

An invitation to apply for



CITY OF  
**EAST GULL LAKE**  
GREEN TREES. BLUE WATER. GREAT PEOPLE. *Minnesota*

Planning & Zoning Administrator  
Deputy Clerk



The City of East Gull Lake is seeking a  
Planning and Zoning Administrator/Deputy Clerk

**General Duties:** The Planning & Zoning Administrator/Deputy Clerk will primarily focus on providing planning, zoning, and development activities for the City. This position performs marketing and community engagement activities as well as directs and regulates development, redevelopment, housing, and business activities for the City. These responsibilities involve considerable public contact with landowners, developers, business owners, and real estate brokers, to assist with planning and zoning questions, guidance, and enforcement as well as address concerns of the general public. Other primary responsibilities include administering elections and clerical tasks.

The Planning & Zoning Administrator/Deputy Clerk will work under the supervision and direction of the City Administrator.

**Compensation:** \$33.74-\$47.10/hour dependent on qualifications, experience, and/or tasks performed; excellent benefits package (varies dependent on full or part-time status).

**Employment Status:** Full-time, non-exempt. The City will consider request for part-time employment status.

# PROJECTS



## NEW INFRASTRUCTURE

It is an exciting time to be a resident and employee of East Gull Lake. The City is abuzz with construction of forward thinking and functional infrastructure. In 2025, alone, you will become a key player in the coordination of, or be an intimate witness to, new trail and pedestrian bridge construction, park improvements, new road, bridge and roundabout infrastructure, upgraded municipal wastewater services, and a new and greatly improved City Hall facility as shown in the draft renderings. Projected for 2026 will be installment of new City tennis and pickleball courts. Much excitement for a growing, evolving community!

- ❖ City Hall Construction
- ❖ Park & Trail Project
- ❖ Road, Bridge & Roundabout Construction
- ❖ Wastewater Treatment Facility Decommissioning & Reroute Project
- ❖ Tennis & Pickleball Project



# COMMUNITY

## OUR COMMUNITY OF EAST GULL LAKE

Located in the heart of the Brainerd Lakes region of Cass County in Central Minnesota, the City of East Gull Lake was incorporated in 1924. With numerous lakes, over 38 miles of shoreline, woods, and wetlands, the City has long been a favorite tourist destination and a wonderful place to live. Its proximity to the Twin Cities of Minneapolis and St. Paul makes it an ideal location for both year-round and seasonal residents, vacationers, and tourists.

The City incorporates approximately 14 square miles and contains or borders 15 lakes, one river, and numerous scenic wetlands.

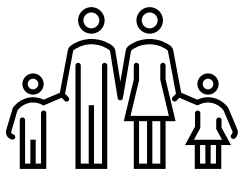


### History

Fairview Township was formed in 1922. In 1924 a portion of the original township that lies to the east and south of Gull Lake was “detached” and became East Gull Lake. The City of East Gull Lake was named for it comprising the greater part of the southeast end of Gull Lake.

### Demographics

2023 reported estimates by the Minnesota State Demographer of East Gull Lake’s population was 1,104. As of the 2010 census, the population density was 127.7 inhabitants per square mile. There were 792 housing units at an average density of 100.8 per square mile. The racial makeup of the City was 98.6% White, 0.2% Native American, 0.5% Asian, 0.3% from other races, and 0.4% from two or more races. Of an estimated 463 households, approximately 24% had children under the age of 18 living with them, 69% were married couples living together, 4% had a female householder with no husband present, 3% had a male householder with no wife present, and 24% were non-families.



### Education

East Gull Lake K-12 students are served by two school districts: Brainerd and Pillager. **Brainerd Public Schools** serves more than 6,700 students per year. Brainerd Public Schools has six elementary schools, one middle school, one high school, and three alternative programming sites. In 2014, all six of Brainerd’s elementary schools were awarded the National Blue Ribbon Award.

**Pillager Public Schools**, is a Pre-Kindergarten through 12th grade public school district, with a total enrollment of about 1,200 (K–12). The district has four learning centers, all located in the same building: an Early Childhood Center, Elementary School, Middle School-concept program, and High School.

# RECREATION

## THINGS TO DO...

### Recreation

The City of East Gull Lake provides a wide range of first-class recreational opportunities for every Minnesota season. Taking advantage of the City's beautiful scenery and natural resources, residents and visitors alike can enjoy the pristine lakes and big woods cast across the rural landscape.

Meander along 10 scenic miles of designated paved **multiuse trail** within City limits with two miles of this labyrinth being constructed this year, 2025. These multiuse routes connect with the 25-mile (and growing) Gull Lake Trail System which allows transport around Gull Lake to and through Nisswa, Lake Shore, and Fairview Township. Residents and visitors can also enjoy numerous miles of publicly accessible hiking, cross-country skiing, snowshoe, and snowmobile trails.



