIRED: Simple Majority

INTRODUCTION

This report seeks Council approval for the posting of the City Administrator position.

BACKGROUND

Pat Melvin, Management Consultant with DDA Human Resources, Inc. will present to Council his recommendations for the City Administrator executive search including:

- Recruitment Strategy
- Position Profile
- Job Posting
- Salary Range

RECOMMENDATION

Council is being asked to approve the City Administrator Executive Search materials, including the proposed salary range.

ATTACHMENTS

City Administrator Position Profile
City Administrator Compensation 2025



City of Lino Lakes

MINNESOTA



City Administrator

Salary: \$150,862 to \$188,573





Welcome to Lino Lakes!

Lino Lakes, Minnesota, is a vibrant suburban city located just 20 miles north of the Twin Cities. With a population of approximately 22,000, Lino Lakes combines small-town charm with big-city convenience, making it an attractive destination for residents and visitors alike. Its location near Interstate 35 provides quick and easy access to Minneapolis and St. Paul, while maintaining a peaceful and family-friendly atmosphere.

One of Lino Lakes' standout features is its natural beauty. The City is home to the Rice Creek Chain of Lakes Regional Park Reserve, a 5,500-acre expanse offering endless outdoor recreation opportunities. From hiking, biking, and canoeing in the warmer months to cross-country skiing, snowshoeing, and ice fishing in the winter, there's always something for nature enthusiasts to enjoy. Additionally, Lino Lakes boasts an extensive network of local parks, playgrounds, and trails, making it ideal for families and active individuals.

The City is home to a diverse mix of businesses, from local shops and restaurants to large employers, creating a dynamic economic landscape. Recent development projects have brought modern commercial spaces and infrastructure enhancements, further positioning the City as a prime location for investment. The City's focus on sustainability and smart growth ensures that economic progress aligns with environmental stewardship and community well-being.

The sense of community in Lino Lakes is another key draw. Annual events such as Blue Heron Days and Summer Concerts in the Park create opportunities for neighbors to connect and celebrate. The City places a high priority on safety and well-being, supported by an active police department and engaged residents who contribute to the community's friendly and welcoming environment.

For families, Lino Lakes offers excellent schools in the Centennial, Forest Lake, and White Bear Lake districts, known for their strong academic programs and extracurricular opportunities. The City also caters to a range of housing preferences, from modern developments to established neighborhoods, ensuring options for everyone.

Whether you're looking for outdoor adventures, a close-knit community, or proximity to urban amenities, Lino Lakes provides a perfect balance of lifestyle, opportunity, and natural beauty. It's a city where you can truly live, work, and play.





Educational Opportunities



Public Schools

Lino Lakes is primarily served by three school districts:

Centennial School District (ISD 12) - The Centennial School District serves approximately 6,400 students across five cities and two townships. The district operates five elementary schools, two middle schools, and one high school, providing comprehensive education and extracurricular programs. Known for academic excellence and community engagement, it fosters a supportive and inclusive learning environment.

Forest Lake Area School District (ISD 831) - The Forest Lake Area School District serves over 7,000 students across 13 schools, including elementary, middle, and high schools. Spanning a large geographic area, the district emphasizes academic achievement, innovative programs, and strong community partnerships to support student success in a safe and inclusive environment.

Forest Lake Area School District (ISD 831) - The White Bear Lake Area School District serves over 8,000 students across nine communities. It operates several elementary, middle, and high schools, offering diverse academic programs, arts, and athletics. The district is committed to educational excellence, equity, and fostering a supportive community for lifelong learning.

Private Schools

While there are no private K-12 schools directly within Lino Lakes, there are several options in nearby communities:

- St. John the Baptist Catholic School (New Brighton, MN)
- Victory Christian Academy (Forest Lake, MN)

Higher Education

Higher education opportunities are easily accessible, with several colleges and universities located within a short drive, including:

- Anoka-Ramsey Community College (Coon Rapids, MN)
- Bethel University (Arden Hills, MN)
- Century College (White Bear Lake, MN)



Recreation & Community Events

Lino Lakes offers a wide range of recreational opportunities for residents and visitors, thanks to its abundance of parks, lakes, and trails. The City is home to over 800 acres of parks and green spaces, providing numerous options for outdoor activities. One of the highlights is the Rice Creek Chain of Lakes Regional Park Reserve, a 5,500-acre park that offers over 16 miles of trails for hiking, biking, and cross-country skiing, as well as canoeing, fishing, and birdwatching opportunities. Other parks, such as Pine Point Park and Lino Lakes Park, provide picnic areas, sports fields, and playgrounds, ideal for family outings and casual recreation.



