

THE CITY OF CROOKSTON



Position: City Administrator

Location: City of Crookston, Minnesota

Population: 7,794

Salary Range: \$96,000 — \$124,000

The Community

Situated on the cusp of glacial era Lake Agassiz in northwestern Minnesota, Crookston is a friendly, safe, and progressive community entwined in the meandering Red Lake River and surrounded by native prairies and grasslands. A city proud of its history while moving forward into its future, Crookston is home to healthy businesses, rich agriculture, engaged citizens, and a campus of the University of Minnesota. In an area originally home to Ojibwe and Lakota peoples, pioneer settlement began in 1872 with the arrival of the St. Paul & Pacific Railroad. Crookston takes its name from Colonel William Crooks, chief engineer of the railroad. Served by US Highways 2 and 75, the City has easy access to Grand Forks (just 25 miles to the northwest), Fargo, Bemidji, and Winnipeg, Canada. Incorporated in 1879, the city now is home to 7,800 citizens and over 1,800 students at the University of Minnesota – Crookston. About 4,740 of these citizens reside in well-maintained, owner-occupied housing. A new housing development, enhanced by two manmade lakes and a trail system, is currently opening in the northeast section of the City for one and two-family homes. The City has previously partnered with Tri-Valley Community Action Group to provide workforce housing. Rentals comprise about 35% of housing options, and there is currently about a 6% vacancy rate. The median household income is \$50,678, while 17.8% of the population has income below the poverty line. The unemployment rate is very low, at 3.4%.

Charming, inviting, and unique, much of Crookston's downtown is included on the National Register of Historic Places. Students at the University of Minnesota – Crookston took the lead in ensuring the documentation and preservation of the downtown blocks. The Grand Theater, once home to vaudeville, is one of the nation's oldest continuously operating movie theaters. The historic downtown Carnegie Library, opened in 1908 and placed on the National Register of Historic Places in 1984, is the site of the Carnegie History Center, housing the archives of the Polk County Historical Society and hosting art exhibits throughout the year. The Red River Valley Sugarbeet Museum brings to



life the industry on which so much regional agriculture is based.

An active Convention & Visitor's Bureau has created a historic walking tour of the City, and promotes the area's significant lodging, dining, refreshment, and shopping options. Crookston is also the county seat of Polk County, which comprises almost 2,000 square miles and 31,000 residents.

The City of Crookston is a GreenStep City, having made a commitment in 2015 to participate in this challenge, assistance, and recognition program to achieve their sustainability and quality-of-life goals. The City has completed Steps 1 and 2 of the 5 step program by enacting an electronic shutdown policy in city buildings, enhancing public transportation options, and working collaboratively with the University of Minnesota – Crookston to pursue further initiatives.

Crookston is a caring community, built on generations of agriculture and oriented toward its families. In times of need, whether high water events, school referendums, or neighborhood emergencies, its residents come together as a community to support neighbors through volunteer hours, donations, and financial support.



Education



The City of Crookston's children and youth have multiple educational opportunities. The City is served primarily by Crookston Independent School District No. 593. Through the District, 1,860 students attend pre-kindergarten through grade 12. Washington School is the center for Pre-K and Kindergarten. Elementary students in grades 1-6 attend Highland School, while Crookston High School serves students in grades 7-12. The District's goal is to promote strong communication, a culture of high expectations, develop solid relationships, and ensure exceptional systems of support for students. There is a wide range of programming within the District, from Early Childhood Family Education and Preschool programs to courses in the High School which include college level courses (Postsecondary Enrollment Options), Orchestra, Construction Trades, and Family and Consumer Sciences. In 2019, the community approved a District referendum for the construction of



a bus garage. Other educational options include Cathedral Catholic Elementary School, which serves 120 students in Kindergarten through grade 6, and Our Savior's Lutheran School, which serves children from Pre-K through grade 6.

