

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, a special meeting of the Spring Lake Park City Council was held on July 10, 2023 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 5:30 P.M.

1. CALL TO ORDER

Mayor Nelson called the meeting to order at 5:30 P.M.

2. ROLL CALL

MEMBERS PRESENT

Mayor Robert Nelson

Councilmember Ken Wendling

Councilmember Barbara Goodboe-Bisschoff

Councilmember Lisa Dircks

MEMBERS ABSENT

Councilmember April Moran

STAFF PRESENT

Administrator Daniel Buchholtz, Building Official Jeff Baker, Police Chief Josh Antoine, Code Enforcement Inspector Walter Morris

3. AGENDA

A. Public Works Director Appointment

Administrator Buchholtz provided an overview of the Public Works Director recruitment process. He stated that the City received 9 applications and staff narrowed the list down to 7 applications for interviews. He stated that an interview panel made up of Recreation Director Okey, Building Official Baker, Chief Antoine, Lead Maintenance Worker DeBoer and he interviewed those seven applicants. He stated that the list was narrowed further down to 3 semi-finalists, who came in for a second interview with him and Deputy City Clerk Wanda Brown.

Administrator Buchholtz said that he was pleased to present Charles Lehn for the Public Works Director position. He gave an overview of Lehn's experience and education, including a Bachelor's Degree in Business Management from St. John's University, a Master's Degree in Public Administration from Norwich University in Northfield, VT. He stated that Lehn has served in a variety of roles for his current employer, the City of Champlin, including as a Public Service Worker, Grounds Crew Lead and currently as the Parks and Facilities Manager. He stated that Lehn has significant project management

experience that will serve the City well. He noted that Lehn has a Class C Water license, a Class SC Wastewater license, a Class A CDL with air brake, doubles and tanker endorsements, a Minnesota Tree Inspector License, a boiler license, a General Contractor's license and a Minnesota non-commercial pesticide license.

He recommended the City Council extend a conditional offer to Mr. Lehn, subject to successful completion of a DOT drug test. He recommended starting Lehn at Step 7 of the Public Works Director salary range, or \$118,643.97, based on his extensive experience. He also recommended allowing Lehn to accrue vacation at a rate of 3 weeks per year. He stated that if the City Council approved the conditional offer, Lehn's first day would be August 14, 2023.

Motion made by Councilmember Wendling to extend a conditional offer to Charles Lehn for the Public Works Director position, conditioned on successful completion of a DOT drug test.

Voting aye: Councilmember Wendling, Councilmember Goodboe-Bisschoff, Councilmember Dircks, Mayor Nelson. Motion carried.

4. ADJOURN

Motion made by Councilmember Goodboe-Bisschoff to adjourn.

Voting aye: Councilmember Wendling, Councilmember Goodboe-Bisschoff, Councilmember Dircks, Mayor Nelson. Motion carried.

This meeting was adjourned at 5:45 P.M.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer