



Lake Mills City Manager

Position Profile



Public Administration Associates



www.ci.lake-mills.wi.us

The Community

Located in south central Wisconsin on the dynamic I-94 corridor about halfway between Milwaukee and Madison, Lake Mills combines the best of small-town life with big city amenities in very close proximity (the Wisconsin State Capitol in Madison is only a thirty-minute drive away). It is a full-service community, including a municipal electric utility, that prides itself on being a great place to live, work, play, learn and visit as well as for providing high quality municipal services.

Lake Mills occupies the east shore of Rock Lake. The area was first settled by Captain Megan. He called it "Lake Mills", after he saw a saw mill and grist mill operating from power on Rock Lake. Lake Mills was founded in 1836, and the first building was built in 1837. The village of Lake Mills incorporated in 1852 out of the surrounding town of Lake Mills. In 1866, the village changed its name to "Tyranena", but changed it back again to "Lake Mills" the next year. (Tyranena is an indigenous name meaning "sparkling waters" and the Tyranena Brewing Company operates today in Lake Mills using that name.)

The City of Lake Mills has an estimated population of 6,211 (2020 US Census). This represents a 9 % increase in the city's population since the 2010 Census. The city comprises 4.483 square miles. Its location provides a "lake life" atmosphere with a beautifully quaint Main Street with small-town charm that teems with entertainment, boutique shops, picturesque parks and growing industry. It is home to Aztalan State Park, bike trials (the Wisconsin Glacial Drumlin Trail which runs from Madison to Waukesha runs right thru the community), wildlife areas and the aforementioned Rock Lake.

The Lake Mills Area School District maintains an elementary school, a middle school, and Lake Mills High School. St. Paul Lutheran School (3K-8) and Lakeside Lutheran High School are two Christian schools of the Wisconsin Evangelical Lutheran Synod in Lake Mills.

Lake Mills is a highly unique and historic community with a very bright future.

The Position

The City Manager is Lake Mills Chief Executive Officer under Chapter 64 of the Wisconsin State Statutes. It is one of only a dozen Wisconsin communities that are organized under this statute as Manager-Council form of government. Lake Mills has operated under this form of governance since 1954.

As chief executive officer, the Lake Mills City Manager is responsible for the implementation of the City Council's policies and priorities as well as recommending the annual municipal budget. The City Council elects its President each year who serves as the presiding officer at all Council meetings but no authority over and above the rest of the City Council. The five (5) City Council members are elected on a non-partisan basis for three-year terms.

The City Manager oversees a \$21.2M total annual budget (all Funds), 160+employees (including part-time and seasonal). Services provided include fire, EMS, police, public, library, parks and recreation and utilities (including electric, sanitary sewer and water). Future challenges and opportunities for the next city manager include staff development; shared services development/implementation; capital improvement (infrastructure and facilities) plan development/implementation; organizational improvements and sound financial planning and management.

The Lake Mills City Manager supports the work of the City Council and municipal boards and committees by coordinating its official business and providing leadership and direction to the organization. The City Manager is expected to be actively involved in promoting the community and its economic development and further is expected to promote and maintain the City's strong business environment. The City Manager hires city department heads and other administrative staff and oversees the management of department led projects and activities. The City Manager is the face of the municipal government and should be very visible in the community representing the City organization.

The following values were recently adopted by the City as part of its most recent 5-year Strategic Plan:

Excellence and Quality in the Delivery of Services - "we believe that service to the public is the primary reason for our profession and we strive to deliver quality services in a highly professional and cost-effective manner".

Teamwork - "we believe that teamwork involves providing support to one another; working cooperatively, respecting one another's views, and making our work environment fun and enjoyable".

Honest and Open Communications - "we believe that open and honest communication is essential for an informed and involved citizenry, to build trust, and to foster a positive working environment for employees".

Integrity and Ethics - "we believe that integrity and ethics are the foundation blocks of public trust and confidence and that all meaningful relationships are built on these values".

Commitment and Accountability - "we believe in achieving results and holding ourselves accountable for our actions".

The Ideal Candidate

The next Lake Mills City Manager must have excellent communications skills and be able to establish a good rapport with a wide variety of community members. Carrying oneself with a high degree of professionalism with personal and professional integrity is expected. Lake Mills desires a leader who fosters teamwork and has a collaborative style who will support and encourage a positive and convivial working environment as well as professional growth opportunities for city staff. A passionate public servant who has the skills and abilities to readily resolve conflict is also desired.

The City of Lake Mills is seeking candidates who have demonstrated leadership and have had stable tenures in their past positions. Lake Mills wants a new administrative leader who has the experience of guiding a municipality or other complex organizations through a period of growth and organizational change while possessing the strong ability to cultivate positive and productive relationships with the City Council, staff and residents alike.

Appointment to this position is expected in mid-summer with the current city manager slated to retire in early September. Hiring salary range \$100-115,000 DOQ plus great fringe benefit package.

Skills & Experience

A strong background in budget development/municipal finance; human resources administration; capital improvement planning and implementation; community planning and in effective intergovernmental relations is desired for this position.

Requirements

Require Bachelor's degree in public or business administration or related field. Prefer Master's Degree with at least five (5) years progressive municipal management experience. ICMA-CM credential is a plus. Consideration of candidates with private sector or military experience will be made if they can demonstrate accomplishments that directly relate to the skills required. Residency is encouraged.

How to Apply

Send cover letter, resume, salary history and five work-related references to Public Administration Associates, LLC, Attn: Kevin Brunner, President, 1155 W. South Street Whitewater WI 53190; e-mail kevin.brunner1013@gmail.com; phone 262-903-9509, by June 4, 2022.

Confidentiality must be requested by applicant and cannot be guaranteed for finalists.



Watch the Lake Mills City Manager Video Announcement on YouTube.

<https://youtu.be/ssEoN4iL4IM>