

TO: MAYOR AND CITY COUNCIL
FROM: NEIL JENSEN, City Administrator
SUBJECT: Acting Zoning Administrator
MEETING DATE: August 17, 2021

BACKGROUND

Since Sam left the Planning and Zoning department to take another position in Goodhue County, we have been without a Zoning Administrator. I would like to place Dianne Howard in the Acting Zoning Administrator position until we work thru the process of creating a job description and finalizing a pay grade for the position.

The last time we changed job titles we used David Drown and Associates to complete the work. I will get a quote from them for the September 7th meeting and seek approval to move forward with a permanent position.

STAFF RECOMMENDATION

Please consider Dianne Howard as acting Zoning Administrator and receive a quote from David Drown and Associates to complete a one job position study to determine the pay grade.

REQUESTED COUNCIL ACTION

Please make a motion to appoint Dianne Howard as Acting Zoning Administrator and receive a quote from David Drown and Associates to complete a one job position study to determine the pay grade.