



*Our Mission is to Provide Quality Public  
Services in a Fiscally Responsible Manner  
While Preserving the City's Open Space  
Character*

## **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**



## STAFF REPORT

DATE: August, 25, 2020

**REGULAR**

**TO:** Honorable Mayor and City Council

**AGENDA ITEM:** Appointment of Fire Chief

**SUBMITTED BY:** Jake Dickson, Assistant City Administrator

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### **BACKGROUND:**

The Fire Chief position has been vacant since January 10<sup>th</sup>. 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 30<sup>th</sup> and 31<sup>st</sup> a Technical Panel interviewed 5 semi-finalists, and selected two finalists to move forward. On August 6<sup>th</sup> the two finalists participated in an open house with the Lake Elmo Fire Department, who shared their input and impressions. On August 7<sup>th</sup> 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 21<sup>st</sup> 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



## STAFF REPORT

DATE: August 25<sup>th</sup>, 2020

**REGULAR**

**TO:** Honorable Mayor and City Council

**AGENDA ITEM:** Appointment of Finance Director

**SUBMITTED BY:** Jake Dickson, Assistant City Administrator

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### **BACKGROUND:**

The Finance Director position has been vacant since January 24<sup>th</sup>. 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 11<sup>th</sup> and 12<sup>th</sup>. Two Finalists were selected to move on who were interviewed by the City's Management Team on August 17<sup>th</sup>. 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 28<sup>th</sup> 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