NOTICE OF MEETING

City Council Special Meeting
3800 Laverne Avenue North
August 25, 2020
7:00 PM or immediately following the budget work session, whichever is later

AGENDA

I. Call to Order

II. Appointment of Fire Chief

III. Appointment of Finance Director

IV. Adjourn
TO: Honorable Mayor and City Council  
AGENDA ITEM: Appointment of Fire Chief  
SUBMITTED BY: Jake Dickson, Assistant City Administrator  

BACKGROUND:  
The Fire Chief position has been vacant since January 10th. In April the City hired Baker Tilly to perform executive recruiting services for multiple positions. We received 42 applications in response to the Fire Chief posting. On July 30th and 31st a Technical Panel interviewed 5 semi-finalists, and selected two finalists to move forward. On August 6th the two finalists participated in an open house with the Lake Elmo Fire Department, who shared their input and impressions. On August 7th the City’s Management Team interviewed the two finalists. With the input from the Technical Panel, the Fire Department, Management Team, and Baker Tilly, staff recommended that Dustin Kalis be hired as Fire Chief.

ISSUE BEFORE COUNCIL:  
Should Dustin Kalis be hired as the Fire Chief at the terms described below?

PROPOSAL DETAILS/ANALYSIS:  
Staff is recommending the Council hire Dustin Kalis as Fire Chief contingent upon psychological screening and drug screening. Staff is recommending a start date of September 21st and a starting salary of $98,633.60

FISCAL IMPACT:  
Cost of the position including taxes and benefits for the rest of 2020 is $37,110.07. The Fire Chief’s wage is split amongst two funds. 92% Fire and 8% Building Inspections.

OPTIONS:  
1) Hire Dustin Kalis as Fire Chief at the terms described above.  
2) Offer the job to Kalis under different terms  
3) Offer position to another candidate  
4) Re-advertise the position

RECOMMENDATION:  
Motion to hire Dustin Kalis as the Fire Chief with a starting wage of $3,793.60 bi-weekly contingent upon psychological screening and drug screening.

ATTACHMENTS:  
None
TO: Honorable Mayor and City Council
AGENDA ITEM: Appointment of Finance Director

SUBMITTED BY: Jake Dickson, Assistant City Administrator

BACKGROUND:
The Finance Director position has been vacant since January 24th. In April the City hired Baker Tilly to perform executive recruiting services for multiple positions. Baker Tilly presented 4 Semi-Finalists who were interviewed by Staff on August 11th and 12th. Two Finalists were selected to move on who were interviewed by the City’s Management Team on August 17th. With the input from Baker Tilly, Staff, and the City’s Management Team, staff recommends that April Botzek be hired as Finance Director.

ISSUE BEFORE COUNCIL:
Should April Botzek be hired as the Finance Director at the terms described below?

PROPOSAL DETAILS/ANALYSIS:
Staff is recommending the Council hire April Botzek as the Finance Director contingent upon passing a background screening and drug screening. Staff is further recommending a start date of September 28th and a starting salary of $93,163.

FISCAL IMPACT:
Cost of the position including taxes and benefits for the rest of 2020 is $31,167.20. The Finance Director’s wage is split amongst five funds, Sewer (5%), Stormwater (5%), Finance (63.62%), Water (10%), and Building Inspections (16.38%).

OPTIONS:
1) Hire April Botzek as the Finance Director at the terms described above.
2) Offer the job to Botzek under different terms
3) Offer position to another candidate
4) Re-advertise the position

RECOMMENDATION:

Motion to hire April Botzek as the Finance Director with a starting wage of $3583.20 bi-weekly contingent upon background screening and drug screening.

ATTACHMENTS:
None