

EAST BETHEL SPECIAL CITY COUNCIL MEETING

June 13, 2012

The East Bethel City Council met on June 13, 2012 at 5:00 PM for a Special City Council meeting at City Hall.

MEMBERS PRESENT: Bill Boyer (5:09 PM) Bob DeRoche Richard Lawrence
Heidi Moegerle Steve Voss

ALSO PRESENT: Jack Davis, City Administrator

Call to Order **The June 13, 2012 Special City Council meeting was called to order by Mayor Lawrence at 5:00 PM.**

Adopt Agenda **Moegerle made a motion to adopt the June 13, 2012 Special City Council Meeting Agenda. DeRoche seconded. DeRoche, Lawrence, Moegerle and Voss, aye; motion carries.**

Building Official Job Description and Advertisement **Voss made a motion to approve the Building Official job description with exception that Item 21 be reworded to state that this experience be preferred but not required such that we don't limit our pool of applicants. Lawrence seconded.**

Voss asked in terms of the advertisement is there verbiage when we post this, in terms of when it goes to the League of Minnesota Cities and such? Davis, "What is included would be the notification for the ad and then the job description would be part of it." DeRoche, "What is the rate of pay?" Davis, "The pay grade is 10-11. 10 is \$31.83 an hour and that translates to about \$66,000 a year. We checked and the average salary for a building official in cities our size is ranging from \$65,000 – \$70,000 a year. So I would recommend we try to stay within that average." DeRoche, "What is it with benefits?" Davis, "With the benefits that would probably add around another \$15,000." DeRoche, "Because I would hate to bring someone in at our maximum when we don't know if they are going to work out." Voss said it would be based on their experience to though. Davis, "Yes a lot of it would be based on their experience. I would anticipate that we would be paying in the \$31-\$35 an hour for a starting wage."

Moegerle, "On number 16, we talk about "Courteously receives and promptly responds." I'd like to have prompt and courteous response under knowledge and abilities. Even though I understand that is part of essential duties and responsibilities I think it is something, for example under knowledge, skills and abilities, the ability to interpret these codes promptly and courteously is what I would like to have instead." **Voss is fine with that amendment. Lawrence second stands with the amendment.**

DeRoche, "It is going to take someone time to learn East Bethel. We have discussed many times that we don't want someone to just come in and throw down the hammer. They are going to have to get to know the issues. I don't want someone coming in thinking they are going to restructure all of East Bethel's ordinances." Davis, "What I would like to do as far as a wage on this is we can advertise in the \$31-\$35 an hour wage based on qualifications and experience and then it will be submitted to Council for approval." DeRoche, "That comment really wasn't about money. It was more to do with we want someone that is going

to be tailored to East Bethel. And somebody that comes up from Minneapolis/St. Paul is going to have a different concept of what East Bethel should be then what we do up here.” Voss said that is something we decide during the interview process.” **DeRoche, Lawrence, Moegerle and Voss, aye; motion carries.**

Boyer arrived at 5:05 p.m.

Approve
Interim
Building
Official

Voss made a motion to approve the amended agreement with Linwood for an Interim Building Official as presented tonight. Boyer seconded. Boyer asked do we have an expectation that Linwood is going to accept this? Davis, “Yes, I spoke with Linwood and expect them to.” **All in favor, motion carries.**

Adjourn

Moegerle made a motion to adjourn at 5:09 PM. Boyer seconded; all in favor, motion carries.

Attest:

Wendy Warren
Deputy City Clerk