



# BREEZY POINT, MN CITY ADMINISTRATOR

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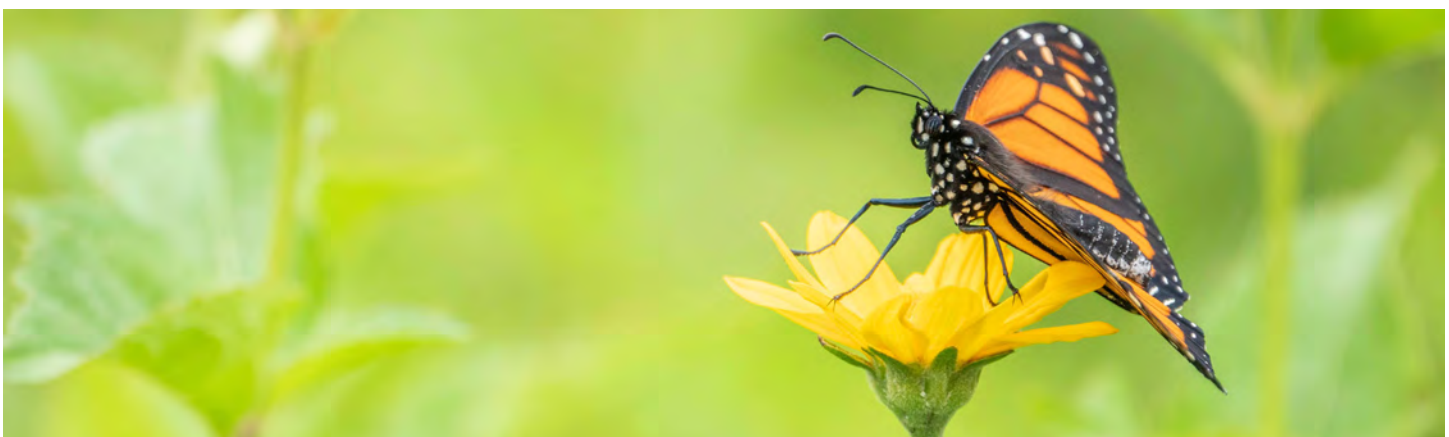
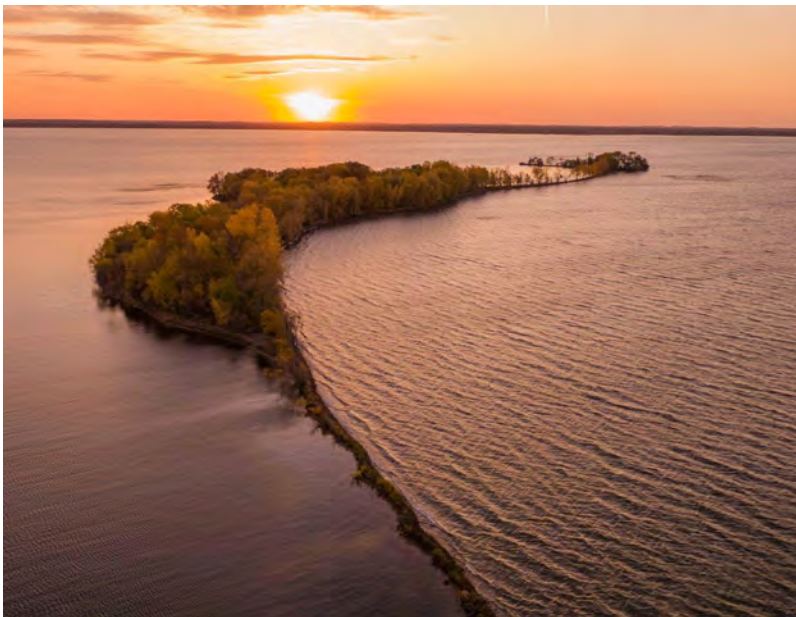
# BREEZY POINT, MN CITY ADMINISTRATOR

## THE COMMUNITY

Breezy Point (2,754) is celebrated for its natural beauty and relaxed lifestyle. The city is home to the historic Breezy Point Resort and offers a wealth of recreational opportunities, including many lakes, disc golf, three golf courses, a hockey arena, and a fishing pier, private airfield. Its parks, trails, and vibrant school system foster an engaged and active community, making Breezy Point an ideal place to live, work, and visit.

The local government is dedicated to maintaining a high quality of life for its residents through effective public administration and strong community relations. The city's economy thrives on a mix of local businesses, tourism, and recreational activities, enhancing its appeal as a desirable place to live and visit.

Breezy Point's stunning natural surroundings, featuring numerous lakes and parks, provide many opportunities for outdoor activities such as boating, fishing, private licensed airport, frisbee golf and golfing. Overall, Breezy Point combines the charm of a small town with the benefits of being part of a larger metropolitan area, making it an attractive destination for families, retirees, and outdoor enthusiasts alike.



