



City Administrator

Position Profile



Public Administration Associates



www.durand-wi.com

The Community

The Durand area was first settled in 1856 when 21-year-old Miles Durand Prindle came up the Mississippi River in a keel boat named the "Dutch Lady," and took government land on the site of the present city. Originally named Bear Creek, Durand was incorporated on April 12, 1887.

Today, the City of Durand is home to approximately 2,000 residents and is the county seat of Pepin County. It is approximately 30 miles from Eau Claire, WI and 60 miles from Minnesota's Twin Cities Metro area. As the "Gateway to the Lower Chippewa River," Durand provides numerous recreational opportunities for the outdoor enthusiast. You can take a train ride into the Tiffany Bottoms on a birding expedition; enjoy a challenging round of golf; boat, canoe or kayak down the Chippewa River; take advantage of the numerous fishing and hunting opportunities that are available in the region; or simply enjoy a bicycle trip beginning along the Chippewa River in downtown Durand to Menomonie on the Red Cedar Trail or to Eau Claire on the Chippewa State Trail.

Durand has a thriving business community that includes Badger Communications, Bauer Built Tire, Black's Valley Ag, Landmark Services Cooperative (formerly Countryside Cooperative), Durand Builders, MBP, Ntec and many other industrial and commercial businesses. The Community also has a top-notch hospital and related medical services; an excellent K-12 school system; a modern community library; and easy access to several nearby advanced learning institutions including UW-Stout, UW-Eau Claire, UW-River Falls and the Chippewa Valley Technical College, all within a short commute from Durand.

The city has a total area of 1.86 square miles (4.82 km²), of which, 1.75 square miles (4.53 km²) is land and 0.11 square miles (0.28 km²) is water. Durand has two large public parks, Memorial and Tarrant, that host a wide variety of musical and special community events each year. Tarrant Park offers both seasonal RV and tent camping and is also the site of the annual Blues on the Chippewa event (held the first weekend in August) which draws thousands of people to the Community.

In 2021 according to Data USA, the median property value in Durand, WI was \$116,800, and the homeownership rate was 72.1%.

AdventHealth operates a 25-bed critical access hospital (CAP) located in the City. The hospital includes a level IV trauma center. There are also two primary care clinics in Durand. The ratio of PCPs per 100,000 population in Durand is 20.8 compared to the Wisconsin statewide average of 75.6.

Durand is served by the Durand-Arkansaw School District. In addition to Durand, surrounding communities that are part of our district include: Arkansaw, Eau Galle, Lima, Maxville, Nelson, and Rock Falls. There are also four private schools within the school district boundaries: Assumption Catholic School and Duscham, Albany Hills and Peru Amish schools.

The District has one elementary school, Caddie Woodlawn Elementary, grades PreK – 5 and a middle/high school, Durand-Arkansaw Middle/High School, grades 6 – 12. The District enrollment is approximately 985 students. Staffing includes 5 administrators and approximately 80 professional educators and 55 support staff. The Durand-Arkansaw School Board is currently conducting a search for a new superintendent.

Durand Middle/High School provides Core Academic, Fine Arts and Vocational courses including Advanced Placement courses in Science, Math, Social Science, English and Visual Arts. It also offer numerous dual-credit courses with Chippewa Valley Technical College. Durand Middle/High School also provides a wide variety of extra-curricular activities including Drama, Forensics, Academic Decathlon, and FFA. Athletic programs include Volleyball, Football, Boys/Girls Cross Country, Wrestling, Boys Basketball, Girls Basketball, Golf, Boys/Girls Track, Softball and Baseball.

The Position

The City Administrator is Durand’s Chief Executive Officer (CAO) under Chapter 62 of the Wisconsin State Statutes. The Durand City Administrator also serves as the statutory City Treasurer. Durand has operated under this form of governance since 2010. Retiring City Administrator Scott Rasmussen has served the community since 2018 and is the third person to hold the position.

As chief operating officer, the Durand City Administrator is responsible for the implementation of the Mayor and City Council’s policies and priorities as well as recommending the annual municipal budget. The City Administrator performs work under the direction of the Mayor and serves at the pleasure of the City Council. The City Council is comprised of six (6) Alderpersons who serve alternating two-year overlapping terms. The Durand Mayor is also elected to a two-year term. Patrick Milliren has served as Mayor for over 12 years.