Lino Lakes is also a great location for water activities, with a chain of lakes including Peltier Lake, Marshan Lake, Rice Lake (hosts a float plane facility), George Watch Lake, Reshanau Lake, portions of Baldwin Lake, Centerville Lake, Otter Lake, and Bald Eagle Lake, offering opportunities for boating, fishing, swimming, and kayaking. In the winter, these lakes become perfect spots for ice fishing, while the City's parks transform into spaces for snowshoeing and cross-country skiing.



The City is well-connected by an extensive trail system, including the Rice Creek Regional Trail, which links parks and provides scenic routes for cycling, walking, and running. The trails are a popular destination year-round for outdoor enthusiasts. For sports lovers, Lino Lakes has several fields for organized leagues and casual play, as well as golf courses like Chomonix Golf Course for those who enjoy golfing.



The Rookery Activity Center serves as a hub for various programs and services. The center boasts amenities such as a fitness floor, gymnasium, and indoor aquatic center featuring both a zero-depth warm water teaching pool and a six-lane lap pool.

Lino Lakes fosters community spirit with events like Blue Heron Days, a local festival with vendors, music, and outdoor activities, and the Summer Concerts in the Park series, which offers free entertainment.

Whether you're into hiking, water sports, winter activities, or simply enjoying the outdoors, Lino Lakes offers something for everyone, making it an ideal place for active living year-round.





Lino Lakes, Minnesota, provides residents with access to high-quality healthcare services, combining local facilities with proximity to major medical centers in the Twin Cities metropolitan area. The City prioritizes the health and well-being of its residents through a range of providers and programs.

The **HealthPartners North Suburban Family Physicians Clinic** in Lino Lakes provides comprehensive, patient-centered care for individuals and families in the community and offers a wide range of medical services designed to meet the needs of patients of all ages.

Services and Specialties

The clinic is known for its emphasis on primary care and preventive health services. Key offerings include:

- **Family Medicine:** Comprehensive care for children, adults, and seniors, including routine checkups, chronic condition management, and wellness exams.
- **Pediatrics:** Specialized care for children, including immunizations, growth monitoring, and acute illness treatment.
- **Women's Health:** Services such as gynecological exams, prenatal care, and menopause management.
- **Chronic Disease Management:** Support for conditions like diabetes, hypertension, and asthma with personalized care plans.
- **Behavioral Health Services:** Counseling and support for mental health concerns, such as anxiety, depression, and stress management.

On-Site Amenities

To ensure convenience and accessibility, the clinic provides:

- **Laboratory Services:** In-house lab testing for faster results.
- **Imaging Services:** Diagnostic imaging, such as X-rays, available on-site.
- **Pharmacy Access:** Coordination with nearby HealthPartners pharmacies for prescription fulfillment.

Lino Lakes also benefits from a variety of local clinics, including dental, chiropractic, and physical therapy services, making healthcare convenient and accessible for families. Additionally, the City promotes wellness through its parks, recreation programs, and outdoor activities, which support residents' overall health and well-being.

The Organization



The City operates under a Mayor-Council system, with an elected Mayor and four City Council members who make decisions on policies, budgets, and long-term planning. The City Council meets regularly to review city operations and approve new projects.

Several advisory boards and committees play a key role in shaping city policies. These include the Planning and Zoning Board, Park Board, and Environmental Board, where local residents volunteer their time and expertise to influence decisions on land use, parks, and economic development.

City Hall is the heart of city operations, where departments such as Community Development, Finance, Administration, Communications, and Human Resources manage daily services. Public Safety oversees Police and Fire services, and Public Works oversees Parks and Recreation and is also responsible for roads and water systems.