## BY THE NUMBERS (CENSUS DATA)

### Demographics:

Median Age: **39.3**

Racial / Ethnic Groups:

White: **92.7%**

Hispanic: **2.0%**

Other: **5.3%**

### Economics:

Median Household Income: **\$85,913**

Crow Wing County Unemployment Rate: **2.8%**

### Housing:

Housing Units: **1,738**

4-Year Average New Home Construction: **38**

### Infrastructure:

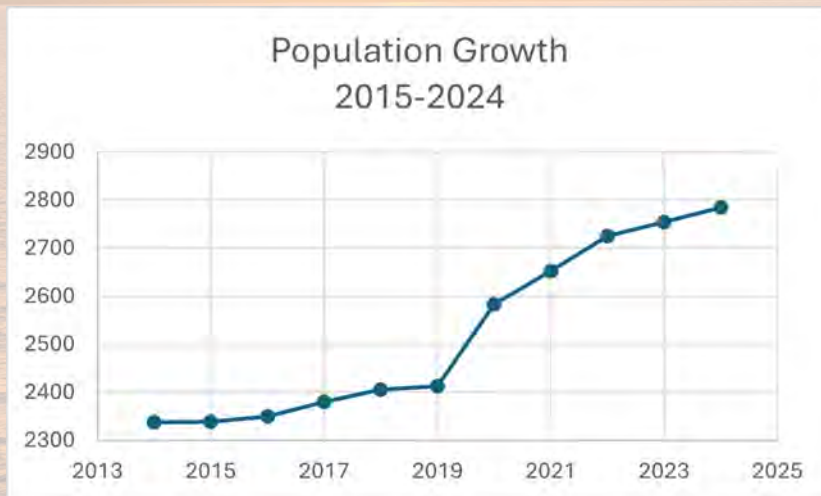
Miles of Roads: **60**

Area: **11.7** square miles

### City Services:

Sewer Bills: **850**

Golf Cart Permits: **750**



### SOURCE:

- City of Breezy Point – Building Permit
- United States Census Bureau. P2 Hispanic or Latino, and Not Hispanic or Latino by Race. 2020 Census State Redistricting Data (Public Law 94-171) Summary File. August 2021.
- United States Census Bureau. Annual Estimates of the Resident Population: April 1, 2020, to July 1, 2023. Population Division. May 2024.
- United States Census Bureau. 2022 American Community Survey 5-Year Estimates. 7 December 2023.

## EDUCATION

The education system in Breezy Point, Minnesota, is part of the Pequot Lakes School District, which serves communities in Crow Wing County and offers comprehensive educational opportunities for students. Eagle Point Elementary School is located within the City of Breezy Point. Below are key points about the education system in Breezy Point:

### Schools

- **Public Schools:** The Pequot Lakes School District operates three public schools—Pequot Lakes Elementary School, Pequot Lakes Middle School, and Pequot Lakes High School—serving approximately 1,800 students.
- **Private Schools:** There are several private schools within a short driving distance, offering additional educational options for families.
- **Charter Schools:** The district supports access to regional charter schools, providing unique learning opportunities for students.

Some notable schools near Breezy Point include:

- Pequot Lakes Elementary School
- Pequot Lakes Middle School
- Pequot Lakes High School
- Lake Region Christian School (nearby)
- Crosslake Community School (charter)
- Central Lakes College (CLC) (nearby)

### Educational Programs

- **Career and College Readiness:** Pequot Lakes High School offers programs to prepare students for post-secondary education, including advanced placement (AP) courses and college-credit options through partnerships with local colleges.
- **Specialized Learning:** The district provides services for students with diverse educational needs, including gifted and talented programs, special education, and alternative learning pathways.
- **Extracurricular Activities:** Breezy Point students have access to a wide range of sports, arts, and STEM activities to support well-rounded development.

### Student-Teacher Ratio

- The Pequot Lakes School District maintains a student-teacher ratio of approximately 15:1, ensuring personalized attention and support for student success.