The Durand City Administrator 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 Administrator is expected to be actively involved in promoting the community and its economic development and further is expected to promote and assist in maintaining the City’s strong business environment. The City Administrator hires city department heads (subject to Mayor/City Council confirmation) and other administrative staff and oversees the management of department led projects and activities. The City Administrator is the face of the municipal government and should be very visible in the community representing the City organization.

City Finances

The 2024 Durand City Budget totals approximately \$9.7M with a breakdown of budgeted expenses as follows:

Capital Projects:

Community Pool-\$3,934,200
Streets/Equipment-\$772,970
General Operations-\$1,378,940
Water Utility-\$1,163,000
Sewer Utility-\$914,300
Storm Water Utility-\$559,330
EMS/Ambulance-\$392,000
Debt Service-\$201,625
Tax Increment District #3-\$195,752
Library-\$163,960
CDBG Housing Rehabilitation-\$20,000

There are two major capital improvement projects scheduled for completion in 2024-the Tarrant Park Swimming Pool Replacement and the Madison Avenue Street Improvements (with utility contributions this project will total \$1.7M). It is important to point out that almost two-thirds of the Durand pool project (\$2,659,200) will be paid for through donations with another \$275,000 contributed by the Durand School District.

For its most recent bond issuance conducted in 2021, the City received an AA- rating from Standard & Poors (S&P). The S&P Durand Ratings Report said in part that "while income and the property tax base are only adequate compared to its city peers, its strong financial profile, in our opinion, supports this rating. While Durand has only some long-term planning and policies in place, we think that management's conservative budgeting has supported the maintenance of very high liquidity and reserves. The debt profile of the City is manageable in our view. We do not think there is any major credit pressure, so we expect the rating will likely remain stable for the next few years."



The City Organization

The Durand City Administrator oversees a staff of 14 full-time and 40+ part-time employees. Most of the part-time employees are paid on-call fire and EMS.

Services provided by Durand include fire, EMS, police, public works, library, parks and recreation and utilities (including sanitary sewer, stormwater and water).

The Ideal Candidate

The next Durand City Administrator must have excellent communications skills and be able to establish a good rapport with a wide variety of community stakeholders. Carrying oneself with a high degree of professionalism with personal and professional integrity is expected. Durand 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 is humble and has a good sense of humor is also desired.

The City of Durand is seeking candidates who have demonstrated leadership and have had stable tenures in their past positions. Durand 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.

Prefer a Bachelor's Degree in public or business administration or related field with at least five years of progressively responsible administrative and leadership experience in a municipal organization. Consideration of candidates with private sector or military experience will be made if they can demonstrate accomplishments that directly relate to skills required. Residency in community is encouraged but not required.

The City desires a strong background in budgeting/municipal finance; capital improvement planning and execution; human resources, and economic development with a focus on commercial development/redevelopment. Requires a high level of integrity with open and positive communication skills; collaborative style in carrying out governing body policies; a strong work ethic/passion for public service; consensus building ability along with leadership skills and strong commitment to community engagement. Visit the community website at www.durand-wi for additional information.

Appointment to this position is expected in June with the current city administrator slated to retire in July. A short overlapping transition time with him is anticipated.



Future Opportunities & Challenges

There are a number of opportunities and challenges for the next Durand City Administrator including the following:

- Continuation of balanced budgets and strong municipal finances
- Collaborative community strategic planning with city staff, Mayor, City Council and residents
- Completion and opening of the new Durand Community Swimming Pool
- Updating of the Durand Comprehensive Plan and Outdoor Park and Recreation Plan
- Continuation of strong collaborative partnerships with other local units of government
- Maintaining a Strong Multi-Year Capital Improvements Program
- Building a New Technology Infrastructure for Durand
- Continuation of Efforts to Improve Durand's Central Business District and Bring More Commercial Development to the Community
- Development of More Housing Availability in Durand



To learn more about the Durand City Administrator position watch the video announcement from Mayor Patrick Milliren.
<https://youtu.be/ttZ2muf5DOM>

How to Apply

Send cover letter, resume, salary history and 5 work-related references (in one PDF file) to Public Administration Associates, LLC

Attn: Kevin Brunner, President
Email: kevin.brunner1013@gmail.com
Application Deadline: May 11, 2024

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