The U.S. Army Corps of Engineers provides a desirable campground, playground, beach, boat landing and hiking trails at the **Gull Lake Recreation Area**. Visitors have the opportunity to see and hear an abundance of wildlife surrounding the Gull Lake Damm like swans, bald eagles, white-tailed deer, river otters, a variety of songbirds, and the legendary call of the loon.

The City boasts access to 140.5 holes of golf within a three-mile radius.



This is without mention to the plethora of golf courses scattered throughout the Brainerd Lakes Area.

**Gull Lake**, the largest and most well-known lake abutting the City, lies six miles north of Brainerd in Cass County and Crow Wing County — one of the largest lakes in the Brainerd area. There are a total of seven Gull Lakes in Minnesota, but Gull Lake of Brainerd is the largest in area and shoreline. Gull Lake is part of the Gull Chain of Lakes, a collection of eight connected lakes and connecting channels covering 13,000 acres. There are over 2,500 homes on the chain that are both year-round and seasonal. Gull Lake is fifteen miles long and is ideal for swimming, May to September, and is also excellent for fishing, water skiing, boating, or sailing.

The City plans to construct new **Tennis and Pickleball Courts** in 2026.

## Resorts and Restaurants

East Gull Lake is home to four lakeside resorts which provide food, entertainment, and activities for both visitors and locals.

**Cragun's Resort** is one of the largest year-round getaways in the Brainerd Lakes Area, offering 3,700 feet of sandy shoreline on Gull Lake. With two swimming pools, an indoor sports center, and 54 holes of golf (the renowned Legacy Courses), the resort caters to both relaxation and adventure. Guests can enjoy hiking and biking trails, lakeside fire pits, and various family-friendly activities. Additionally, Cragun's offers versatile conference space, ideal for meetings, events, and corporate retreats. Combining stunning natural beauty with a variety of fun experiences and professional amenities, Cragun's is great for all ages and occasions.

**Gull Lake Resort** is centrally located between Brainerd and Nisswa (10 Miles) and is convenient to many attractions, casual or fine dining locations, and horseback riding. Gull Lake Resort spreads out along almost 3,000 feet of lakeshore.

Located on beautiful Sylvan Lake in the heart of the Brainerd Lakes area, **Kavanaugh's Resort** provides immaculate vacation lodgings and an array of unique activities recreational options. Kavanaugh's Resort has been family owned and operated since 1969.

**Madden's Resort** is one of Minnesota's classic resorts, welcoming families, vacationers, golfers, and corporations for over 90 years. Madden's offers 63 holes of golf and is situated on 1,000 acres of pines and hardwoods, surrounded by miles of picturesque Gull Lake shoreline.

A historic standalone restaurant located on Gull Point, **Ernie's** provides food, entertainment and activities year-round. Come by boat, car, or foot to experience this casual grill with lakeside deck, patio bar, live music, sand volleyball, and much more.