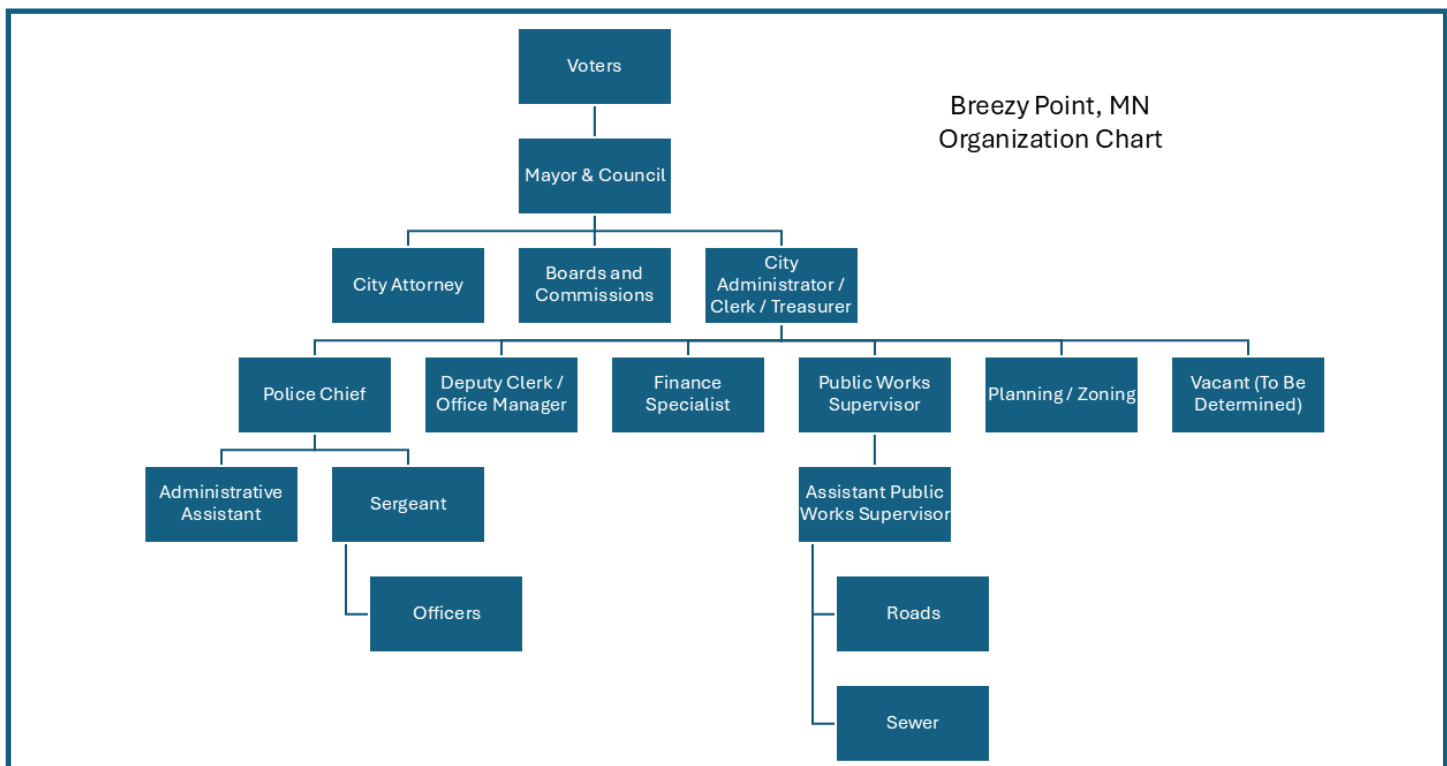
The Pequot Lakes School District actively encourages community involvement and collaboration with families to create a thriving educational environment. With its commitment to academic excellence and student engagement, Breezy Point provides a solid foundation for lifelong learning and achievement.



## THE ORGANIZATION

The City of Breezy Point operates as a Statutory Plan A organization that excels at delivering exceptional public services with the highest level of integrity, transparency, and accountability. The City Council is composed of a mayor and four city council members, all serving at large to represent the community. The mayor presides over council meetings and works collaboratively with council members to set policies and provide oversight into the city’s budget and operations. With the City Administrator overseeing daily operations and implementing the council’s directives.

The city’s departments are organized into key operational areas, including Public Works, Public Safety, Planning and Administrative Services, each led by experienced leaders reporting to the City Administrator. Breezy Point adopts an annual budget (2025) of just over \$4 million. The city employs eighteen full-time equivalent staff and works closely with its one local union representing its law enforcement. In addition to its full time staff, the city employs one seasonal and one on call police officer. In cooperation with its law enforcement, a volunteer Fire Department, ensuring the safety and security of the community.



## POSITION SUMMARY

The City of Breezy Point is seeking a dynamic and experienced City Administrator/Clerk Treasurer to serve as the Chief Administrative Officer. This pivotal role involves providing leadership to city staff and supporting the City Council in defining and achieving local government goals. The City Administrator/Clerk Treasurer will manage city operations, oversee financial activities, and supervise city leadership staff and consultants. Key responsibilities include ensuring compliance with legislative, judicial, and administrative obligations, maintaining high-quality service delivery to citizens, and building relationships with elected and appointed officials at various government levels. This role requires managing diverse matters with deadlines and attention to detail, occasional travel within the city or region for meetings and attendance at evening Council meetings.