The campus of the University of Minnesota – Crookston is an asset not just to its students, but to the community and region at large. One of five campuses of the U of M, the University provides both experiential, career-oriented degree programs and high-quality online programs, while connecting its teaching, research, and outreach to rural economic development and service within the region and beyond. Enrolling approximately 1,800 undergraduate students from more than 20 countries and 40 states, the Crookston campus offers a supportive, close-knit atmosphere, top-level technology, and a distinctive career-oriented education that leads to a prestigious University of Minnesota degree. Opportunities abound for collaboration between students and faculty and the residents and businesses of Crookston, given the school's vested interest in the success of the community and its tremendous leadership. Together with the U of M – Crookston, the Chamber of Commerce holds a leadership academy for rising stars within the community. Over 500 secondary students have benefited by participating in this program.

The Crookston Library is one of 13 branches of the Lake Agassiz Regional Library. The Library is always active, with programming and projects attracting a wide audience.



Healthcare

Healthcare in the City is a regional draw. Based in Crookston, Riverview Health is a community-owned nonprofit medical system, and is joined by Altru Clinic, Northwestern Mental Health Center, and Hospice of the Red River Valley in serving the community. Riverview Health Care, founded in 1898, operates three clinics in the City, as well as the hospital. The clinics offer emergency services as well as specialties from orthopedics to diagnostic imaging. The City is excited that a \$51 million expansion of the hospital will be completed this year. Riverview Health operates the Critical Access Hospital,

with an attached memory care, the Riverview Recovery Center (a chemical dependency outpatient treatment program), and Riverview Home Care.

The Crookston Clinic of Altru provides a comprehensive scope of services from a walk-in clinic to radiology, and is a member of the Mayo Clinic Care Network. Northwestern Mental Health Center has placed a focus on the mental health of the region's farm families by implementing programs of support.

Recreation



Community fun is year-round in Crookston. From Ice Buster Days in February, to Oxcart Days in August, followed by the Chalk It Up/Queen City Art Festival and Pioneer Days and the Sugarbeet Harvest Festival in September, the community Halloween Party in October, and Santa Land in December, there is always something to look forward to. Ox Cart Days have been tagged “one of the top festivals in NW Minnesota.” Chock full of events, including a torchlight parade and fireworks, the celebration calls attention to the Red River ox carts that once traveled through the region en route from Fort Garry (Winnipeg) to St. Paul. The parade is even broadcast on local television!

Crookston's location provides opportunities for a plethora of outdoor activities. From hunting and fishing, to cross-country skiing and birding, to kayaking and canoeing, the outdoors beckons with countless options. The City recently received a Red Lake River Corridor grant for improvements to the Central Park Campground. The community also has abundant recreational facilities. The Highland Park Complex includes a three-sheet indoor ice arena, an outdoor athletic complex with multiple softball diamonds and tennis courts, play structures, a splash pad, and a skate park. It attracts visitors from around the area for its variety of recreational activities. The City also maintains two regulation nine-hole disc golf courses, an outstanding city park system comprised of 22 parks encompassing 118 acres, and an indoor

community swimming pool – a joint effort between the city and the school district. Project GO (“Get Outdoors”), is a collaborative project of Crookston Early Childhood Initiative, and Polk County Public Health, that encourages family engagement with all the outdoor recreational activities in the City.

Minakwa Golf Course, a scenic 9-hole course, and Minakwa Country Club are also available within the City.

Bird watching is an activity that brings many to Crookston and the surrounding area. Lying along the Pine to Prairie International Birding Trail, the area just east of Crookston is a prime spot to view the mating grounds of the Greater Prairie Chicken – “*the most dangerous dance on the prairie.*” Glacial Ridge Nature Conservancy is 12 miles east of the City, where one can birdwatch, hike, cross-country ski, and snowshoe. Its 24,270 acres are home to prairie chickens, the Dakota skipper butterfly, and other native species.



Public Safety and Public Works



The Police Department is comprised of 15 full-time officers and two support staff. The quality of their work has earned the city a “safest community in Minnesota” recognition from OnlyInYourState.com and the National Council for Home Safety and Security (2017).

The Police Department has collaborated with the Fire Department and other EMS and law enforcement personnel to initiate Safety Town in the Crookston Public Schools. “Safety Town” is a comprehensive safety education program for children who are going to be entering kindergarten. The Polk County Triad, which began in 1997, teams the Sheriff’s office, Crookston police, and AARP in efforts to reduce criminal victimization of senior citizens. The Police Department also mentors an active Police Reserve program.

