

CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue

AGENDA
September 12, 2018 at 7:00 P.M.

- A. CALL TO ORDER:
- B. ROLL CALL: LINDSTROM ___ LEEHY___ N/A ___
 MIAZGA ___ GUSTAFSON___

STAFF PRESENT: THONGVANH___
- C. PRESENTATIONS:
- D. APPROVAL OF MINUTES:
 - 1. August 22, 2018 City Council Meeting Minutes
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
 - 1. General Disbursements through: 9/07/18 \$367,465.33
Payroll through: 8/31/18 \$39,850.30
 - 2. Approve Appointment of Julie Stegman to the Community Engagement Commission
 - 3. Ramsey County Sheriff's –Purchase Squad Car from 2018 Approval of Contract
 - 4. Small Wireless Facilities Application Fee
 - 5. Approve Final Grant Report for Good Neighbor Fund for “Piano in the Park”
 - 6. **Approve Appointment of Justin Markon to the position of Community Development Coordinator**
- G: POLICY ITEMS:
 - 1. Sidewalk Trip Hazard Repair
- H. INFORMATION/ANNOUNCEMENTS
- I. COMMUNITY FORUM:
- J. ADJOURNMENT:



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	September 12, 2018
Agenda Item	Consent F6
Attachment	Resolution
Submitted By	Sack Thongvanh, City Administrator

Item	Appointment of Justin Markon to the position of Community Development Coordinator
Description	<p>Justin Markon has accepted the position of Community Development Coordinator after the resignation of Paul Moretto accepting a Senior Planner position with the City of Victoria. Justin is currently pursuing his Master in Public Administration from Hamline University.</p> <p>Justin had experience with the City of Avon and recently with the City of Delano.</p>
Budget Impact	This position has been budgeted for in 2018.
Attachment(s)	<ul style="list-style-type: none"> · Cover letter and Resume · Offer Letter · Resolution 18-24 Appointment of Justin Markon to the position of Community Development Coordinator
Action(s) Requested	Staff recommends approval of attached resolution appointing Justin Markon to the position of Community Development Coordinator.

July 19, 2018

City of Falcon Heights
2077 W. Larpenteur Avenue
Falcon Heights, MN 55113

To Whom It May Concern:


I am pleased to apply for the Community Development Coordinator position with the City of Falcon Heights. As a public service professional and aspiring local government administrator, I believe I am a strong candidate for this opportunity. I hope to bring my experience in local government and a diverse skill set to Falcon Heights to help accomplish the goals of the City Council and departments, including implementation of the 2040 Comprehensive Plan.

My previous experience in local government has prepared me for a Community Development role. In my current role with the City of Delano, I serve as a staff liaison to two Commissions and perform various background duties. First, with the Planning Commission, I assist the City Planner with presentations during meetings as well as take minutes and convey pertinent information to the City Council and other City staff. Additionally, I participate in site review meetings for preliminary and final plat for residential subdivision and industrial projects. Secondly, I also serve as a City staff representative on a new commission that focuses on showcasing Delano as an inclusive community. This includes drafting the ordinance language establishing the commission, designing a "Welcome to Delano" booklet, and developing relationships with community partners who are interested in topics of citizen engagement, diversity, and human rights. All of these efforts are geared toward reaffirming Delano's reputation as a welcoming place to live, work, and visit.

In addition to this Commission work, I support the Building and Zoning Departments. This includes frequently interacting with people who have questions about the City's Zoning Code and permits, property records, and the General Code as it relates to public health and safety. I often manage public nuisance concerns, which includes sending letters and following up with property owners. I enjoy collaborating with residents and understand the importance of using discretion to work toward an agreeable solution for the City and other parties. In other roles, I have contributed my communication and technological expertise. At the Upward Bound Program at UW-Superior, I had a knack for creating "something out of nothing" and drafted policy manuals, grant data, newsletters, and news releases. I am also adept at posting professionally on social media and creating website content, tasks that I have performed for all of my previous and current organizations.

I am excited to bring this expertise to the City of Falcon Heights. As a detail-oriented and task-driven colleague, I seek to work for the betterment of the community I am part of. As a current student of public administration, I know the skills learned in my courses will help immeasurably in my daily work. I believe my experiences in government provide a strong framework to transfer my knowledge and skills to Falcon Heights while also learning more about what makes the community unique. I hope that I can speak with you soon about my qualifications, and I would be honored to join the City of Falcon Heights in this role. Thank you for your consideration.

Sincerely,



Justin Markon



CITY OF
FALCON HEIGHTS

2077 W. Larpenteur Avenue
Falcon Heights, MN 55113-5594

email: mail@falconheights.org
website: www.falconheights.org

The City That Soars!

Phone - (651) 792-7600
Fax - (651) 792-7610

August 24, 2018

Justin Markon

Re: Employment Offer-Community Development Coordinator

Dear Mr. Justin Markon,

Congratulations, I would like to offer the position of Community Development Coordinator for the City of Falcon Heights. We are very excited that you will be joining our team. The City Council will have to formally approve your appointment and I plan on having them do that at their September 12th City Council Meeting at 7:00 pm. You do not need to be in attendance at that meeting but are welcome to come if you so desire. In addition, this appointment is contingent on a background check.

Your starting annual salary will be \$45,000 with a start date TBD, and per the personnel policy, you will be eligible for your first step increase of 5% in six months and then another step increase of 5% in 18 months. This is not in lieu of the annual employee COLA increases. This is a 40 hour per week, non-exempt position. The expectation is that there will be some night meetings that you will need to attend as discussed for the Planning Commission and Environment Commission. For any hours worked beyond 40 in a week, you will earn Comp Time.

You are eligible for all employee benefits including health, dental, life, short-term disability and long-term disability insurance. In addition, you will accrue vacation and sick time as per the personnel policy. Finance Director Roland Olson will be contacting you soon to discuss benefits.

Finally, per the personnel policy, you will be placed on a 6-month probationary period to begin your employment.

We look forward to working with you and are very excited about you joining our team. If you have any further questions, please feel free to call me at (651) 792-7611.

Sincerely,

Sack Thongvanh, City Administrator

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

September 11, 2018

No. 18-24

**RESOLUTION APPOINTING JUSTIN MARKON TO THE POSITION OF COMMUNITY
DEVELOPMENT COORDINATOR FOR THE CITY OF FALCON HEIGHTS**

WHEREAS, on July 9, 2018, Paul Moretto, Community Development Coordinator submitted his letter of resignation;

WHEREAS, thereafter the position was posted and candidates were interviewed by the City Administrator and Staff;

WHEREAS, the position was offered and accepted by Justin Markon on August 27th, 2018;

WHEREAS, Justin Markon has a start date of September 17th, 2018.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota:

1. Appoint Justin Markon to the position of Community Development Coordinator, and
 2. Authorize compensation of \$21.63 per hour (\$45,000/year).
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Moved by:

Approved by: _____

Peter Lindstrom
Mayor

LINDSTROM _____ In Favor
GUSTAFSON
Vacant Seat _____ Against
MELANIE LEEHY
MARK MIAZGA

Attested by: _____

Sack Thongvanh
City Administrator