



STAFF REPORT

DATE: March 4, 2020

AGENDA ITEM: Accept Resignation of Alex Saxe and Approve Hire of Kyla Rippey as Deputy Clerk

SUBMITTED BY: Julie Johnson, City Clerk

BACKGROUND:

Deputy Clerk Alex Saxe submitted his resignation on March 2nd. His last day with the City will be March 20th, 2020.

Per the City of Lake Elmo Personnel Policy, the City Administrator or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer, or some other method. This determination will be made on a case-by-case basis. For this position, the City Administrator is not recommending an open recruitment but rather the hire of a previous intern.

ISSUE BEFORE COUNCIL:

Does Council accept Alex Saxe's resignation?

Does Council approve the hire of Kyla Rippey as Deputy Clerk?

PROPOSAL:

Staff recommends accepting Saxe's resignation and hiring Kyla Rippey, contingent upon a background check and drug test as the new deputy clerk. Kyla previously interned with the City in 2019 and assisted in the administration, finance and planning departments.

FISCAL IMPACT:

Impact of wage, taxes and benefits for the remainder of the year is about \$57,000.

RECOMMENDATION:

If removed from the consent agenda:

“Move to accept Alex Saxe's resignation, and hire Kyla Rippey as Deputy Clerk pending a background check and drug test, at an hourly wage of \$25.61.”

ATTACHMENTS:

None