



MAYOR & COUNCIL COMMUNICATION

DATE: October 6, 2015

CONSENT

ITEM # 7

AGENDA ITEM: Hiring of Building Inspector

SUBMITTED BY: Clark Schroeder

THROUGH: Clark Schroeder

REVIEWED BY: Kyle Klatt

SUGGESTED ORDER OF BUSINESS:

- Introduction of ItemCommunity Development Director
- Report/Presentation.....Community Development Director
- Questions from Council to Staff Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion Mayor & City Council
- Action on Motion..... Mayor Facilitates

POLICY RECCOMENDER: Clark Schroeder

POLICY BEING SET: Fulfilling council direction to recruit, interview and recommend for employment a City Planner.

FISCAL IMPACT: Upgrading from part-time contract position to full-time position. \$30.00/hr salary with estimated \$29,000 benefits

SUMMARY AND ACTION REQUESTED:

We had 11 individuals submit applications for this position, of those, 4 were interviewed. Out of those 4 we are recommending that Toni Liljedahl be hired with a start date on or around 10/26/15. Mrs Liljedahl has been offered the position of Building inspector contingent on the approval by the City Council and passing a background check at a salary of \$30/hr with benefits offered to all City of Lake Elmo Full Time Equivalent employees.

RECOMMENDATION: If pulled from consent agenda motion should be
Move to affirm the hiring of Toni Liljedahl as City Planner effective 10/30/15