



# LINDSBORG

little sweden usa

A vibrant and growing rural community seeks a new City Administrator who can contribute creative ideas and leadership to a thriving economy and lively community engagement.

**More information about Lindsborg can be found at:**

**[www.lindsborgcity.org](http://www.lindsborgcity.org)**

Qualified persons invited to apply by the deadline of October 5, 2021.  
Send resume and cover letter highlighting City's preferred qualifications  
in one integrated file to:

Recruitment Advisor

Beth Tatarko

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The Austin Peters Group, Inc.





# Recruitment Profile for Position of City Administrator

## Lindsborg, Kansas

The distinctive Central Kansas community of Lindsborg has a cultural, social, and economic vitality unmatched by few other rural communities in the U.S.

Situated in the rolling prairie and along the banks of the Smoky Hill River, Lindsborg's origins date back to 1869 with the arrival of Swedish immigrants. The founders' cooperative spirit and cultural values, including universal and higher education, hard work, and creative arts, continue to shape community life in the 21st century.

Candidates will discover this exceptional town of nearly 3,800 people has reversed the prevailing trend of rural decline. Lindsborg's population grew by more than nine percent over the last decade according to the 2020 census.

A lower-cost, family-affirming quality of life, high-performing schools, abundant visual and cultural arts, numerous outdoor pursuits, and civic optimism make Lindsborg an enviable place to live and work. And the community likely will sustain its momentum with more than 2,000 high-paying jobs forecast for the region over the next few years.



What helps explain Lindsborg's impressive growth? Three habits dominate community life:



- **People and business come together – a lot.** More than 50 voluntary associations bring people together for celebrations, projects, performing and visual arts, and fun. And folks in Lindsborg love spending time with neighbors and visitors. These associations build trusting relationships and optimism.
- **An ethic of “let’s try it” prevails in solving problems and achieving progress.** Creativity is a valued skill and revealed when addressing community and economic development.
- **Collaborative behavior is modeled and valued over conflict and going it alone.** Projects are achieved by partnerships within and across sectors. Partners experience shared ownership of community assets.



# Lindsborg

## Top Honors

- Finalist for the 2018 Voice of the People Award for Transformation in Education and Enrichment
- Tree City USA (35 years)
- 100 Best Small Towns in the Nation by Livability
- 10 Most Beautiful Small Towns of Kansas by Attractions of America
- 5 Cool Cities Where the Arts are Thriving by Livability
- 8 US Towns That Make You Feel Like You're in Europe by Livability
- Ten American Towns That Feel Like Europe by Smithsonian Magazine
- Best Weekend Getaway by KANSAS! Magazine

## Community Life

"There's always something happening in Lindsborg" is a motto that guides the work of the City-led [Convention and Tourism Bureau](#). Dozens of events throughout the year engage locals and attract thousands of visitors. The biannual [Svensk Hyllningfest](#) celebration alone brings upwards of 15,000 visitors!

Green space, playground, and recreation pursuits are in abundance. The [Välkommen Trail](#), converted from an old rail bed, is a 4.5-mile paved pedestrian/ bicycle trail and a point of pride. The municipal pool is famous for its 153-foot slide named Thor's Revenge! The Viking Valley Playground, built by 900 volunteers, is a magical place for children of all ages. Charming downtown pocket parks offer respite and gathering spaces. And golfers enjoy the lush greens of a [nine-hole municipal golf course](#).



## Messiah Festival of the Arts



Lindsborg is home to the oldest continuous annual performance of Handel's *Messiah* in North America, a tradition that began with the Bethany Oratorio Society in 1881. This performance takes place during a week-long celebration of the arts in the Smoky Valley.

## Lindsborg Fast Facts



Population  
**3776**



Median Home Value  
**\$154,300**



Households  
**1316**



Median Income  
**\$52,813**

**34.7** Median Age



# WHERE TO LIVE

## BUILD YOUR DREAM HOME AT STOCKHOLM ESTATES

Build the house you want in Lindsborg. Stockholm Estates offers 3 lots sizes to match your desired home and yard size.

### FEATURES:

- Traditional, expanded, and estate home lots
- No special assessment taxes
- Use the builder of your choice



Homes starting at **\$150,000!**

[learn more](#)

## LIVE IN HISTORIC DOWNTOWN

Lindsborg's historic neighborhoods are within walking distance to parks, downtown restaurants and shops, and Smoky Valley schools.

## LUXURY SENIOR LIVING AT BETHANY VILLAGE

Experience a life rich in friends, culture, and community. Bethany Village offers three options to empower seniors to do what they do best: independent living, full-service living, and continued care and rehabilitation.