## Airport

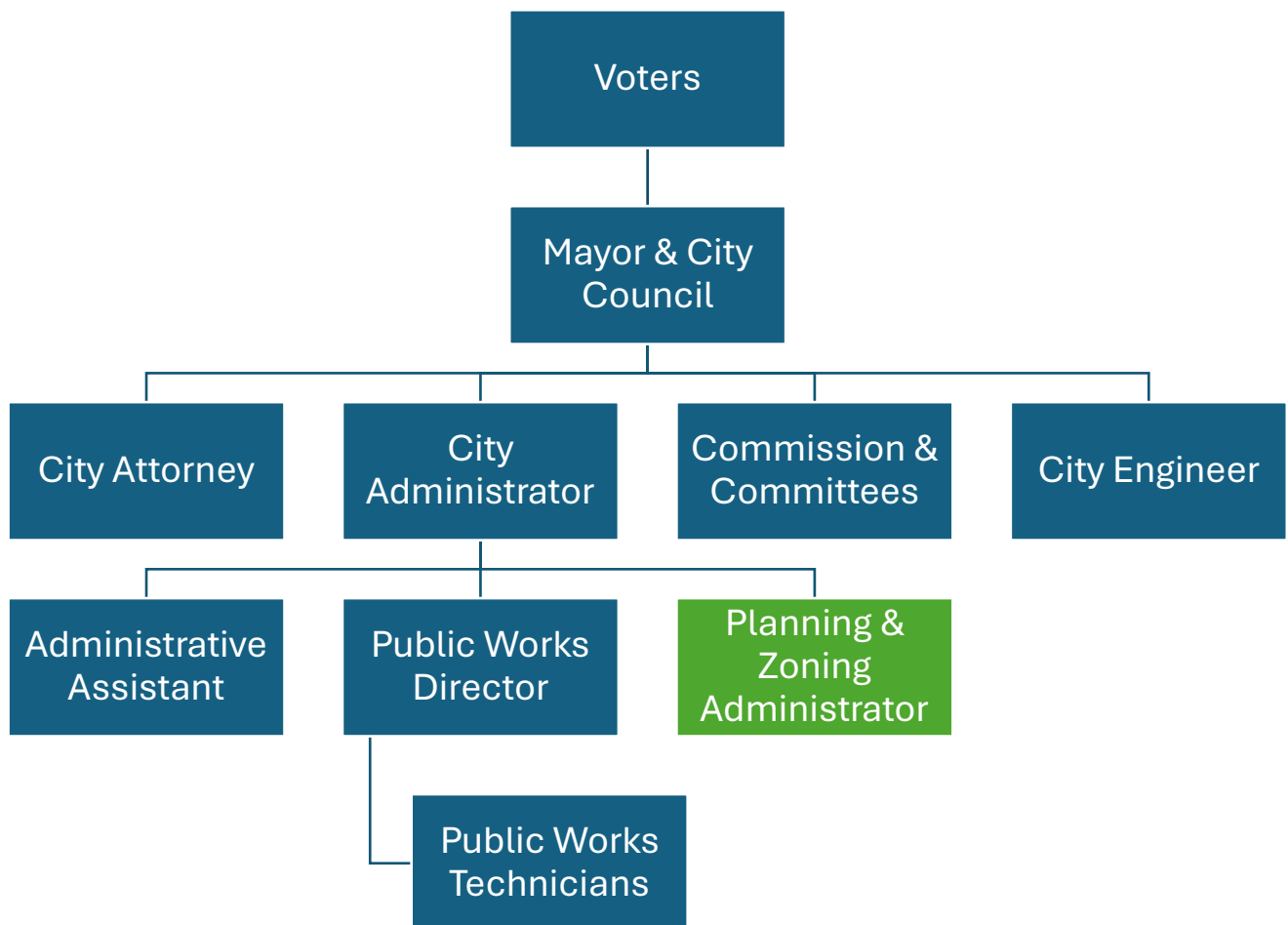
East Gull Lake Airport is publicly owned and operated by the City and is located approximately 135 miles from MSP Airport.



# ORGANIZATION



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*The City Council is investing in a growing and evolving community.*

## THE IDEAL CANDIDATE

The ideal candidate will bring a professional, service forward, can-do attitude. The ideal candidate will be willing to learn new tasks and skills. Previous experience in planning and zoning is highly sought. The ideal candidate will demonstrate a high level of critical thinking and conflict management, working through issues and completing daily tasks with minimal supervision.

## CANDIDATE REQUIREMENTS

- Strong interpersonal and public service skills;
- Previous planning and zoning administration experience preferred;
- Knowledge of Minnesota statutes and requirements relating to land use;
- Bachelor's or higher education degree in planning or related field preferred;
- Candidate must be organized, self-sufficient, possess conflict management skills, and maintain professionalism when working with the public.

## COMPENSATION AND BENEFITS

The wage range for the Planning & Zoning Administrator position is \$33.74-\$47.10/hour (approximately \$70,179.20 to \$97,967.50/year full time equivalent) dependent on qualifications, experience, and/or tasks performed. The City will consider requests for part-time employment status. The City of East Gull Lake offers an attractive benefits package dependent on full or part-time employment status and other qualifications. For qualified employees, this may include MN Public Employees Retirement Association (PERA), Public Employee Insurance Program (PEIP), Health Savings Account (HSA) contributions, 12 paid holidays, Earned Sick and Safe Time (ESST), vacation leave and other benefits. Additional details for these programs are available by contacting City Administrator, Laura Christensen by calling 218-828-9279 or emailing [laura@eastgulllake.us](mailto:laura@eastgulllake.us).

## HOW TO APPLY

Interested candidates should apply online by end of day Sunday May 4, 2025, with resume, cover letter, East Gull Lake Employment Application, and contact information for three work-related references by emailing completed application materials to [laura@eastgulllake.us](mailto:laura@eastgulllake.us) or mailing to City of East Gull Lake, 10790 Gull Point Road, East Gull Lake, MN 56401. Questions regarding the position can be made to City Administrator, Laura Christensen by emailing [laura@eastgulllake.us](mailto:laura@eastgulllake.us) or calling 218-828-9279.

The City of East Gull Lake is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.