Not to be outdone, the Crookston Fire Department, comprised of six full-time firefighters, the Chief, and 25 paid-on-call firefighters, is also an award-winning group. Serving the City and 14 surrounding townships – 12,000 people over 500 square miles, it is ranked in the top 1.5% of departments in the state, and top 5% nationally, with

their upgraded 02/2Y ranking in Public Protection Classification by the Insurance Services Office. Successful collaboration between the City’s Fire Department, the Division of Public Works, and the Polk County Dispatch services are essential to achieving this significant rating. The Fire Department also encourages a city-wide “Adopt a Hydrant” program, making public safety everyone’s business.



The City takes pride in maintaining its equipment, streets, facilities and infrastructure. The City is also updating its water meter system as a step to become more automated and improve efficiencies, currently working to update the water metering system. In August, 2019, the City of Crookston won the People’s Choice Award for “Best Tasting Drinking Water” in “The Great Minnesota Tap Water Taste Test” at the Minnesota State Fair!



Business

Agriculture is one of the economic drivers in Crookston. The Red River Valley of the North Basin, in which Crookston is located, is a rich agricultural area producing sugar beets, potatoes, small grains, and sunflowers. American Crystal Sugar, a growers’ cooperative, operates one of its six plants in Crookston. Crookston’s Housing and Economic Development Authority (CHEDA) serves as a catalyst for economic development in the City, and supports new and existing business through education, connection, and loans. The “top ten” employers are Crookston Area RiverView Health, the University, American Crystal Sugar, the public schools, Villa St. Vincent nursing and assisted living, New Flyer bus manufacturing, Dee Incorporated, SunOpta Grains, Eickhof Columbaria, and Hugo’s grocery. Crookston also owns 160 additional acres that are earmarked for future development.

Valley Technology Park is a business incubator built by the City and houses the supporting organizations of the Small Business Bureau, the offices of CHEDA, the United Way, and the U of M Extension offices. Its goal is to house and support business innovation for new and emerging businesses in technology and value-added agriculture.



Desired Attributes

- Bring a passion for leadership to the organization!
The Administrator will be a strong leader who portrays a humble confidence, displays resourcefulness, and is determined to be successful.
- Be an organized and enterprising person skilled in planning, finance, and collaboration.
- Be a master of prioritization, thick-skinned, and able to help the organization address its challenges.
- Lead by example: be an inclusive, positive leader who demonstrates a team approach and recognizes the talents and strengths of staff.
- Be able to unify various groups, build relationships, and develop partnerships with key stakeholders.
- Be approachable, emotionally intelligent, fair, adaptive, and use an appropriate sense of humor.
- Thrive in conducting research, providing decisive recommendations, putting the planning process in motion and following through.
- Be detail-orientated and self-motivated.
- Have prior experience in human resource management and a strong interest in economic development.
- Be comfortable establishing immediate and ongoing relationships with area businesses and organizations.
- Have excellent interpersonal communication skills and social interaction skills; be an active listener who demonstrates a sincere interest in others and applies information in ways that benefit the community.
- Be service-orientated, excel in community outreach, and become effortlessly involved in the community.
- Be a community cheerleader and creative thinker who excels at thinking outside the box.
- Be professional, respectful, and skilled in mediation and negotiation.



