



CITY OF LINO LAKES

MINNESOTA

CITY ADMINISTRATOR

Salary: \$165,942 - \$207,438

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.

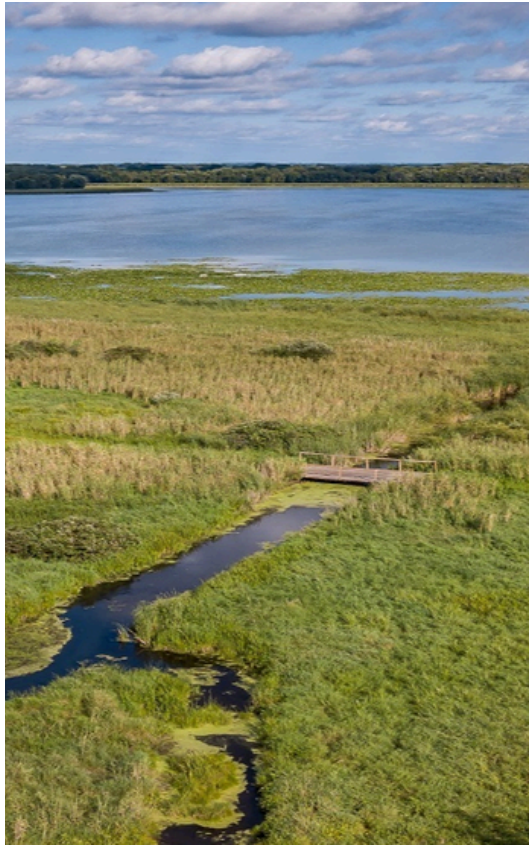
One of Lino Lakes' standout features is its natural beauty. The City is home to the Rice Creek Chain of Lakes Regional Park Reserve, a 5,500-acre expanse offering endless outdoor recreation opportunities. From hiking, biking, and canoeing in the warmer months to cross-country skiing, snowshoeing, and 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 the VFW's Corn Roast create opportunities for neighbors to connect and celebrate. The City places a high priority on safety and well-being, supported by an active Public Safety 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.





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, Environmental Board, and Economic Development Advisory Committee 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 Services oversees Public Works, Parks and The Rookery Activity Center.

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. A new water treatment plant to serve the growing population is currently under construction.

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.



RECREATION & COMMUNITY

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. The City's 20+ parks provide picnic areas, sports fields, ice rinks, pickleball courts, 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 indoor and outdoor courts for pickleball players, 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 splash pool and a six-lane lap pool.

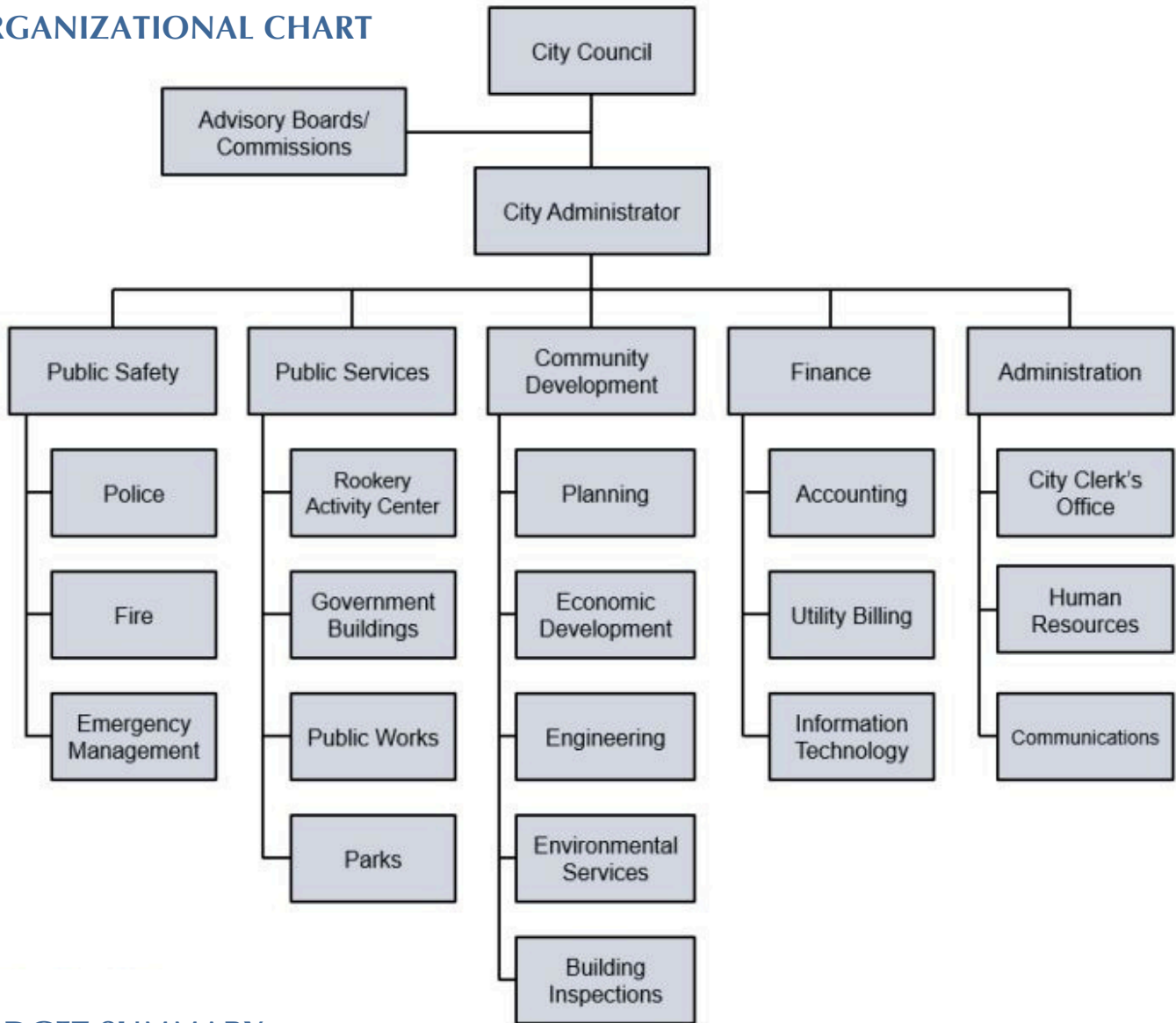
Lino Lakes fosters community spirit with events like Blue Heron Days parade and celebration, car shows, and events at Centennial Middle School, the VFW, and area churches.

