

KATHY LAUR

klaur@live.com,

November 5, 2020

City of Flagler Beach
105 S. 2nd Street
P.O. Box 70
Flagler Beach, FL 32136

Dear Ms. Mathis,

Look no further! I'm ready to be Flagler Beach's next City Manager.

I have over ten years' experience working in municipal government and hope you will consider me for the City Manager position. I am currently the City Administrator for Tonka Bay, Minnesota. I've been able to accomplish a lot in my short tenure with Tonka Bay including the completion of a \$1.9M Water Treatment Plant, a new Special Assessments Policy, updated Personnel Policy, I set plans in motion for a \$500,000 painting of the city's Water Tower and a major multi-unit construction project.

When I was the Deputy City Clerk/Administrator for the City of Lake St. Croix Beach, I pushed for the reconstruction and re-dedication of the city's Veterans Memorial Park. Additionally, through grants and budgeting I was able to purchase new playground equipment for one of the two city parks. I was the main point of contact for the City Hall remodeling project saving the city thousands of dollars by using STS (Sentence to Service) for much of the manual labor. LSCB has the nicest City Hall on the St. Croix River.

I have a Master's degree in Public Administration from Hamline University in St. Paul, MN and began using those learned skills before finishing my degree. Additionally, I have strong written and verbal skills as my Bachelor's degree is in broadcast journalism and I have many years of experience writing and editing for publications. I've written Resolutions and drafted Ordinances and I've also written a contract for a previous city's recycling provider. I like to get things done!

Thank you for your consideration.

Sincerely,

Kathy Laur

Kathy Laur

KATHY A. LAUR

E-Mail: klaur@live.com

SUMMARY

Ten years of local government experience with strengths in the following areas:

- Zoning Code Compliance
- Labor Relations
- Ethics
- Project Management
- Policy Development
- Communications
- Organizational Management/Development
- Budget Preparation and Implementation
- Customer Relations
- Mediation

A team leader with a proven record of getting things done. Experienced in managing small and large municipal projects. Goal oriented that works well in groups and independently.

EMPLOYMENT HISTORY

City Administrator

CITY OF TONKA BAY

October 2019 to present

- Responsible for all City operations including Public Works.
- Zoning Administration
- Labor Negotiations
- Responsible for the completion of \$1.9M Water Treatment Plant renovation.
- Collaborated with the City Engineer for the \$500,000 Water Tower rehabilitation.
- Provide direction for long-term planning and major projects (infrastructure and parks).
- Serves on Police and Fire Department Operating Committees.
- Meet quarterly with City Administrators from neighboring communities in order to stay connected.
- Hires employees and serves as Human Resource contact.
- Develop and administer the city budget along with the City Treasurer.
- Works with the Lake Minnetonka Conservation District to ensure best practices on the lake.
- Wrote request and received an environmental grant two years in a row – Tree Canopy Grant
- Reclassified jobs/titles within City Hall and assessed workload among employees.
- Makes sure the City is always moving forward with processes, procedures, ordinances, resolutions and plans to better the community so as not to remain “stuck or stagnant”
- Inclusive/team approach to management.

- Experience in community redevelopment; 86-unit apartments and townhomes where a strip mall existed.

Deputy City Clerk/Administrator

CITY OF LAKE ST. CROIX BEACH

March 2018 to Oct. 2019

- Served as acting City Administrator in his/her absence.
- Prepared the monthly Newsletter, its publication and distribution and all Website and Facebook content.
- Draft ordinances and resolutions.
- Wrote requests for grants for the two city parks, a Veteran's Memorial park and environmental grants.
- Preparation and coordination of local elections.
- Assisted City Council, Planning Commission, Environmental Advisory Committee, Veterans Memorial Advisory Committee with meeting packets, minutes, record retention.
- Worked directly with the Parks Board Chair maintaining all licenses, applications, registrations and insurance requirements.
- Handles newsletter and ballpark advertising.
- Zoning Code violations and administration.
- Instrumental in the remodel and reorganization of the City Hall offices.
- Worked with Sentence to Service (STS) when feasible in order to stay within budget.
- Cultivates productive relationships with the surrounding cities.

Community Development Intern

CITY OF LINO LAKES, LINO LAKES, MN

December 2017 to Feb. 2018

- Researched impervious surface requirements.
- Contributed to the Comprehensive Plan specifically the Lino Lakes Airport section.
- Put together their Spring/Summer 2018 Newsletter.
- Used Laserfiche to research properties.

Administrative Clerk

CITY OF NORTH OAKS, NORTH OAKS, MN

February 2014 to Oct. 2017

- Partnered with the Deputy Clerk/Treasurer to develop a 7-step and range scale for salary increases. The result was a formalized process that wasn't there before.
- Wrote a long term 5-year contract for the citywide recycling contractor who had been working without a contract for several years.
- Was part of a panel to hire and train new city staff.

- Worked with GovOffice to design a new website for the City that is user-friendly and easier to navigate.
- Was instrumental in pushing for and contributing to an employee policy handbook that was adopted by the City.

Editor

NORTH OAKS NEWS, NORTH OAKS, MN

March 2012 to Dec. 2013

- Wrote and published informative articles for the paper to educate residents on events concerning them within the City.
- Wrote about interesting residents and their achievements.
- Worked within strict deadlines efficiently and effectively.

Office Assistant

NORTH OAKS HOMEOWNERS' ASSOCIATION, NORTH OAKS, MN

Sept. 2010 to Jan. 2013

- The city of North Oaks is a private community and doesn't own any property. The HOA handles all Public Works and Park and Recreation.
- Accomplished with no previous experience, and no help, the planning and executing of the North Oaks Community Fair and Parade. Success was measured by the fact that we broke even financially on the event the two years I planned it.
- Developed a new system for scheduling ball fields throughout the community.
- Helped bridge the gap between the HOA and the City. The result was a collaborative working relationship between the two offices.

EDUCATIONAL HISTORY

Master's in Public Administration (MPA)

HAMLIN UNIVERSITY, ST. PAUL, MN

Bachelor of Arts in Journalism and Communication

MARQUETTE UNIVERSITY, MILWAUKEE, WI

ACTIVITIES

2019-present	Member of the ICMA
2018-present	Member of the MCMA (Municipal and City/County Managers Assoc.)
2017-present	MCMA Conference Planning Committee
2016-present	Coffee and Careers
2016-present	National Association of Professional Women

RELEVANT EXPERIENCE AND COURSEWORK

2019 ICMA Small Cities Scholarship Award to attend the ICMA Conference

2019 MCMA Conference Attendee – *Forging Impactful Communities*

2019 MCFOA Conference Attendee

2019 IIMC, Athenian Dialog

2018 MCMA Conference Attendee – *The Renewed & Redefined Community Leader*

2018 LMC Clerks' Orientation Conference

2017 MCMA Conference Attendee – *Designing our Communities, Designing our Connections*

2016 MCMA Conference Attendee – *The Power of an Engaged Team & Community*

2016 Hamline Insights and Trends – *Developing Your Organizations Culture*

2015 Women in Public Service