



CITY COUNCIL ADMINISTRATOR

Salary Range: \$146,744 to \$196,996

Hiring Range: \$146,744 to \$176,384



Welcome to Red Wing, Minnesota!



The City of Red Wing, Minnesota, is located on the Mississippi River at the headwaters of Lake Pepin, about 50 miles southeast of the Minneapolis/St. Paul metropolitan area. Incorporated in 1857, Red Wing serves as the county seat of Goodhue County. The City expanded significantly in 1971 when Burnside Township was consolidated, increasing its area from 8 to over 40 square miles. Red Wing's early growth centered around a bend in the Mississippi River, with much of the expansion to the south and west, areas that now comprise the historic downtown and surrounding neighborhoods. Further development has extended into the valleys and up the bluffs, while the Prairie Island Indian Community, an independent jurisdiction with an estimated population of 170, occupies 1,670 acres in the northwest corner.

Today, Red Wing is a thriving regional center for business, retail, healthcare, education, and culture. The downtown area remains the City's vibrant heart, offering a mix of civic services, retail, dining, and cultural attractions. Major employers like Red Wing Shoe Company, St. James Hotel, and Goodhue County are based downtown, alongside key landmarks such as the St. James Hotel, Riverfront Centre, Sheldon Theatre, and the Red Wing Shoe Museum.

Red Wing takes pride in its diverse and high-quality residential neighborhoods, from historic areas that define the City's identity to new developments at its edges. The City is recognized as a top-ranked Minnesota "Green Step City" for its strong commitment to sustainability and quality of life. Known for its beautiful architecture, passionate community, and rich arts scene, Red Wing has become a premier destination.

Historically, Red Wing has maintained a robust manufacturing base with a working riverfront. Xcel Energy's nuclear plant and the Mayo Clinic Health System's Red Wing location draw skilled professionals to the area. The City's downtown is vibrant with establishments like Red Wing Shoe, Duluth Trading Company, and unique local shops and restaurants.

Red Wing is also distinguished by its philanthropic spirit, with numerous community groups contributing their time, money, and talents to local projects. Nestled between two bluffs, Red Wing is a unique and welcoming community with a rich history and a bright future.

Recreational Activities

Red Wing's parks and natural settings are highly valued by its residents. The City's wide range of parks offer spectacular views, playground equipment, event facilities, sports fields, a splash pad, band shell, and much more. Trails throughout the City offer opportunities for biking/mountain biking, hiking, snowshoeing, and cross-country skiing. The City's high points offer tremendous opportunities to view the Cannon and Mississippi River Valleys and also offer great "bird's eye" views of the City.



Red Wing's primary waterway is the Mississippi River which is fed by the Vermillion River, Cannon River, Spring Creek, and Hay Creek, all of which run through Red Wing. These rivers and creeks contribute mightily to Red Wing's identity as a river town, and they are remnants of historic flows that carved Red Wing's dramatic topography. The Ole Miss Marina, a two-site 284-slip marina, sits on the Mississippi River and is owned and operated by the City of Red Wing.



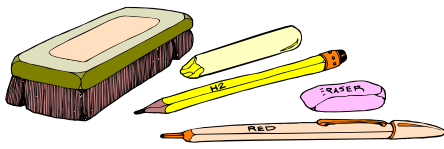
Arts and culture flourish in this small town, which is home to The Sheldon Theatre, the Anderson Center for Interdisciplinary Studies and Hobgoblin Music Loft. The town is also noted as the home of Red Wing Shoes and Red Wing Pottery. Within one mile of downtown, you will also find six museums – Aliveo Military Museum, American Ski Jumping Museum, Goodhue County History Center, Pottery Museum of Red Wing, Red Wing Marine Museum, and Red Wing Shoes Museum.



From big box stores, to boutiques and antiques, Red Wing's historic downtown main street area and west end district offer quite a shopping experience. You will also find local foods, breweries and wineries, and all the other dining options in between, scattered throughout the City.



Throughout the year, folks can enjoy an endless number of community events and gatherings. Some of the popular events include the Big Turn Music Festival, the Flyway Film Festival, Holiday Stroll, River City Days, and the Rolling River Music Festival.



Educational Opportunities



Red Wing Public Schools offers public education to the students of Red Wing. The District is comprised of two elementary schools, a middle school, a high school, an alternative high school, and the Colvill Family Center (early childhood). Twin Bluff Middle School serves approximately 480 students in grades 5-7, and Red Wing High School serves approximately 600 students in grades 8-12. Students are able to choose from a wide variety of courses in agriculture, art, business, family and consumer science, health, industrial technology, language arts, math, music, physical education, science, social studies, and world languages.