## CHALLENGES AND OPPORTUNITIES

### Seasonal Population Changes

Breezy Point comes alive in the summer with visitors and part-time residents, which can make it tricky to manage services and resources. Finding ways to meet everyone's needs year-round is an exciting challenge.

### Building a Balanced Economy

With tourism as a big part of the local economy, Breezy Point has a great chance to explore new industries and create more year-round jobs. This could help the community grow in a steady and sustainable way.

### Affordable Housing Options

As more people are drawn to Breezy Point, there is a growing need for homes that fit all budgets. Creating housing for families, workers, and year-round residents offers a chance to strengthen the community.

### Upgrading Infrastructure

Keeping roads, utilities, and public spaces in top shape is important for both full-time residents and visitors. Investing in these improvements helps Breezy Point stay beautiful and accessible for everyone.

### Protecting the Environment

With its stunning lakes and forests, Breezy Point has a special opportunity to protect its natural beauty. Focusing on clean water, native wildlife, and sustainable practices will keep the city thriving for generations.

### Attracting Skilled Workers

Like many small towns, Breezy Point has the chance to welcome talented people in fields like healthcare, education, and hospitality. Making Breezy Point a great place to work and live can help the whole community grow.





## PROJECTS - 2025 AND BEYOND

- City Hall Remodel and Building Expansion
- Software Conversion from Banyon to Civic Systems
- Zoning Ordinance Update
- Comprehensive Plan Update
- Update Capital Improvement Plan
- Update Road Improvement Plan
- Bushman Road Project
- Community Garden Program
- Update City Personnel Policy
- Cross-Training of Staff
- Organizational Structure Review
- Fire District Review

## CANDIDATE REQUIREMENTS

- Bachelor's degree in public administration or a related field.
- At least three (3) years of experience in municipal government administration in a leadership role.
- Knowledge of government operations, fiscal management, and public works.
- Strong leadership, interpersonal, and critical thinking skills.

### Desirable Qualifications:

- Master's degree in public administration, Finance, Business, or a related field.

## IDEAL CANDIDATE:

Solid background in public administration with a special focus on:

- Public finances
- Accounting
- Project management
- Leadership
- Community relations or engagement

### Knowledgeable about:

- Municipal structures
- Laws and regulations impacting these areas
- Understanding of data privacy and MN open meeting laws

### Key skills:

- Expertise in budgeting
- Project management
- Using performance metrics to drive and measure success in city initiatives.

### Strong in strategy and execution:

- Adept at leading projects
- Capable of analyzing data to make informed decisions
- Skilled at communicating complex information to various stakeholders to foster collaboration and engagement.

### Analytical person with a can-do attitude:

- Excels in identifying growth opportunities and overcoming challenges.
- Demonstrate leadership that inspires team collaboration.
- Encourages innovative solutions.
- Actively engages with the city council, staff, and community to ensure projects meet local needs while promoting overall prosperity.

## MANAGEMENT STYLE AND PERSONAL TRAITS SOUGHT



- Possess complete personal and professional integrity, gaining respect and inspiring the trust and confidence of city staff, elected officials, and the community.
- Be a clear and concise communicator, able to present complex information to diverse audiences in an understandable and jargon-free manner and works to that encourages an inclusive environment.
- Be a highly motivated, purposeful leader with a proven ability to quickly earn respect, gain cooperation, and communicate in a clear direction.
- Be creative in problem-solving, encouraging, and empowering employees to find innovative solutions while adhering to relevant regulations and standards.
- Inspire confidence and credibility in the delivery of city services, particularly in areas such as public works and utilities.
- Be a positive and flexible team builder, committed to the well-being of staff. Work collaboratively to identify departmental needs and implement effective solutions. Hold staff accountable while providing support and guidance.

- Possess a broad understanding of how the community and businesses will contribute to the city's overall economic development and community vitality.
- Be adept at the fiscal management of city departments, including utilities.
- Be engaged in the community and its various activities and events.
- Be proactive, anticipatory, and innovative, capable of making sound decisions and taking responsibility for their outcomes.
- Communicate with the City Council, city staff and other key stakeholders, providing timely updates on departmental activities and performance.

## COMPENSATION AND BENEFITS

The salary range for the City Administrator/Clerk/Treasurer position is \$126,006.40 to \$164,444.80, commensurate with experience and qualifications. The City of Breezy Point offers an attractive benefits package, including retirement plans, health insurance, and professional development opportunities, among others.

## HOW TO APPLY

Interested candidates should apply online by January 31, 2025, with resume, cover letter and contact information for five work-related references at [www.GovHRJobs.com](http://www.GovHRJobs.com) to the attention of Mike Brethorst, Senior Consultant, For questions about the position he can be contacted at [mbrethorst@mgt.us](mailto:mbrethorst@mgt.us) or by Tel: 218-329-0700.

The City of Breezy Point is an equal opportunity employer.