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.



ORGANIZATIONAL INFORMATION

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



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. The district operates five elementary schools, one 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.

White Bear Lake School District (ISD 624) - 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)
- St. Peter's Catholic School (Forest Lake, MN)
- Magnuson Christian School (White Bear 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)



LIFE IN LINO LAKES

HEALTHCARE

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. 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.

CHAIN OF LAKES

Rice Creek Chain of Lakes Park Reserve is a 5500-acre park in the northeast metro. It is one of the largest parks in the metro area stretching from Lexington and Circle Pines up through Lino Lakes and down to Centerville. Family-friendly amenities include the Wargo Nature Center, a playground, a beach on Centerville Lake and space for picnics. Visitors can camp, bike, boat, canoe, golf, cross-country ski, fish, geocache, and hike. The park boasts “some of the most significant native wildlife habitat and water resources in the regional area”. The Rice Creek North Regional Trail meanders through this park.

THE ROOKERY ACTIVITY CENTER

The City of Lino Lakes opened the Rookery Activity Center in 2022. The Rookery building started as a YMCA location that closed its doors in 2020 during the COVID-19 pandemic. The Lino Lakes City Council and staff members decided to re-open the building as a City-run activity center that services residents and the local community. The Rookery houses a 2-pool aquatic center, a gymnasium, fitness floor with fitness machines and a fitness studio, as well as two community use rooms.

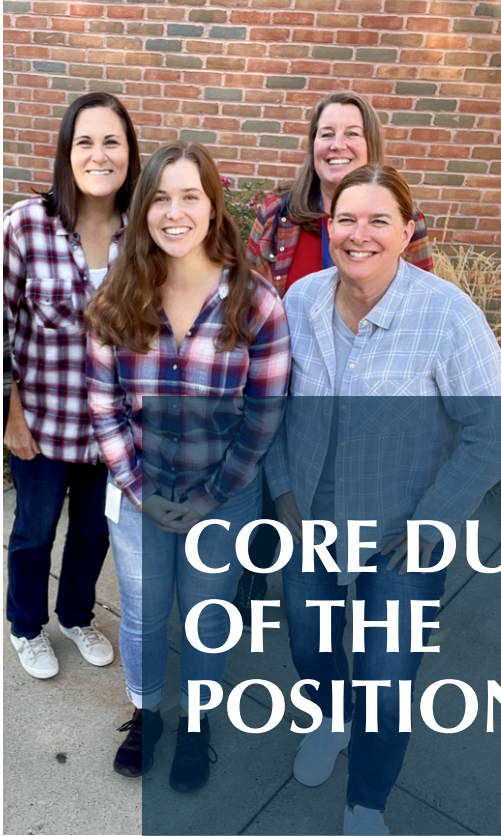
The Rookery hosts several seasonal family events throughout the year, offerings swimming lessons, pickleball courses, senior citizen activities and more.

City of Lino Lakes staff members receive a free single membership to the Rookery as a benefit of employment with the City.

AREA BUSINESSES

Lino Lakes and surrounding cities are home to many corporate and local retail businesses that provide services to residents, as well as employment opportunities.

Additionally, Lino Lakes has a variety of sit-down and fast food restaurant options - many of which are locally owned and operated.



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.
- Knowledgeable about Joint Powers Agreements and promoting the needs of Lino Lakes in those Agreements.

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.
- Support and participate in various community 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.

DESIRED ATTRIBUTES

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: \$165,942 to \$207,438

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 preferred 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-applicationform/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 for Pat Melvin at pat@daviddrown.com or 612-920-3320 x116.



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