Goals & Priorities

- Engage the Council, Boards, and Commissions in trainings and biennial workshops on parliamentary procedures and the responsibilities, conduct and duties tied to the role and job description of each member. Continually educate and communicate the role and responsibilities of each member. Communicate the importance of the “why”.
- Learn and understand the culture of the community and organization.
- Serve as the liaison between the City departments, the City Council, and the Crookston Housing and Economic Development Authority (CHEDA), thus providing a direct link and advocate for all groups.
- Demonstrate support for continued investment in the community and the downtown area.
- Immediately begin building strong relationships with local business leaders, leaders within the City, County, Chamber of Commerce, school district, hospital, University of Minnesota-Crookston, CHEDA, current partners, and various organizations within the community. Continue fostering these relationships with the goal of efficiently eliminating silos and becoming a true reflection of collaboration.
- Review the Comprehensive and Downtown Revitalization plans. Work with the City Council to develop a vision that incorporates projects into the City's Capital Improvement Plan.
- Facilitate visioning and goal-setting with department heads, stakeholders, and the Council. Effectively and continually communicate the cause and effect of long-range planning, the budget, capital planning, and future levies. Engage the Council in an annual retreat to continue these discussions and to ensure all continue to understand the established vision.
- As part of an ongoing visioning process, assist the community's efforts in growing its tax base by balancing expansion efforts and introducing new growth. Find ways to address needs in daycare, affordable housing, community amenities, and industry.
- Partner with MnDOT to finalize a plan and funding strategy for the design and implementation of a safe driver and pedestrian experience in the downtown corridor.
- Work with the Red Lake River Corridor Consortium and continue momentum toward enhancing the area's natural amenities.
- Connect the City with its residents. Lead discussions regarding the future of the downtown area and other City-related business. Communicate the status of those discussions to the community via various forms of media.
- Inventory current processes within the organization. With a fresh perspective, offer improvement recommendations and ideas or suggestions for automation .
- Be the face of the City: provide quality organizational updates at area meetings and become involved in all community aspects.
- Reflect a positive, community driven attitude that aids in marketing Crookston as a destination. Support the marketing of quality-of-life factors essential for the creation of a positive environment for economic development.
- Evaluate the structure of meetings of the City Council, City Boards, and City Commissions to determine where efficiencies, productivity, professionalism and opportunities for community engagement can be improved.
- Support the Leadership Team and their departments in their endeavors. Communicate the needs of staff to the Council even when the conversation may be difficult.
- Establish a continuity plan in preparation for upcoming retirements within the leadership staff.



