



City Engineer

The City of Big Lake is pleased to announce the recruitment and selection process for a City Engineer for the City of Big Lake, Minnesota. This profile provides background information on the City of Big Lake and the Big Lake City Hall organization as well as the requirements and expected qualifications for this position. Candidates interested in applying for the position should submit their resume, letter of interest, five (5) work-related references, and a fully executed city application by **Friday, January 13, 2017** to:

City of Big Lake
Community Development Director Search
160 Lake Street North
Big Lake, MN 55309

Phone: (763)-263-2107
Fax: (763) 263-0133
Website: www.biglakemn.org

PROFESSIONAL ANNOUNCEMENT

*Big Lake, MN (pop. 10,402) is located 40 miles northwest of the Twin Cities. The City, with a budget of \$4.0M and 40 full-time and 32 part-time employees, seeks candidates to serve as its next City Engineer. The City Engineer reports to the City Administrator. Candidates must have a Bachelor's Degree in civil engineering, 2 years' experience in municipal engineering, public works operations, and budgeting; or, an equivalent combination of education and experience sufficient to successfully perform the duties listed in the job description. Candidates must possess Professional Civil Engineer license. He/she will serve as the primary resource in those three fields to the Mayor and City Council, Planning Commission, Economic Development Authority, City Administrator, and City staff. Candidates must possess excellent interpersonal skills with an approachable style. The salary range for this position is \$88,149 to \$111,665 (DOQ) per year, which includes an excellent benefits package. Send resume, letter of interest, five (5) professional references, and fully completed city application **by Friday, January 13, 2017** to:*

*City of Big Lake
City Engineer Search
160 Lake Street North
Big Lake, MN 55309
clay.wilfahrt@ci.big-lake.mn.us*

COMMUNITY BACKGROUND

Located about 40 miles northwest of the Twin Cities, Big Lake was once a popular location for escapes from the city, its lakes dotted with summer cabins. Now it is considered a suburb of the metro area, with a significant portion of its residents commuting daily into the Twin Cities metro area. The City is approximately four (4) square miles in size.

The community heritage, population growth, and development pattern have been heavily influenced by transportation systems and the recreational amenities offered by the rivers and many lakes within the area. Native Americans were drawn to the area due in part to its strategic location between the Mississippi and Elk Rivers. Waterways and adjacent riverbanks also provided strategic locations for military roads and trails linking the area to Fort Ripley and Fort Abercrombie. Early settlers followed the Red River Ox Trail (now Highway 10) to the area or were brought by riverboat.



The shores of Big Lake were first developed with hotels and inns which served as resting places for pioneer travelers, trappers, and fur traders. Later, the St. Paul and Pacific railroad built a terminal in Big Lake which provided a connection to the cities of St. Paul and Minneapolis. In the recent past, transportation improvements including construction of Interstate 94 and Highway 10 have improved accessibility to Big Lake and the central region of Minnesota.

The transportation systems, prevalent hospitality industry, and recreational development of the area lakes and beach fronts established Big Lake as a rest area for travelers and a vacation destination point.

Early location of the County Seat near Big Lake, along with development of trade and business, expanded employment opportunities for residents in addition to farming.

Big Lake was connected to the Twin Cities both as a vacation destination and trade route including the shipment of ice to Minneapolis and St. Paul. Transportation improvements to Interstate 94 and Highway 10, along with the expansion of area cities such as Elk River, Monticello, and the metropolitan area of both St. Cloud and the Twin Cities made it possible for people to live in Big Lake and commute to other locations for employment. Today, the character of the community is proximate to that of a suburb providing a great living environment and support services for residents. The transportation improvements and shopping opportunities offered in nearby communities allow the majority of residents to commute elsewhere to work and shop.

The community of Big Lake has historically sought to capitalize on features present in the community and improvements brought about by other government agencies or private sector companies. This tradition led to the development of a lakeshore-oriented community as evidenced by the location and pattern of residential neighborhoods and local businesses. The majority of early neighborhoods were developed in concentric ring patterns around the lakeshores. Business development has grown up adjacent to the railroad tracks and major roadways. The development pattern worked for many years, while the City remained a remote community. Increased use of automobiles, advances in technology, growth of the St. Cloud and Twin Cities Metropolitan areas, and development of freeways have begun to spur additional growth in the community. Big Lake currently finds itself as a local stop for the commuting public making its way to both commercial/employment centers and other recreational areas throughout the region.

Big Lake is currently the northernmost terminus of the **Northstar Commuter Rail** line connecting the northwest suburbs and downtown Minneapolis.



Big Lake is known locally for its summer festival, “Spud Fest,” which celebrates all things potato-related. The festival is also known for its large softball tournament, which attracts teams from all over the state. The mascot for Big Lake Schools is the Hornet.

The community has experienced significant growth over the past fifteen years, with residents commuting outside of the community but with a local economy based on agriculture and manufacturing. The City is proud of its strong skilled labor work force.