Goodhue County Education District, headquartered in Red Wing, is a collaboration of six southeastern Minnesota school districts: Cannon Falls, Goodhue, Kenyon-Wanamingo, Lake City, Red Wing, and Zumbrotta-Mazeppa. River Bluff Education Center opened the doors of its 68,000 square foot facility in 2015 and serves students in preschool through the age of 21 who struggle in their home school. Tower View Alternative High School is a school that serves students ages 16-21 who find mainstream public education an ineffective path to academic success and a high school diploma. The District also offers a tuition-free online K-12 public online school called 5RiversOnline.



Creekstone Montessori School is a public charter school that opened in 2022. It offers a tuition-based preschool program for children ages 3-5 and a free K-6 program with plans to serve students through 8th grade.



St. John's Lutheran School provides private education to nearly 50 students in grades K-8.

For those seeking higher education, Minnesota State College (MSC) Southeast is an open-access, public, not-for-profit comprehensive technical and community college with campuses in Red Wing and Winona, Minnesota. MSC Southeast offers almost 50 programs in eight career areas for a total of 100 different majors.



The Red Wing College Promise is a program that offers eligible students graduating from Red Wing public high schools access to a tuition-free education at Minnesota State College Southeast. Funded by the Jones Family Foundation, the program covers the cost of tuition and fees, and provides additional financial support for books, supplies, and tools. The initiative is designed as a "last-dollar program," meaning it covers remaining costs after other financial aid has been applied.

Healthcare



Mayo Clinic Health System Red Wing is part of an extensive network of community-based providers that collaborate with Mayo Clinic to deliver high quality medical services to patients in 60 communities throughout Minnesota, Iowa, and Wisconsin. The facility is home to a clinic, hospital, and an emergency department that provides 24/7 care.



Four-star hospital- Centers for Medicare & Medicaid Services (CMS) – Star Rating

Chartis – Top 100 Rural & Community Hospitals

Leapfrog Hospital Safety top grade of an “A” in 2023

Ranked 4th among 226 community hospitals in the Vizion Clinical Performance Award rankings





