



The City Council of the City of St. Charles welcomes you to its
Regular Meeting of Tuesday, October 23, 2018 at 6:00 p.m.
at 830 Whitewater Avenue, City Council Chambers, St. Charles, Minnesota.

ITEM	ACTION REQUESTED
1. Call to Order	
2. Pledge of Allegiance	
3. Approval of the Agenda	
4. Notices and Communications –	
5. Review of Financials	
6. Preliminary 2018 Enterprise Budget (TBD)	INFORMATION
7. Administrative Assistant Recommendation	APPROVE
8. Winter Parking Exemptions	APPROVE

UNSCHEDULED PUBLIC APPEARANCES: Members of the audience may address any item not on the agenda. State Statute prohibits the City Council from discussing an item that is not on the agenda, but the City Council does listen to your concerns and has staff follow up on any questions you raise.

ADJOURNMENT



MEMORANDUM for the CITY COUNCIL of St. Charles for
Tuesday, October 23, 2018

- 6. Preliminary 2018 Enterprise Budgets.** Enclosed is a brief memo and proposed enterprise budget for discussion.
- 7. Administrative Assistant Recommendation.** Please see the enclosed Request for Council Action.
- 8. Winter Parking Exemptions.** Annual Winter Parking exemptions will be presented during the Tuesday evening Council for consideration.

**Request for City Council Action**

Date: October 16, 2018

Requested Council Date: October 23, 2018

Originating Department: Administration

Council Action Requested: Hiring of Dusty Liston for Administrative Assistant

Background Information:

As part of the Administrative Assistant hiring process, forty applications were received and reviewed. Of those applications, sixteen interviews were held with the Interview panel that consisted of Deputy Clerk Janell Dahl, Customer Service Specialist Cassie Smith, and City Administrator Nick Koverman. Because we were very fortunate to have such a talented applicant pool, it made the process that much more difficult.

As a recommendation, the committee narrowed the field and would recommend Dusty Liston to be hired as the Administrative Assistant starting at Step 3 (\$17.31/hr) which the committee feels would be commensurate with her experience and education, while giving some room for advancement. In addition to Ms. Liston possessing a Bachelor of Science in Management, she is a Veteran of the United States Marine Corps division as Master Sergeant with 20 years experience, which includes serving as the Administrative Chief/Senior Leader at the U.S. Pentagon. She has served at all levels of operation and combined with her private sector customer service experience, she expressed that one of the reasons she is excited about the role of Administrative Assistant is, "She is looking for a career and job with purpose."

The committee felt she possessed the aptitude and drive to enhance the organization both now and in the future. Her personable and calming demeanor will be a welcoming presence and contact for residents and guests of the City.