**BETHANY+VILLAGE**

[learn more](#)

## JOBS

Lindsborg sits between two of the region's industrial powerhouses: McPherson and Salina. Benefiting from Lindsborg's central location, many residents appreciate the option to build a career with a global company, while enjoying a short drive (15 minutes from each!) to be home in time for dinner each night. More than 2,000 new, high-paying jobs are forecast for the region in the next few years.

## TOP EMPLOYERS

### SALINE COUNTY

- Tony's Pizza
- Salina Regional Health Center
- Exide
- Great Plains Manufacturing
- Kubota
- USD305
- City of Salina
- Saline County

### MCPHERSON COUNTY

- Pfizer
- CHS
- The Bradbury Company
- Viega
- The Grasshopper Company
- Moundridge Manufacturing
- Johns Manville
- Central Plastics
- Piping Technology Co.
- Ferguson Production
- Tortilla King
- Mid Kansas Cooperative





# SCHOOLS

With high graduation rates and experienced teachers, Lindsborg has some of the highest performing schools in the area. Choose from a traditional in-person setting, or opt for a virtual charter school. Plus, there are seven higher education learning opportunities within a 20-mile radius.

## SMOKY VALLEY UNIFIED SCHOOL DISTRICT STATS:

### Top Rated School District in McPherson County

Graduation Rates: **95%**

Number of Students K-12: **1,454**

Student/Teacher Ratio: **22:1**

Exceptional strings and orchestra programs

## SMOKY VALLEY VIRTUAL CHARTER SCHOOL STATS::

Graduation Rates: **80%**

Number of Virtual Students: **615**

## REGIONAL HIGHER EDUCATION OPPORTUNITIES:

Bethany College

Kansas Wesleyan University

K-State Salina

Salina Area Technical School

McPherson College

Central Christian College







# HEALTH & WELLNESS

With three high-quality hospitals within a 20-minute drive, Lindsborg can provide care with a personal touch. All three hospitals have lower than average time spent in the emergency room.

## LINDSBORG COMMUNITY HOSPITAL

### *Critical Access Hospital*

- Median time spent in the emergency department before leaving visit: \_\_\_\_\_ **95 minutes**
- **2020 Guardian of Excellence Award** winner by Press Ganey (95th percentile or above for performance in Patient Experience)

## MCPHERSON CENTER FOR HEALTH

### *Acute Care Hospital*

- Emergency department: 0% left without being seen
- Median time spent in the emergency department before leaving visit: \_\_\_\_\_ **105 minutes**
- Patient to nurse ratio: 6:1 + a CNA (Avg is 8:1)

## SALINA REGIONAL HEALTH CENTER

### *Acute Care Hospital*

- Median time spent in the emergency department before leaving visit: \_\_\_\_\_ **122 minutes**
- **Baby-Friendly Designation** - 2020 (International designation for the highest standards of care for breastfeeding mothers and their babies)
- **Most Wired® Winner** - 2017 (Designates the technological pieces are in place to drive efficiencies and improve both care and the patient experience)





# Lindsborg City Government

With a Mayor/Council/Administrator form of government, Lindsborg is governed by a directly-elected Mayor, elected to a two-year term, and an eight-member City Council elected by wards on a non-partisan ballot to staggered, four-year terms. The Mayor presides over meetings of the Council and serves as a spokesperson for the City. Council elections are held every two years, with the next election scheduled in November, 2021, when the Mayor and four Council positions are on the ballot. Three incumbents have chosen not to run for reelection.

The City Administrator position was established by ordinance in 1981. Since then, five persons have served as Administrator. The current Administrator will soon retire after serving 24 years in the position.

The City's annual general fund budget for 2021 is \$3.2 million. Combined 2020 utility fund revenues (water, sewer, electric) were \$5 million. The 2021 capital improvement budget for general operations is \$111,125 and for utilities, \$1.3 million.

The most recent total assessed valuation is \$26,468,000, which is 1.5 percent higher than the previous year. General indebtedness is \$4.4 million and utility indebtedness is \$2.3 million. Property taxes and sales taxes are the two largest sources of revenue. In 2020 the property tax funded 36 percent of the total operating budget.

With Lindsborg's robust tourism, sales tax revenue is an important contributor to City finances. A 1.5 percent local sales tax is dedicated to property tax relief, capital projects, economic development, and infrastructure. City sales tax grew three percent between 2019 and 2020, and represents 28 percent of general fund revenues.