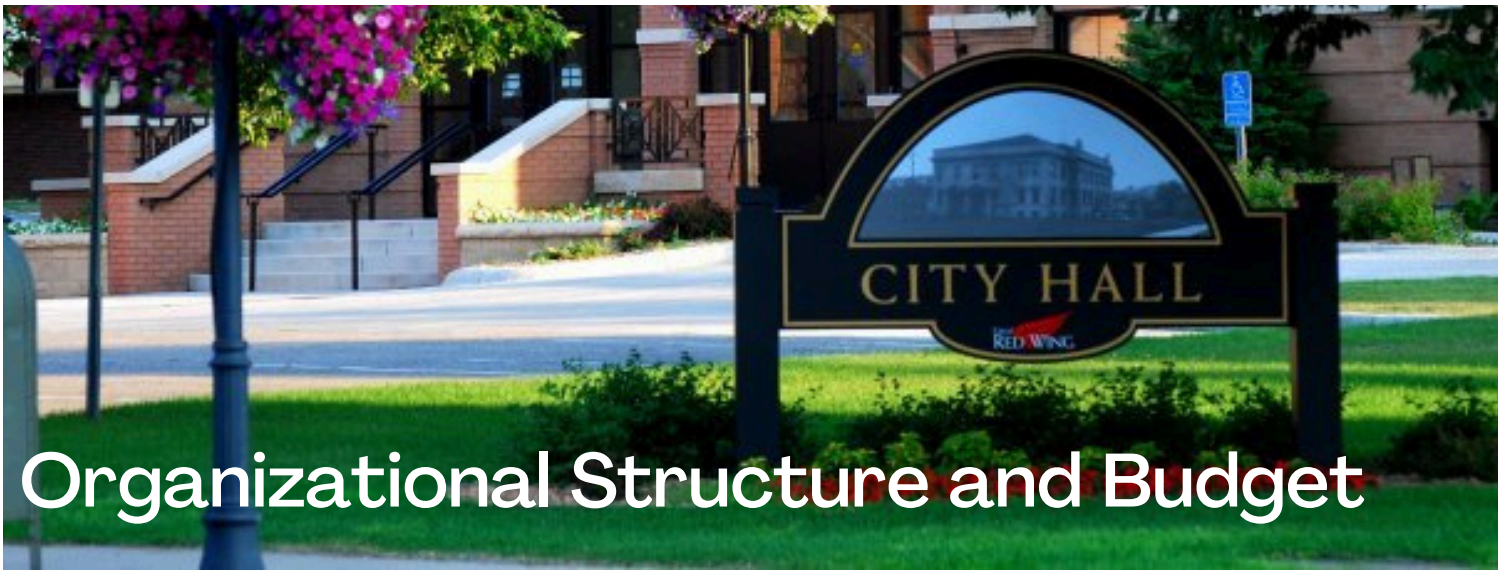
The Organization

The City of Red Wing operates under a weak Mayor form of government, with policy-making and legislative authority vested in a governing Council composed of the Mayor and seven Council members. According to the City Charter, the Mayor serves as the ceremonial head of the City. The Council is made up of seven members elected to four-year staggered terms. Council members are chosen from the City's four wards on a non-partisan basis, with one member elected per ward, two additional members representing two of the wards, and one member elected at-large. The Council is responsible for establishing policy, passing ordinances, adopting the budget, and appointing committees.

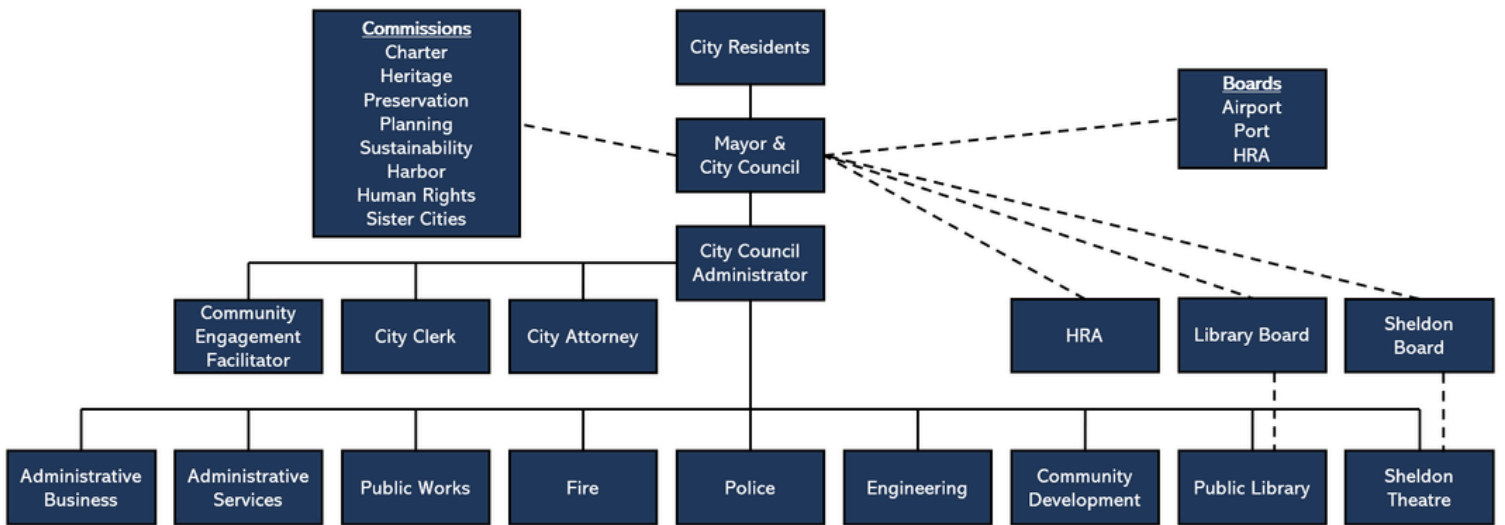
The City has benefited from stable leadership over the past 28 years under Kay Kuhlmann, the City Council Administrator. Ms. Kuhlmann has fostered a supportive team atmosphere, prioritized employee development, and placed a focus on talent management. Her advocacy for staff has set a strong precedent, and the City aims to continue this momentum with her successor. The City is committed to supporting its employees and prioritizing the well-being of its citizens.

The City provides a comprehensive range of municipal services, including police and fire protection, ambulance and emergency medical services, street and drainage maintenance, engineering, planning, building and zoning, code enforcement, rental housing inspections, sanitation, parks, culture and recreation, economic and community development, neighborhood services, and general legislative and administrative functions. Additionally, it operates seven enterprises: refuse collection and recycling, a public water and wastewater utility, a solid waste campus, a marina ambulance service, and a storm water utility.

