



STAFF REPORT

DATE: March 19, 2019

CONSENT

TO: Mayor and City Council

AGENDA ITEM: Accept Resignation, Authorize Advertising for Building Official, Authorize Interim Services Contract

SUBMITTED BY: Jake Foster, Assistant City Administrator

BACKGROUND:

Building Official Mike Bent submitted his resignation effective 3/18/19.

ISSUE BEFORE COUNCIL:

Does the Council accept the resignation of Mike Bent? Should the Council authorize the advertising for a new building official? Should Council authorize an interim building inspection services contract to be executed by the Mayor and Clerk after review by City Attorney?

PROPOSAL:

Included in your packet is a posting for the Building Official position. The job description and salary range were updated by David Drown and Associates (DDA) during the recent job classification and compensation study. Based on the City's adopted compensation policy, the salary range for a building official would be between \$65,728 and \$85,446.

Last December Council approved a contract with MNSPECT for plan review services. We will be utilizing that contract more now during the time the building official position is vacant. In order to keep up with inspection demand, staff will also be meeting with MNSPECT to discuss them helping out with inspections. Given the timing sensitivity, staff is asking for approval to proceed with a contract after review by the City Attorney without having to wait until the next Council meeting. The Mayor and the City Clerk are the ones who would be authorized to sign the contract. At this time we don't have any specific details but anticipate a per hour charge.

FISCAL IMPACT:

The estimated annual fiscal impact is \$95,000-\$115,000 including salary, taxes, and benefits. The cost of this position will be allocated 100% to the Building Department.

RECOMMENDATION:

If removed from the consent agenda:

"Move to accept the resignation of Mike Bent, authorize the advertising for building official and authorize the Mayor and City Clerk to execute a contract for interim building inspection services after review by the City Attorney."

ATTACHMENTS:

- Posting