**With leadership from seven departments, the City provides the full range of municipal services:**

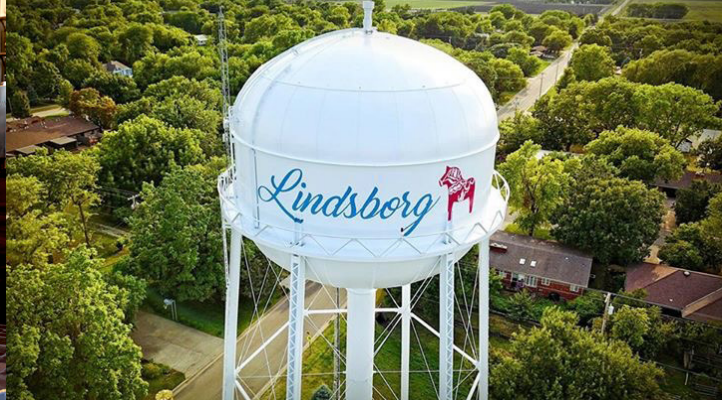
- police, fire, and emergency medical services
- street and sidewalk maintenance
- water, wastewater, and storm drainage
- electric distribution
- planning and zoning
- parks and recreation
- building and environmental codes
- convention and tourism
- municipal court
- information technology
- general administrative services

## Economic Development



Economic development is a unique collaboration, with all community sectors represented at the table. The City is the primary economic development agency, and lead responsibility falls to the Assistant City Administrator. Nearly all projects are accomplished with governmental and cross-sector partnerships. Strategic Alliance Partners meets monthly to direct community strategic planning. Those partners include the City, school district, hospital, Bethany College, Business Ad Hoc Roundtable, McPherson Industrial Development Corporation, Bethany Villages, and an association of local churches.





## Vision

### In 2040...

People choose Lindsborg, Little Sweden USA, a welcoming, diverse, and sustainable community with a high quality of life where we embrace the arts, innovation, and life-long learning so everyone can flourish.

**Lindsborg is home.**

The new [Lindsborg Comprehensive Plan](#) captures the City's ambitious vision for the future: **"People choose Lindsborg...a welcoming, diverse, and sustainable community with high quality of life where we embrace the arts, innovation and lifelong learning so everyone can flourish."**

#### Planned or recently completed community projects include:

- Construction of a new \$2 million, purpose-built [childcare center](#) for care of 67 children
- Expansion of assisted living homes and planning for independent retirement homes
- Completion of infrastructure for [Stockholm Estates](#), a 150-lot subdivision, with 17 new homes built before end of 2021 and all lots sold within three years
- Updated [2021 Comprehensive Plan](#) for growth
- Council-approved 2021-24 [Strategic Plan](#)
- New public/private partnership for EMS enabling 24/7 advanced life support service
- An electric distribution utility that generates over 34 percent of the revenue in the consolidated funds budget.
- Solid waste services, including recycling, are provided through an interlocal partnership among McPherson County and its municipalities.





# City Government Opportunities and Challenges



The Mayor and City Council have identified the immediate projects and issues that will require the next City Administrator's time and resourcefulness:

## **1. Consolidate public works equipment and staff to one location.**

At present public works resources are scattered over five locations. Staff are in early planning stages for this project with footprint drawings and a prospective location. The new Administrator will need to manage this project to completion of a new facility.

## **2. Provide leadership for gaining approval of a new I-135 Interchange.**

An east-side Wells Fargo Road interchange would enable direct, one-mile access to Lindsborg. With expertise from a lobbying firm, the City was awarded a planning grant, but final federal and state interchange approval must be gained. The governing body will expect the Administrator to marshal influence to accomplish this vital project.

## **3. Contribute innovative thinking and leadership toward creation of a community wellness center.**

A community-owned recreation and wellness center has been among the highest of the community's strategic goals in the past few years. As a member of the community's Strategic Alliance Partners, the new Administrator will need to research and offer innovative ideas toward this goal.

## **4. Recommend policies and projects to enable continued growth.**

The community is reaping economic benefits from the record-setting population growth of the last decade. The governing body wishes to continue smart-growth initiatives and incentives and will look to the next Administrator for innovative practices that support the economic momentum.

## **5. Continue to pursue reliable electric power supply at competitive rates for the community.**

The City is the municipal electric provider and secures power through the Kansas Municipal Energy Agency. Continued diversification of supply and terms of power purchase agreements will be a focus of the new Administrator's job.

## **6. Lead implementation of the City's new Strategic Plan.**

The City recently adopted a 2021-24 plan focused on Community Identity, Resilient Economy, Safe and Healthy Community and the Built Environment. The new Administrator will need to set priorities accordingly and lead implementation.

## **7. Sustain City government's role as a community leader.**

The City was a leader in the formation of the Strategic Alliance, a partnership of local organizations planning and collaborating for the community's well-being. The Administrator not only will participate in this effort but will be looked upon as one of the Alliance's key leaders.