The City of Red Wing values work-life balance and promotes a flexible work environment to accommodate early morning or evening meetings and personal commitments. Staff are strongly encouraged to leave work at work and not to respond to non-emergency emails during the evenings and weekends.



Organizational Structure and Budget

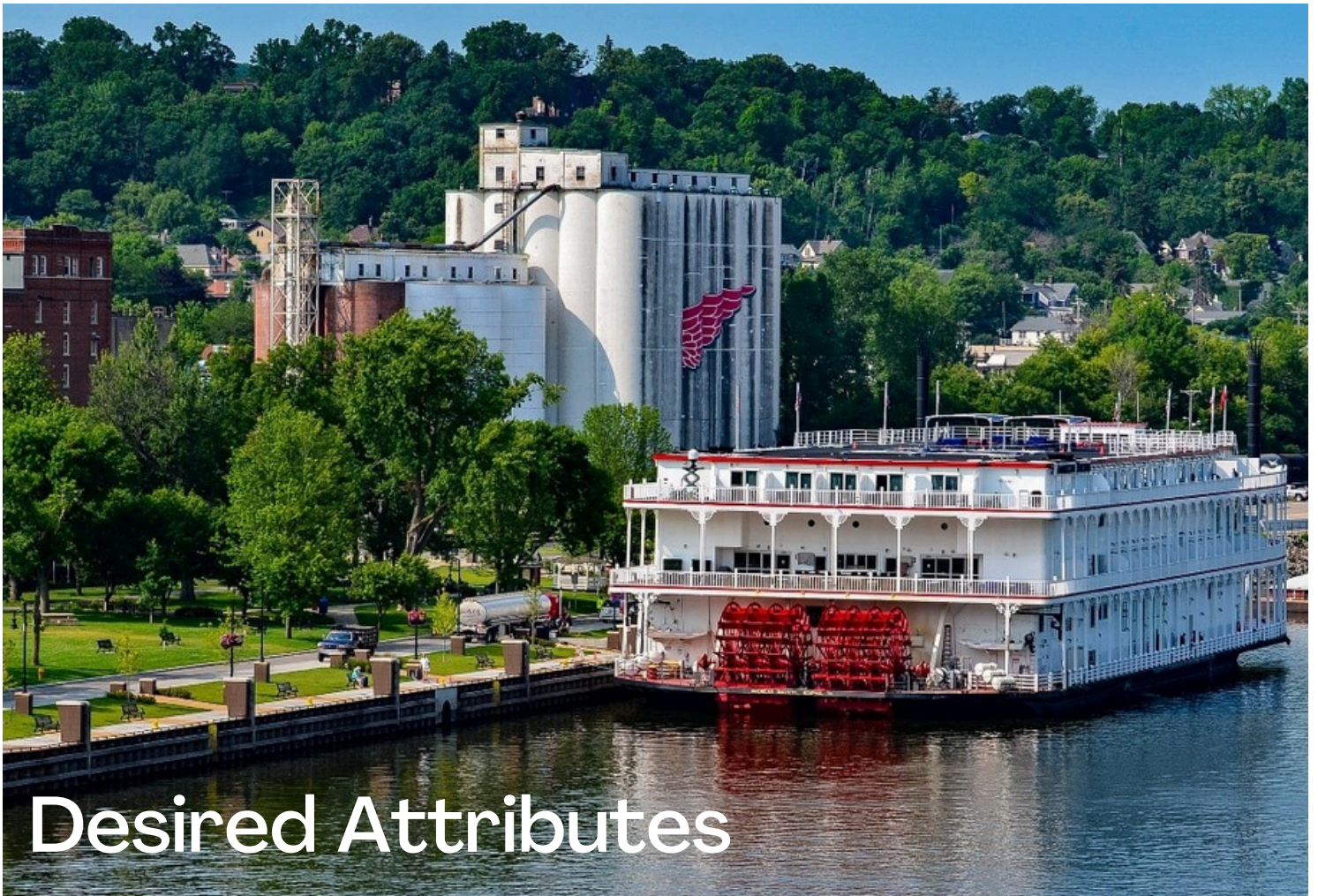


General Fund Expenditures	2022	2023	2024
General Government	2,285,992	2,438,986	2,907,348
Public Safety	8,357,543	9,132,881	9,722,475
Public Services	3,399,665	3,453,950	3,755,340
Parks and Recreation	2,575,990	2,832,135	2,918,428
Miscellaneous	1,135,669	1,199,102	1,254,009
Special Activities	844,144	982,015	1,377,289
Transfers	4,325,121	3,560,743	6,129,684
Non-Departmental Expenditures	196,422	0	0
Total Expenditures	\$23,120,546	\$23,599,812	\$28,064,573