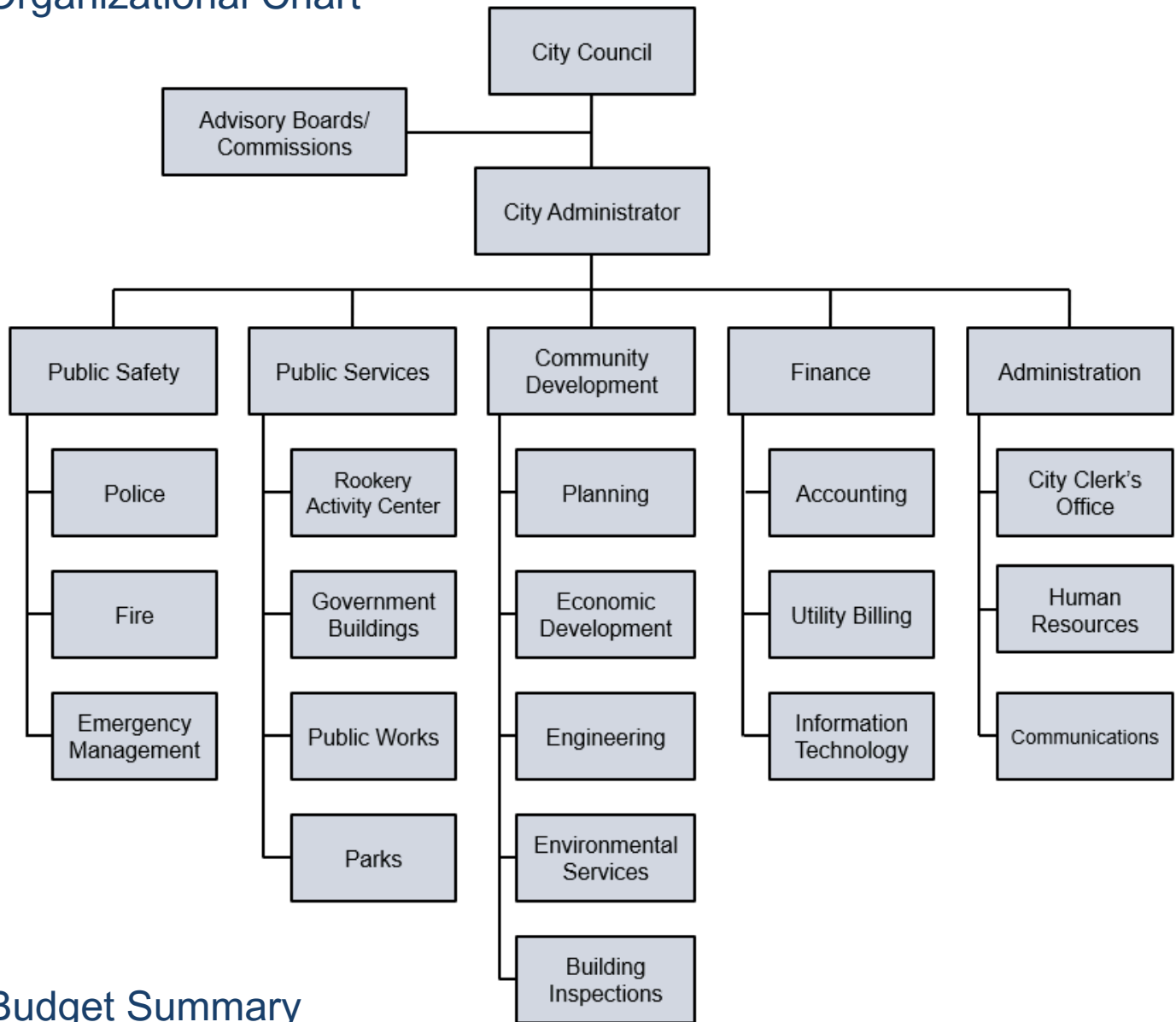
Lino Lakes works closely with Anoka County on regional planning and public health initiatives, and it partners with state and federal agencies to address concerns like infrastructure funding and environmental regulations. The City is poised for continued growth and development, thanks to its proactive approach to leadership and long-term planning.

A key focus for the City Council is evaluating the current public safety model, which combines Police and Fire services. A study is underway to assess whether separating these functions would be more effective for the community. The study is expected to be completed by spring of 2025. The City currently operates two fire stations, ensuring comprehensive emergency services.

In addition to public safety improvements, Lino Lakes is investing in infrastructure. A \$16 million Public Works Facility will be under construction, with completion slated for 2027. Plans are also in progress for a new water treatment plant to serve the growing population.

Lino Lakes is supported by a strong management team, with department heads working collaboratively to develop effective strategies for success. The Interim Administrator is providing excellent leadership, with plans to involve the incoming City Administrator in hiring a new Finance Director to further strengthen the team. To retain and support its staff, the City Council has approved a 6% pay increase for City employees in both 2025 and 2026, for a total of 12% over two years.

Organizational Chart



Budget Summary

Expenditures	2024	2025
Administration	1,766,798	1,896,895
Community Development	923,264	1,000,359
Public Safety	6,693,725	7,245,187
Public Services	3,555,934	3,832,882
Other	229,247	75,000
Total Expenditures	\$13,168,968	\$14,050,323



Core Duties of the Position



Leadership and Oversight

- Serves as Chief Executive Officer, directing City operations, supervising department heads and staff, and overseeing hiring, training, evaluation, and discipline processes.
- Keeps leadership informed of departmental activities; resolves issues, monitors progress toward objectives, and promotes interdepartmental coordination.
- Facilitates problem-solving, quality control, and process improvement; addresses unresolved public inquiries.

Policy and Planning

- Develops and implements City policies and procedures; addresses public and organizational inquiries and monitors progress toward goals.
- Supports strategic and long-term planning; monitors and informs City leadership on state and federal legislative impacts and ensures compliance.

Council and Stakeholder Relations

- Acts as liaison between staff, the Mayor, and City Council; prepares agendas, provides analysis and administrative support, and ensures informed decision-making.
- Represents City leadership at events, meetings, and committees; serves as a liaison to civic and governmental organizations.