Major Employers in Big Lake

<u>Major Employers</u>	<u>Service</u>	<u>Employee Count</u>
ISD No. 727	Elem/Secondary Schools	400
Remmele Engineering Inc.	Machine Shops, High Tech, etc	225
Coborn’s	Grocery Stores	165
Options, Inc.	Vocational Rehab Services	93
Cargill/Sunny Fresh Foods	Nondurable Goods Merchant etc.	75
City of Big Lake	Local Government	72
Paragon Store Fixtures	Lumber & Construction.	47
Whirl-Air-Flow	Machine Shops, etc	38

Economic development is an important part of the Big Lake community. The City is involved in the efforts of a transit-oriented development and North Star Commuter Train Rail Station project. This site is a planned mixed use development with future restaurant, office complex, single-family, multi-family, condominiums, and commercial uses. The City accepted the Multi-Family Housing Needs Analysis conducted by Maxfield Research, Inc. This analysis is a complete assessment of housing needs in Big Lake. A 33-unit townhome project and 20-unit assisted living project were completed in 2012. The Northern Star 37 unit apartment complex was constructed in 2013 and the second 37 unit building is currently under construction. Town Square Residential Suites, a 29 unit apartment complex was completed in 2016. The Rose Drive Common's Shopping Center was completed in 2013. The Dill Dental Office building was completed in the summer of 2014. Kwik Trip gas station was constructed in 2016. Both Casey's gas station and a dental facility are currently under construction. Additionally, the City owns approximately 30 acres of developable industrial land.

The City is home to multiple schools. There are two (2) elementary schools, one (1) middle school, and one (1) high school. The Big Lake Public Library has an outstanding collection of print and non-print materials, as well as services and programs to meet the educational needs of the community.

Big Lake offers a wide variety of residential options from traditional urban neighborhoods, lake homes, and new developments to homes in established rural subdivisions. During the past fifteen years, Big Lake has experienced significant growth in new single/multi-family homes. In addition to single-family homes, the City also has a variety of apartment complexes and condominiums.

THE MUNICIPAL ORGANIZATION

The City of Big Lake is a statutory community. The Mayor and four (4) City Council Members are elected at large, with each serving an alternating four (4) year term. The City Council generally meets on the second and fourth Wednesdays of each month with workshops held the third Wednesday of each month.

The Mayor and City Council approve the annual municipal general fund budget (currently at \$4.0 million dollars) and decide on taxing levels to fund municipal services. In addition, the City Council establishes policies, goals, and objectives to direct the City's growth and development, and adopts ordinances, rules, and regulations as necessary for the general welfare of the community and its visitors.

The City Engineer is an integral part of the Departmental Team, serving as one of Six Department Heads under the direction of the City Administrator. The City offers a full range of services provided by the City including: Finance, General Administration, Public Safety (Police and Fire), Engineering (currently consultant); Public Works (Streets, Parks, Wastewater Collection, Wastewater Treatment), Economic Development, Planning, and Building Inspection Services. There is one (1) union in the organization: Police—Law Enforcement Labor Services (LELS). There is also one (1) municipal liquor store.

THE POSITION

The City Engineer will manage all of the engineering aspects of the City. This person will also manage the physical development projects of the City.

Functions of the City Engineer include:

- Infrastructure Management – Manage planning, budgeting, design, inspection and construction of the City’s infrastructure/public improvements/facilities
- Public Works Administration – Take over some administrative duties from the Public Works Department including grant writing, permitting, and reporting.
- Engineering Permitting and Administration – Conduct general permitting and Administrative work as it relates to engineering. The City will still maintain a relationship with a contract engineer, and the City Engineer will guide the direction of that consultant.

CANDIDATE PROFILE

The City Engineer serves as a member of the City's Departmental Team. In considering candidates for this position, the City will be seeking a results oriented visionary with the ability to understand and synthesize the financial priorities, expectations, and realities of the community.

The individual must have an established record as a team player with the ability to effectively work with other Departmental Team members and City staff in all departments.

The successful candidate must have outstanding personal communication skills with the ability to articulate complex issues in a straightforward manner. Additional qualities include an objective and inclusive approach to problem solving, well developed decision-making abilities, and the ability to shape and implement strategic plans. Big Lake's City Engineer must be a person with passion for local government and the highest ethical standards.

REQUIREMENTS

Bachelor's Degree in civil engineering, 2 years' experience in municipal engineering, public works operations, and budgeting; or, an equivalent combination of education and experience sufficient to successfully perform the duties listed above. Candidates must possess Professional Civil Engineer license.

COMPENSATION AND BENEFITS

Salary: \$88,149.84 to \$111,665.58 (DOQ)

The City of Big Lake offers a comprehensive benefit package including: medical, dental, life insurance, Minnesota Public Employees Retirement System (PERA), deferred compensation, short/long term disability, vacation and sick leave.

Big Lake's integrated strengths in quality of life, community involvement, economic development, and overall citizen satisfaction are just a few of the reasons that Big Lake is an outstanding place to work.

All qualified candidates are strongly encouraged to apply by **Friday, January 13, 2017**. To apply, submit a city application, cover letter, resume, and five (5) work related references to: *City of Big Lake, City Engineer Search, 160 Lake Street North, Big Lake, MN, 55309.*



For more information, visit the City of Big Lake's website:

www.biglakemn.org

TIMETABLE

January 13, 2017

Deadline for application

Late-January, 2017

First Round of Interviews

Early February, 2017

Second Round of Interviews/Selection

Early February, 2017

Anticipated Starting Date

*All dates are approximate