Core Duties of the Position

- Perform administrative responsibilities as a Council Officer.
- Maintains good relationships with the Library and Sheldon Board to navigate the unique relationship.
- Direct and ensure the organizational culture continues to strive to be a progressive, creative, competitive employer that attracts and retains top-quality employees.
- Acts as mentor and coach for employees so that they can meet their potential.
- Represent the City on various boards, at meetings, conferences, legislative events, and other assigned public affairs. This includes attending City Council meetings as needed or required. Acts as staff liaison to assigned boards or commissions.
- Lead and serve on the City's executive team, project management team, department head team, and on various Council committees.
- Statutory responsibilities as required by position.
- Responsible for the implementation of the City Council's strategic plan.
- Prepare, maintain, and implement City Budget process approval and management.
- Responsible for coordination of provision of services.
- Works with City Council Committees to process work projects including new policy, agreements with other parties and new projects.
- Serves as Ex Officio member of all boards and commissions.
- Works closely with the Mayor and City Council President on City Council regular, special, and workshop agendas.
- Appoints staff liaisons to boards and commissions.
- Advise the City Council, committees, and Mayor on the City's financial status, capital improvement needs, operating and staffing conditions, expenditures, financial controls and related concerns.
- Responsible for implementation of personnel policy and is responsible for all hiring and firing except for the Council Officers identified in the City Charter.
- Exercise control and oversight over all affairs of City government; conduct internal investigations; oversee departmental operations; issue administrative orders, rules, and directives; outline procedures for provision of City services; and interpret Council and administrative intent.
- Negotiate or oversee negotiation of labor contracts; serve as a designee in the established grievance process.
- Monitor City operations to ensure effectiveness and compliance with applicable laws, regulations, rules, policies, and ordinances.
- Recommend the content and oversee the drafting of City ordinances, resolutions, and policies for City Council approval.
- Respond to concerns, issues, complaints, and questions from the public and employees; mediate disputes and resolve issues as appropriate.
- Represent the City on issues affecting development problems or concerns.
- Maintains communications with elected leaders during emergency events and serves as backup Public Information Officer.



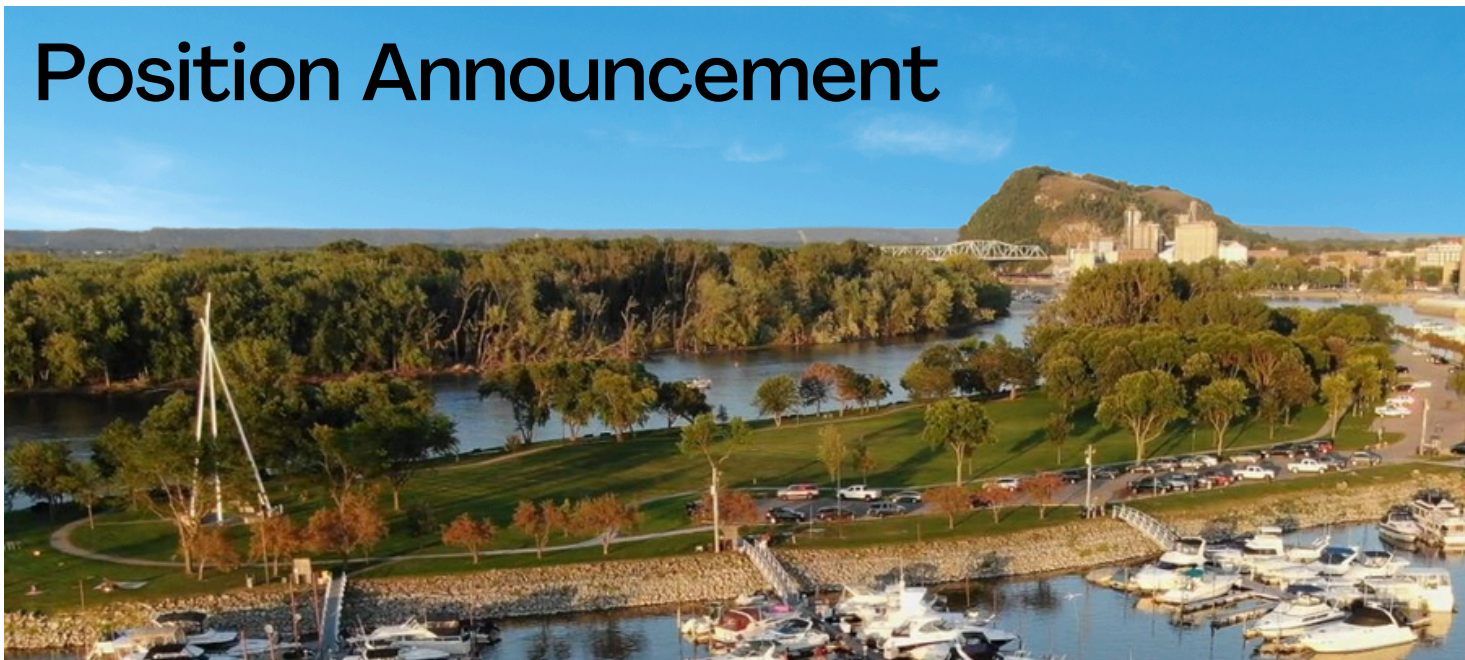
- Deeply committed to Red Wing, with a passion for community service and a focus on fostering strong connections.
- A skilled team builder who emphasizes employee development and drives organizational growth.
- Communicative, honest, objective, and composed. Establishes clear boundaries and leads with confidence and humility.
- Attentive listener who takes time to observe, accepts feedback from leadership, and empowers leaders to excel.
- Adopts a problem-solving leadership style, values the strengths of staff, and serves as a catalyst for consensus building.
- Possesses highly developed organizational skills with a strong understanding of succession planning and the importance of a diverse and effective recruitment process.
- Demonstrates proven ability to engage with tribal communities and lead with a high level of diplomacy.
- Experienced in managing legislative issues that impact the community.
- Strong financial acumen with the ability to foresee long-term impacts of decisions and effectively communicate financial concepts to elected officials.
- Experienced in working with unions, including Red Wing's eight bargaining units, and in managing annexation agreements.



