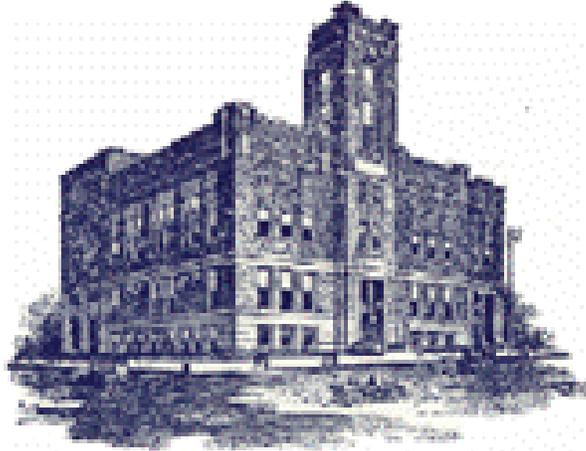


EMPLOYMENT OPPORTUNITY



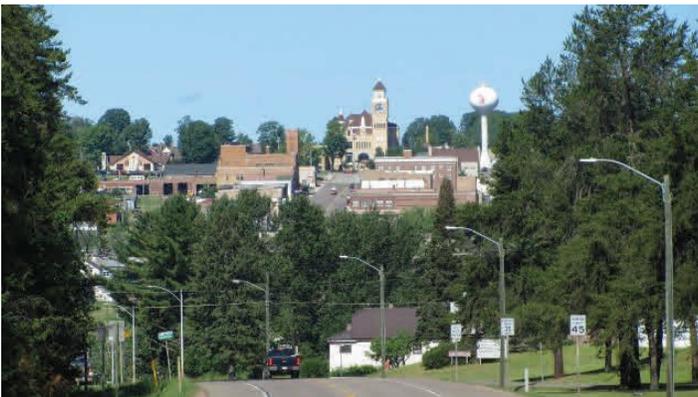
CITY MANAGER

CITY OF CRYSTAL FALLS
“City of Community Pride”

CITY MANAGER

CITY OF CRYSTAL FALLS

If you are looking for a career in a quaint community, or perhaps a safe, laid back place to raise your family, the City of Crystal Falls may be the place for you. This “City of Community Pride” is seeking an energetic and creative person to fill the position of City Manager. A family orientated residential community with approximately 1,400 citizens, Crystal Falls offers a small town atmosphere where the opportunities are only restricted by ones imagination.



A picturesque downtown Crystal Falls greets visitors from the East when they approach on State Highway M-69. As they cross the Paint River bridge the downtown district is before them with the Iron County Court House gracefully perched atop the hill. Just 13 miles North of the Wisconsin border, Crystal Falls serves as a gateway to Michigan’s beautiful

Upper Peninsula and offers an abundance of natural resources for any outdoor enthusiast to enjoy.

This is a wonderful career opportunity for a person with good communication, budgeting, and development skills who is ready to become only the fourth City Manager in the last 53 years. The position is opening due to the retirement of the current manager.

Crystal Falls is a Home Rule City with the council/manager form of government. There are 15 full time (2 unions) and up to 15 seasonal employees. The 2015-2016 general fund budget is \$1.701 million with a total budget, including all funds of \$6.469 million.

Crystal Falls is offering a competitive compensation package including a salary within the range of \$50,000 to \$75,000 depending on qualifications and experience.

◆ LOCATION

Upper Peninsula of Michigan

◆ POPULATION

1,469

◆ SIZE

2,095.55 acres

◆ BUDGET

\$6.469 million

◆ SALARY RANGE

\$50,000 - \$75,000 DOQ

“City of Community Pride”

◆ THE COMMUNITY



The City of Crystal Falls was born in 1880 of the early iron mining and timber explorations in the southwest of Michigan's Upper Peninsula. The city sprawls leisurely on hilly terrain extending east and west from the Paint River. It is a city that has grown into a picturesque residential community populated by very friendly inhabitants, a bedroom community, a safe place to raise a family, a good school system, and an abundance of natural resource opportunities for the wildlife enthusiast.