# Duties of City Administrator

As authorized by a 1981 ordinance, the City Administrator is the chief administrative officer and shall report to the Mayor and Council for the administration of City affairs. Duties include:

- supervise all administrative department heads and oversee their operations;
- recommend to the Mayor appointment and removal of City department heads;
- direct, and assign duties and professional development for all employees;
- propose annual and capital budgets to the governing body and regularly report on the City's financial condition;
- exercise general supervision over all City purchases and expenditures in accordance with the budget and governing body policy;
- recommend to the governing body a salary schedule for all officers and employees;
- oversee maintenance of all City-owned land, property, and buildings;
- facilitate short- and long-range planning for City government as directed by governing body;
- provide oversight of all City contracts; and
- attend all governing body meetings and offer policy recommendations as requested; and provide staff support to the City's appointed boards and commissions.

An additional obligation of the City Administrator is that the person holding the position will establish residency within the Lindsborg City limits.

## Qualifications for the Position of City Administrator

**Preferred qualifications:** 1) three years of experience in local government as manager or administrator, or assistant manager or administrator; 2) master's degree in public administration or related field from an accredited university; 3) previous community or economic development experience; 4) professional experience in a smaller, growing community; and 5) ICMA (International City and County Management Association) membership.

**Minimum qualifications:** 1) three years of experience in public or private administration that includes supervisory responsibility; 2) bachelor's degree in business or public administration, or related field from an accredited university; 3) evidence of a stable, progressive employment history; and 4) an unblemished work record of performing with integrity.

## Qualities Desired in a City Administrator

The Mayor and Council have identified preferred leadership qualities and practices of the next City Administrator and will look for evidence of these in candidate interviews and background reviews.

**Orientation toward innovation and forward thinking.** Lindsborg values the arts and artists, and community leaders also expect creativity and innovation in addressing challenges. The governing body wants the Administrator to generate new and big ideas. The City's recent purchase of a Tesla car is an example of forward thinking and outside conventional ideas.



**Disposition toward partnerships and networking.**

Cooperation and consensus building are a strong cultural preference for cultivating relationships and solving community problems. Lindsborg expects the new Administrator to sustain current partnerships and pursue opportunities for new ones. The governing body also will look to her to participate in regional, state, and national networks for the benefit of the City.

**Skill in collaboration and consensus building.**

The new Administrator needs awareness that there is rarely a single superior solution. Interpersonal skills to bridge differences and achieve cooperation are essential for his success. The Administrator must understand and have patience with the dynamics of group decision-making. He must be a facilitative leader, assisting individuals toward common ground, whether the group is the governing body, employees, or community stakeholders.

**Engaged and visible in community.**

Citizens in Lindsborg expect the Administrator to be approachable and visible in the community, listen to their ideas and concerns, and address service-delivery problems. The governing body has been intentional in creating internal positions so that she has time to engage in community relationship building.

**Exceptional communication skills.**

The next Administrator needs the ability to interact with many individuals and groups in formal and informal ways. Effective communication in a small town relies extensively on face-to-face communication, so the city administrator must be approachable and have excellent interpersonal skills. The governing body also will look for evidence of excellent writing and presentation skills for lay audiences.

**Parameters of Compensation**

The Mayor and City Council are committed to providing a base salary, benefits and an employment agreement competitive with similar cities and commensurate with the experience and education of a preferred candidate. Accordingly, the low end of the salary range for the City Administrator position is \$115,000.

The City provides employee benefits including group health insurance and retirement benefits through the Kansas Public Employees Retirement System (KPERS). Deferred compensation, support for professional development, and association memberships may be negotiated as part of total executive compensation. Other benefits include life insurance, paid vacation, and holiday and sick leave.

**Estimated Timetable for City Administrator Recruitment**

|                                |   |
|--------------------------------|---|
| <b>September 14</b>            | Approval of Recruitment Profile<br>Position vacancy announcements posted                              |
| <b>October 5</b>               | Deadline for cover letter and resume submission   |
| <b>October 12</b>              | Austin Peters Group presents confidential screening report to Council Committee                       |
| <b>October 15</b>              | Committee recommends finalists and extends invitation to interview                                    |
| <b>October 25</b>              | Austin Peters Group completes candidate reference interviews<br>City directs formal background checks |
| <b>October 25</b><br>(week of) | Finalists are interviewed   |
| <b>November 5</b>              | Preferred candidate identified and employment offer extended  |
| <b>November 12</b>             | Employment agreement approved; new City Administrator announced                                       |

Candidates for the position are invited to attend Svensk Hyllningfest on October 8 and 9.  
For a proper Välkommen, let us know you're coming!