Financial Management

- Oversees annual budget preparation, reviews departmental requests, and ensures legal and procedural compliance.
- Conducts financial and managerial analyses; prepares reports and presentations for the Mayor, City Council, and stakeholders.

Project Management

- Manages special projects, including planning, resource allocation, implementation, and problem resolution; oversees contractor/consultant performance.

Labor and Intergovernmental Relations

- Negotiates labor contracts and cooperative agreements with unions, municipalities, organizations, and governmental entities.



Leadership Attributes

- Analytical and creative thinker with a commitment to continuous improvement.
- Knowledgeable and confident advisor capable of effectively guiding and collaborating with the Council.
- Strategic Administrator who delegates tasks to maintain focus on organizational priorities.
- Results-driven leader dedicated to building trust with the Council, staff, and community.

Communication and Collaboration

- Exceptional communicator adept at keeping the Council informed and engaging with leaders across sectors.
- Change advocate who articulates the benefits of change and ensures successful implementation.
- Transparent professional with preferred expertise in finance and community development.
- Strong interpersonal skills, fostering team cohesion and conflict resolution.
- Visionary leader who communicates transparently and clearly defines roles in achieving shared goals.

Professional Expertise

- Experienced government leader with a deep understanding of statutes, laws, legal challenges, and personnel management.
- Strategic planner skilled in identifying policies and frameworks to support sustainable growth.
- Proven manager with experience working across various Police and Fire service models.
- Courageous and innovative leader committed to challenging the status quo and acting in the City's best interest.
- Dedicated collaborator focused on providing quality services through departmental partnerships and cost-efficiency.
- Proficient in managing union environments and fostering productive employee relations.

Organizational Management

- Empathetic Administrator who balances rural living values with the demands of city growth.
- Supportive leader who represents, mentors, and holds staff and leadership accountable.
- Organizationally aware leader who assesses workloads, departmental needs, and staffing requirements effectively.
- Supportive manager committed to succession planning and fostering a desirable workplace culture.
- Empowering leader who encourages proactive departmental initiatives and embraces technological advancements.



Position Announcement



Organization: City of Lino Lakes, Minnesota

Position: City Administrator

Salary: \$150,862 to \$188,573

Application Deadline: February 25, 2025

Job Summary: The City Administrator directs and manages the operations of the City under general direction from the Mayor and City Council, to include management and oversight of all City departments and functions, direct supervision of the department directors and administrative staff, and coordination of special projects. The City Administrator is responsible for the implementation of all policy set by the Council. Work may be performed by the incumbent or delegated to subordinate staff.

Minimum Qualifications: Master's degree in Public Administration, Business Administration, Urban Planning, Finance, or related field, five (5) years of experience as a City Administrator/Manager, Assistant City Administrator, or related profession that demonstrates the ability to perform at an executive level, and two (2) to three (3) years of labor relations and contract negotiation experience.

Apply: Visit <https://daviddrown.hiringplatform.com/290919-lino-lakes-city-administrator/1112876-application-form/en> and complete the application process by February 25, 2025. Finalists will be selected on March 24, 2025, and final interviews will be held on April 15, 2025.

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



DDA

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a David Drown Associates Company

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Lino Lakes City Administrator Comparisons 1/23/2025

City	Title	Minimum	Maximum	Actual
Centennial Lakes (Police)	N/A			
Champlin	City Administrator	\$73.47	\$91.84	
Chaska	City Administrator	\$70.68	\$106.01	\$84.86
Columbia Heights	City Manager			\$84.14
Crystal	City Manager	\$78.77	\$106.34	\$92.56
Farmington	City Administrator	\$70.37	\$91.35	\$87.49
Forest Lake	City Administrator	\$69.41	\$86.77	\$86.77
Golden Valley	City Manager	\$72.55	\$96.68	
Hastings	City Administrator	\$78.74	\$98.50	
Hopkins	City Manager	\$79.98	\$107.97	\$100.56
New Brighton	City Manager	\$70.92	\$91.60	
New Hope	City Manager			\$96.40
Northfield	City Administrator	\$79.70	\$98.59	
Prior Lake	City Manager	\$67.25	\$84.83	\$84.83
Ramsey	City Administrator	\$68.39	\$85.49	\$77.49
Rosemount	City Administrator	\$70.82	\$88.61	\$88.61
Savage	City Administrator	\$71.07	\$88.84	
Stillwater	City Administrator	\$69.40	\$93.26	\$80.44
South St. Paul	City Administrator			\$88.93
West St. Paul	City Manager	\$71.62	\$89.53	
White Bear Lake	City Manager	\$79.59	\$107.12	

	\$73.10	\$94.90	\$87.76
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Lino Lakes

\$72.53	\$90.66
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