The mines are all gone, nothing but a few holes in the ground and memories now, but the timber harvest continues to thrive and the industry is one of the major employers in the area.

The downtown district suffers as the many "mom and pop" type business's have closed down, but this is an opportunity opening doors for new generations to breathe life into the vacant storefronts. This is perhaps the biggest challenge that will face the city in the years to come, revitalization of the downtown community.

The city's industrial park has but a few lots remaining to be had by entrepreneurs with 14 business's currently in operation.

Residents can also easily take advantage of all that is available in larger communities with

Iron Mountain only 30 miles away with big box stores and a bigger job market.

Runkle Lake Park and Recreation Complex, owned and operated by the City, offers residents and tourists alike an opportunity to enjoy camping, swimming, fishing, baseball, basketball, tennis, volleyball, horseshoes, and picnicking within the city limits. This park is home to the annual Bass Festival and Humongous Fungus Festival held in July and August. These events offer the backdrop for class and family reunions complete with parades, games, and community picnics.

Recreational opportunities are abundant in Crystal Falls with a groomed snowmobile and ATV trail as well as the Iron Belle bike trail. The annual Run Your Bass Off, a sanctioned foot race, is held in conjunction with the Bass Festival each year. The Paint River Walkway offers handicap access to the east bank of the river for fishing and sight seeing. The Crystella Ski hill, owned by the City but operated by a volunteer group, offers downhill skiing for the youth with 2 hills equipped with tow ropes and also a skating rink. Access sites on the Paint River, one upstream and another downstream of the city owned hydroelectric plant, offer easy ways to get out on the river to enjoy boating, kayaking, canoeing, and fishing. The nearby reservoirs of WE Energies offer endless boating, camping, and fishing opportunities within minutes of downtown. Hunters flock to the area each year for the whitetail deer hunts during archery and gun seasons. Ice fishing is popular on the many lakes and streams during the winter months.

One of Crystal Falls' gems is the Crystal View Golf Course. This 9 hole, irrigated, course is owned and operated by the city and caters to the locals and tourists alike. Set on a hillside on the east bank of the Paint River, the views from the course of the downtown district are stunning.

The school district is comprised of students from Crystal Falls and the surrounding communities of

◆ THE COMMUNITY (cont.)

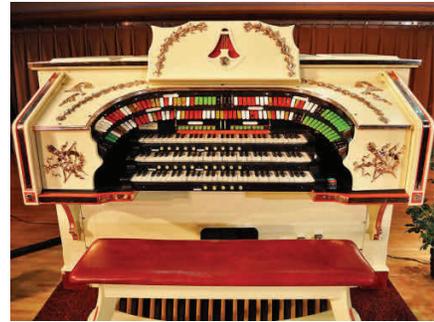
Alpha and Amasa with excellent academic and sports programs. In 2014, Forest Park High School was named by US News and World Report as one of the top high schools in the United States, earning a top 9% ranking and a bronze medal.

Many of the city's residents are seasonal retirees who keep "second homes" in Crystal Falls where they spend their summer months and winter in the southern states. Some of these "second homes" are owned by residents of the cities

There are many organizations for the civic minded to join in Crystal Falls including: The Lions Club, Masons, Kiwanis, Crystal Falls Business Association, and the VFW and Legion and auxiliaries.

If you are looking for culture, there is the Harbour House Museum, a building that is owned by the City but operated by an independent board. The museum board is striving toward protecting the history and heritage of the community. The Crystal Theater Board oversees the operation of the beautifully restored Crystal Theater (also city owned) which houses a Möller Theater Pipe Organ. The theater offers a variety of entertainment including: school drama plays, instrumentalists, bands, singers, talent shows, and concerts on the pipe organ and renowned Steinway model "D" concert grand piano. Another organization that works diligently to bring some culture and arts to the community is the Contemporary Center. This group offers classes in pottery, art, and the sciences, and although these are aimed primarily at the youth of the community they see participation by young and old alike. The Contemporary Center recently moved into a room at the Forest Park

Schools. All three of these groups, the museum board, theater board, and contemporary center board, are volunteers from throughout the community. In fact, the formation of these boards and their operations won the City of Crystal Falls the distinction of being a finalist in the 1994 All-American City Award Competition. What impressed the All American City Award Screening committee and jury was the use of cultural and historic preservation to promote both downtown development and citizen involvement which they claimed "Made the community sing again!"