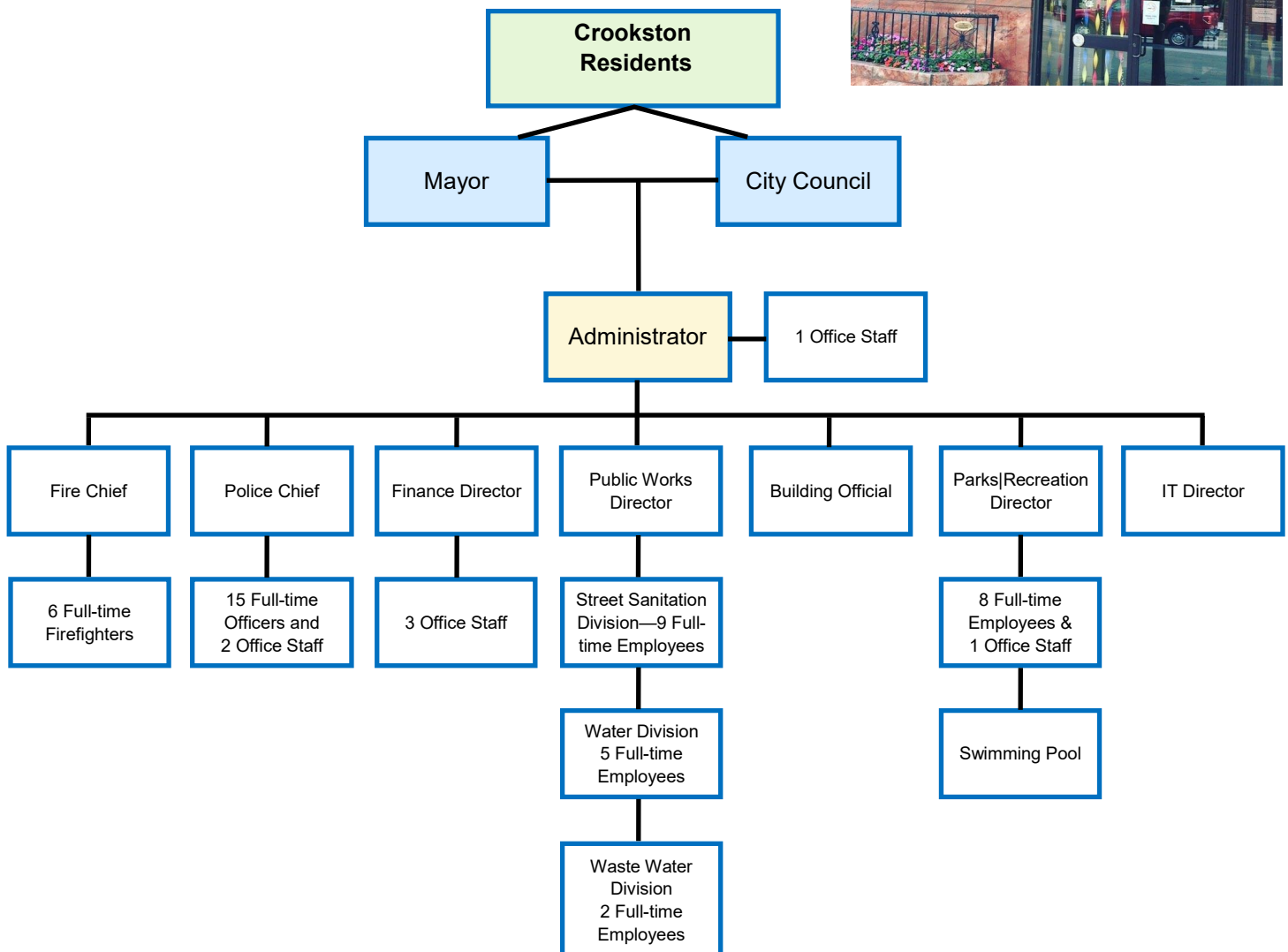
The Organization

Crookston operates under a Home Rule Charter form of government. The City is divided into six wards, each represented on the City Council by an elected council person. Two additional council persons and the Mayor are elected “at large.” The City’s department heads are long-standing experts in their fields. The leadership and quality of service they have provided is recognized by the community is documented in various articles. Staff is dedicated and loves the community they serve.

The City takes pride in maintaining its City equipment, streets, facilities, and infrastructure. There is a comradery between all departments.

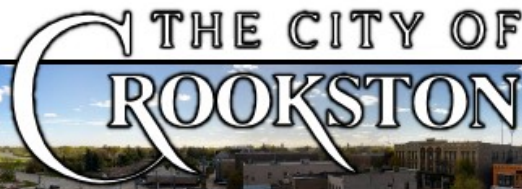
Crookston currently employs 126 employees throughout the year: 63 employees are full time, 15 are part time, and 48 fill seasonal needs.

Organizational Chart:



Budget

		2019 - FINAL	2020	CHANGE	
OPERATIONS SUPPORTED BY LEVY / AID					
GENERAL FUND	Council	\$ 211,193	\$ 191,798	-10.11%	
	Ordinance	\$ 7,500	\$ 7,500	0.00%	
	Mayor	\$ 11,467	\$ 9,862	-16.27%	
	Administrator	\$ 243,083	\$ 242,041	-0.43%	
	Clerk-Treasurer	\$ 292,974	\$ 307,671	4.78%	
	Elections	\$ -	\$ 31,790	100.00%	
	Professional Svc	\$ 210,000	\$ 190,000	-10.53%	removed code enforcement
	Auditing	\$ 25,000	\$ 25,000	0.00%	
	Legal Exp	\$ 122,000	\$ 122,000	0.00%	
	Building Official	\$ 96,998	\$ 92,891	-4.20%	
	IT Dept	\$ 183,293	\$ 164,579	-11.37%	removed capital
	City Hall Exp	\$ 58,937	\$ 49,287	-19.58%	
	Police	\$ 2,019,613	\$ 2,122,585	4.85%	
	Fire	\$ 848,800	\$ 937,945	9.50%	
	Emergency Mgmt	\$ 18,900	\$ 14,600	-29.45%	removed siren reserve
	Public Works	\$ 1,221,667	\$ 1,238,149	1.33%	
TOTAL GENERAL FUND		\$ 5,571,425	\$ 275,247	3.07%	
LIBRARY FUND		\$ 300,607		-9.21%	
PARK & RECREATION FUND					
Program	Organized Rec	\$ 347,653	\$ 360,580	3.59%	
	Highland Complex	\$ 131,596	\$ 86,868	-51.49%	removed capital
	Parks	\$ 516,260	\$ 471,297	-9.54%	
	Tree Replacement	\$ 14,000	\$ 14,000	0.00%	
	SUBTOTAL	\$ 1,009,509	\$ 932,745	-8.23%	
Community	Arena	\$ 590,695	\$ 623,884	5.32%	
	Swimming Pool	\$ 66,000	\$ 249,415	73.54%	ownership of pool
	Senior Program	\$ 76,000	\$ 78,000	2.56%	
	SUBTOTAL	\$ 732,695	\$ 951,299	22.98%	
TOTAL PARK & RECREATION		\$ 1,742,204	\$ 1,884,044	7.53%	
IMPROVEMENT FUND		\$ 662,500	\$ 660,000	-38.00%	
AIRPORT FUND		\$ 379,754	\$ 400,475	5.17%	
SPECIAL ASSMT DEBT SVC		\$ -	\$ -	0.00%	
JOHNSON CNTRL DEBT SVC		\$ -	\$ -	0.00%	
MUNI LAND AND BUILDINGS		\$ 49,000	\$ 20,000	-145.00%	renovations
TOTAL SUPPORTED BY LEVY/AID		\$ 8,705,490	\$ 8,987,464	3.14%	
OTHER SPECIAL REVENUE					
	Inter. RE Lending	\$ 33,400	\$ 32,790	-1.86%	
	Valley Tech Park	\$ 122,550	\$ 104,725	-17.02%	
	SSD Flood Control	\$ 68,755	\$ 68,755	0.00%	
TOTAL OTHER SPECIAL REVENUE		\$ 224,705	\$ 206,270	-8.94%	
ENTERPRISE FUNDS					
	Water Fund	\$ 1,558,485	\$ 2,213,308	29.59%	
	Wastewater Fund	\$ 477,886	\$ 501,570	4.72%	
TOTAL ENTERPRISE FUNDS		\$ 2,036,371	\$ 2,714,878	24.99%	
TOTAL BUDGET		\$ 10,966,566	\$ 11,908,612	7.91%	



Position Announcement:

Position: City Administrator

Location: City of Crookston, Minnesota

Salary Range: \$96,000—\$124,000

Position Summary: This position requires a broad perspective of city-wide practices, modern policies and procedures and techniques of public administration. The City Administrator develops and monitors policies and procedures across department lines to ensure compliance with local, state and federal policies, procedures, charters and regulations. In coordination with the City Council, the City Administrator sets goals, strategies, objectives and organizational climate for City departments. Provides positive leadership to City governmental activities and programs in a manner conducive to full performance and high morale. Administers and implements local improvement programs for the City. Develops public relations and information for the City. Directs and supervises department heads and ensures that overall departmental objectives are being met by review and evaluation.

Leads the ongoing development and application of municipal finance, human resources, public utilities, public safety, economic and community development and the Capital Improvement Program for the City. Develops financial plans and strategies and systems control; designs and maintains internal controls.

Provides guidance and support for activities of commissions, boards, and committees. Helps plan, develop, direct and work with the Crookston Development Authority in preparation of plans and activities for economic and community development

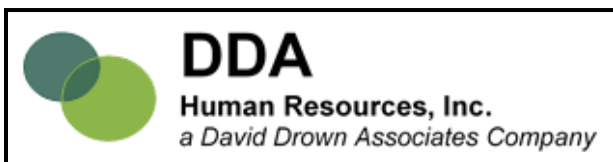
Minimum Qualifications: Must have a four-year degree from an accredited four-year college in public administration or a related degree and two years of experience; or a minimum of ten years of experience in public administration as a department head or in a major supervisory position; or an equivalent combination of education and experience.

Desirable Qualifications: Four or more years' experience as a City Manager or Administrator from another municipality; a master's degree in Public Administration, background in economic development, or equivalent experience in a related field.

Apply:

Visit <https://www.ddahumanresources.com/active-searches> and complete the application process by June 28, 2020. Finalists will be selected by the Council on July 21, 2020, and final interviews are scheduled for August 12 & 13, 2020.

Please direct questions to Liza Donabauer at liza@daviddrown.com or 612.920.3320 x111.



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