

TO: MAYOR AND CITY COUNCIL

FROM: JON RADERMACHER, City Administrator

SUBJECT: Accept Resignation, authorize posting License & Permit Tech

MEETING DATE: May 20, 2025

BACKGROUND

Staff received written notice of the resignation of Zach Logelin from his position of License and Permit Technician on May 9, 2025. The position is instrumental in processing all permits and licenses issued by the City, and in evaluating the responsibilities of administrative functions and the capacities we have with the existing staff, filling of the position with a regular full-time employee is warranted. In the interim, City Administrator Radermacher and City Clerk will oversee the responsibilities of the position and with support from staff keep the permits and licenses functioning; however, it is important to understand that the interim operations will reduce their capacities of assigned responsibilities in their usual positions.

Additionally, it is important to know that the previous recruitment for the position did not yield a high quantity of applications, and this is a common trend for positions similar to this one throughout the State. Understanding this situation, it is recommended to allow the City Administrator to keep the position open until filled, negotiate the terms of hiring within the allotted pay schedule, and recommend hiring at a different job title, like Zoning Administrator if a candidate meets the minimum requirements of a different position.

Since the position is vacant without a replacement, the budgetary impact will likely be neutral, even if a position is filled at a higher rate of pay. This will be evaluated and presented when a candidate is recommended to the Council.

STAFF RECOMMENDATION

Accept the resignation, authorizing hiring of a regular full-time position to fulfill the licensing and permit functions of the City, with the ability for the City Administrator to extend the hiring period, negotiate terms of employment within the existing pay and benefits afforded to regular full-time employees including job title and rate of pay, so long as the candidate meets the minimum requirements of the position.

REQUESTED COUNCIL ACTION

Accept Resignation of Zach Logelin.

Authorize posting and hiring of License & Permit Technician.

Authorize City Administrator to negotiate hiring terms to be approved by the Council with the employment offer letter.

5/9/25

Zach Logelin

951-236-7900

License & Permit Technician

City of Cannon Falls:

Please accept this letter as formal notice that I am leaving my position as License and Permit Technician for the City of Cannon Falls on May 9th, 2025.

Thank you for the opportunity. I am truly grateful to have worked for the City of Cannon Falls.

Zach Logelin

License and Permit Technician

Dept/Div: Administration

FLSA Status: Non-Exempt

General Definition of Work

Performs the processing, coordination and approval of various permits and licenses required by the City of Cannon Falls. Additional duties require communication and coordination with citizens, businesses, commissioners, elected officials, staff and consultants. Work is performed under the limited supervision of the City Administrator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Approve zoning permits and process building permits in coordination with the designated Building Official; respond to building permit inquiries from residents and contractors; assist with zoning inquiries.

Prepare and issue liquor, massage, excavating, refuse hauling, mobile food unit, and tobacco licenses; assign and process sign, chicken, excavation and fence permits; assign and process business, sign, peddler and fireworks licenses.

Support the Planning Commission through preparation of the agenda packet, facilitate the meeting with the Commission Chair, and attend Council Meeting when items require Council approval. Prepare and submit various reports as required.

Address complaints related to zoning and code compliance issues.

Answer phones and transfer calls to appropriate staff member; responds to inquire over the phone and in person; greets customers in person.

Assist with mail on a daily basis; copy, fax, file and sort data using word processing and spreadsheet software; work with GIS mapping system.

Prepare and issue public notices for Planning Department; file notices with the county.

Regularly collect appropriate permit and license fees, occasionally collect water/sewer utility payments; prepare receipts when required; send out accounts receivable invoices and maintain record of payments received for license and permit fees.

Assist City Administrator as required.

Other duties of general government administration as assigned.

Knowledge, Skills and Abilities

The position will develop thorough knowledge of the City's policies, procedures and ordinances; thorough knowledge of state liquor regulations; general knowledge of building and zoning regulations; permits and reports; thorough knowledge of County GIS mapping system; thorough knowledge of standard office equipment; ability to make arithmetic computations and calculate rates, ratios and percentages; knowledge of standard and specialized software applications; ability to establish and maintain effective working relationships with co-workers, supervisors and members of the public.

Education and Experience

High school diploma or GED and minimal experience in related field, public sector experience desired; Associate Degree in Planning, Public Administration or related field; or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Last Revised:

5/20/2025

The City of Cannon Falls is seeking applicants for the position of License and Permit Technician. Primary responsibilities include processing, coordinating, and approving licenses and permits required by the City. Additional duties include interpreting and enforcing zoning codes, subdivision regulations, municipal code and related land use ordinances; coordinating activities related to building permits, licensing and permitting; assisting with maintaining and supporting GIS program, providing support to various commissions; acting as contact and resource for property owners, the general public, contractors and developers for all planning matters. This position has elements of city planning, code enforcement, zoning, land use, GIS, licensing and administration. The City of Cannon Falls is committed to providing training and professional development for all employees.

Minimum qualifications include: experience in related field, public sector experience desired; Associate Degree in Planning, Public Administration or related field; or equivalent combination of education and experience; ability to organize, prioritize, maintain accurate records, and work independently with frequent interruptions. Position description and application are available at www.cannonfallsmn.gov. Pay range \$XX.XX to \$ XX.XX per hour depending on qualifications, plus benefits. Please submit completed application to License and Permit Technician search, c/o of Jon Radermacher, 918 River Road, Cannon Falls, MN 55009 or via email at cityadmin@cannonfallsmn.gov. This position is open until filled; first weekly review will be done on May 27, 2025. The City of Cannon Falls is an AA/EEO Employer.