Möller Theater Pipe Organ



◆ THE ORGANIZATION

Crystal Falls is a Home Rule City with a Manager/Council form of government. The City Charter dictates the responsibilities and roles. The Mayor and Councilor positions are all elected for terms of 4 years. The City Council consists of four (4) members that are elected at large. The Mayor serves as the fifth member and presides over the meetings of the Council. The Mayor is recognized as the Chief Executive officer of the city government for all ceremonial purposes but has no administrative duties.

The City Manager is appointed by the City Council and is the chief administrative officer of the city.

In Crystal Falls all department heads report directly to the City Manager and include the Clerk/Treasurer, Public Works Foreman, Electric Department Supervisor, and the Chief of Police. The Manager, Clerk/Treasurer, and Police Chief are the only full time employees not represented by a union.

The Clerk/Treasurer oversees the operations of the front office which includes the utility billing clerk and a part time office assistant. This office receipts all monies due to the city and is responsible for all billings for services including water, sewer, cable TV, and electricity.

The Electric Department consists of six (6) full time employees including the supervisor. The employees in this department are represented by the IBEW union. The department oversees the operation of the electric system and the hydroelectric power plant on the Paint River, one mile upstream from the M-69 bridge. This plant provides about a quarter of the electricity needed to energized the homes of the city. The balance of the electricity is purchased from WE Energies through a contract with WPPI Energy. The City has been a member of the WPPI cooperative since 2009 with the City Manager serving on the WPPI Board of Directors. Receipt of a grant allowed for the installation of "Smart Meters"

throughout the City's entire electric system and the end result is modern state of the art technology. Meters are now read from the utility billing clerk's desk via radio transmissions and the use of Northstar software which is housed on a server located at WPPI headquarters in Sun Prairie, Wisconsin, allows the City to utilize this technology and share the cost with other members of the coop. An asset indeed, the electricity sold to the residents and businesses on the city's electric system provides the bulk of the funds needed to support the operations of the city's general fund. Another function of the Electric Department is to operate the city owned cable TV system. This system was built in the 1950's to offer a low cost dependable alternative to the roof top antennae. Over the years technology has moved faster and become more costly than the City could afford. The ownership of the cable system is being transferred to a private company that will add high speed internet and phone services to the offerings. This transfer should be nearly complete by the time the new Manager is appointed.

The Public Works Department has a total of four (4) full time employees. This department is represented by the POAM union. Public Works is responsible for the water and sewer systems along with the maintenance at the parks, golf course, streets, and cemetery. The City has undertaken many water and sewer infrastructure projects in the past few years. All water services are metered and implement some of the latest technologies for monitoring usage and leak detections. The city is currently installing new sensors on the water meters to allow for the same technology as the electric meters.

With only two members in the Police Department, the Chief of Police and a patrolman it is no longer possible to offer 24/7 coverage. The patrolman is represented by the POAM

◆ THE ORGANIZATION (cont.)

union. The department conducts ordinance enforcement, traffic patrols, handles complaint calls, and assists other departments if needed.

During the summer months the city employs seasonal employees to assist with the operations at the cemetery, park, golf course, and public works departments.

Fire protection is purchased through a contract with Crystal Falls Township. The fire department rents space from the City so it is housed in the City Hall complex. This department is all volunteer except for the Fire Chief who is an employee of the township. Some City employees are volunteer firemen and are allowed to leave their jobs to respond to a fire during the workday when needed.

The City participates in the Michigan Electric Utilities of Wisconsin (MEUW) Safety Coordinator Program. This is a cost sharing program with other utilities and municipalities in Michigan and Wisconsin. A Regional Safety Coordinator is hired by the MEUW to conduct and document safety trainings for all the employees. Most employees are certified in CPR, Basic First Aid, and Blood borne Pathogens. Specialized training for the electric and public works employees are also conducted.

The Manager holds periodic meetings with the department heads and also with the entire workforce, depending on the current issues. Continuing education is seen as a valuable tool in keeping the employees current with technology and regulations. The employees communicate well between themselves, departments, and with management. Due to the decreased workforce employees are often asked to assist outside of their departments and this is rarely a problem, even with 2 separate unions. The employees are a diverse group with many skills to help make the overall operation of the city run smoothly. The Public Works department has over 108 combined

years of combined experience with their 4 full time employees while the Electric Department, a much younger group, has over 67 combined years of experience for their 6 employees.

Other city groups that the Manager will interact with on a regular basis include the Downtown Development Authority and the Planning Commission.

The atmosphere at City Hall is informal and relaxed. The new Manager must lead by example and present him/herself with high ethical and professional standards. This individual must be the right fit for this established crew, be supportive of employees, and mindful of the policy set by the City Council. The Manager must be accessible to the citizens, employees, and City Council and most importantly, maintain a sense of humor.

◆ CHALLENGES

While the City of Crystal Falls is not without challenges, some of which are:

- ◆ Attract and retain residents
- ◆ Expand or improve on the tax base
- ◆ Create new job opportunities
- ◆ Continue replacement of aged water and sewer infrastructure
- ◆ Improve streets
- ◆ Maintain & upgrade parks
- ◆ Maintain & upgrade city hall complex
- ◆ Maintain & update equipment

◆ THE IDEAL CANDIDATE

The City of Crystal Falls will consider applicants who have a history of administrative experience, community involvement, and who value the small town way of life. The applicant must have the initiative and drive to lead and assist the City of Crystal Falls forward toward becoming a prosperous community. To be considered at all the City Council will be looking for:

- ◆ A Bachelors' Degree or equivalent in a relevant field of study (an MBA or master's degree in a related field is highly preferred)
- ◆ Three to Five years' experience in city government, either as a manager, assistant manager, or a municipal executive
- ◆ Membership in the MML, the MLGMA, ICMA or other similar organization is valuable
- ◆ An understanding of the laws, regulations affecting Home Rule Cities and the roles and responsibilities in the Council/Manager form of government

Other skills that the City Council will be looking for in a resume and letter of introduction include:

- ◆ Expertise in finances and budgeting
- ◆ Experience in all aspects of human resources development including hiring, evaluations, professional growth, and dismissals
- ◆ Experience in union contract negotiations
- ◆ Successful history in the acquisition and administration of grant funds from various sources
- ◆ Examples of the ability to facilitate problem solving techniques and building consensus
- ◆ History of successful agreements with other municipalities or entities
- ◆ Economic and community development skills
- ◆ Computer savvy

The new City Manager must be:

- ◆ Approachable and outgoing
- ◆ Honest with a high level of ethics and personal integrity
- ◆ Transparent
- ◆ Self –confident
- ◆ Tolerant of opposing opinions
- ◆ A good, active listener
- ◆ A creative and innovative problem solver
- ◆ And perhaps the most important of all, possess a sense of humor

◆ APPLICATION PROCESS

APPLY BY CLOSE OF BUSINESS FEBRUARY 19, 2016

Business hours: 7:00 am - 3:00 pm Central Time

Please submit resume, cover letter, salary history, consent form, and three (3) professional references to:

City Manager Search
401 Superior Avenue
Crystal Falls, MI 49920

Questions can be directed to the current City Manager, Dorothea Olson, at dolson@crystalfalls.org or (906) 875-3212 x 101.

Applicants desiring confidentiality of their interest, as allowed for and provided by Michigan law, must indicate such in a separate subject line above the body of the cover letter.

The City of Crystal Falls is an Equal Opportunity Employer.