Goals/Priorities

- Foster a collaborative and supportive team environment within the organization, emphasizing education, empowerment, and communication under new leadership, while addressing recent staff and Council member transitions. Promote collaboration through training and joint participation in conferences.
- Strengthen the City's commitment to diversifying housing options within the community.
- Ensure a balanced approach to service delivery that supports tourism while addressing the needs of residents and taxpayers.
- Continue efforts to diversify the local economy and support redevelopment initiatives in the core downtown area, riverfront, and along Old West Main.
- Lead Council initiatives through the City's strategic plan, prioritizing sustainability across economic, cultural, and environmental dimensions.
- Prepare the City for large-scale projects, including the financing, design, and construction of wastewater facilities, public works, police department buildings, and key infrastructure like roads and bridges.
- Actively engage in the recertification process of Xcel Energy, considering its significant role as a major taxpayer in the community.
- Educate new Council members and residents on budgetary and agenda matters to enhance informed decision-making.
- Continue to build and expand partnerships within the community and across the region.
- Facilitate ongoing planning efforts for trail connections.
- Prioritize the recruitment and retention of public safety and professional personnel.

Position Announcement



City: Red Wing, Minnesota

Position: City Council Administrator

Salary: \$146,744 to \$196,996 (Hiring Range: \$146,744 to \$176,384)

Anticipated Start Date: February 24, 2025

Application Deadline: October 20, 2024



Job Summary

Under the direction of the City Council, the Council Administrator oversees all City operations, including enforcing ordinances, managing department heads, and administering the budget. This role involves collaborating with local businesses and government institutions to drive economic development. Responsible for staffing, city services, and the maintenance of municipal facilities, the position ensures efficient, customer-focused operations while promoting the City's values and mission.

Experience Required

- Seven (7) years of progressively responsible experience in a municipal government administration and five (5) years of department level supervisory experience. Experience as top City Administrator in a city with a population of 8,000 or more is desired.
- Bachelor's degree in Public or Business Administration, Finance, or a related field or equivalent combination of education and experience. A master's degree is desired.

Apply

Visit <https://daviddrown.hiringplatform.com/259422-red-wing-city-council-administrator/1007505-application-form/en> and complete the application by October 20, 2024. Finalists will be selected on November 12, 2024, and final interviews will be held on December 12, 2024.

Please direct any questions to Liza Donabauer at liza@daviddrown.com or 612-920-3320 x111.



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City of RED WING

