



MEMORANDUM
REGULAR CITY COUNCIL MEETING
July 17, 2023, at 7:00 PM

TO: City Council

FROM: Rich LaBombard, City Manager

SUBJECT: Appoint Interim City Clerk – Resolution 26-2023

With the announcement of the retirement of City Clerk Pam Aalderink on July 31, a vacancy will be created in the City Clerk position. It is necessary for City Council to approve an appointment of an interim City Clerk until a permanent replacement is hired. City Council's authority to approve appointments of administrative officers is defined in the City's Code of Ordinances (Title III: Administration, Chapter 31, "City Officials and Employees", (§ 31.19 – City Manager Duties), "The manager shall...appoint, suspend, or remove all appointed administrative offices and department heads, subject to Council approval. The Manager shall recommend to the Council the salary or wages to be paid each such official...."

Following the provisions of ordinance section 31.19, I'm requesting City Council approve my recommendation to appoint Ms. Laura Kasper as the interim City Clerk until a permanent replacement is found. Approval of the appointment will move Ms. Kasper from an hourly position to a salary position for the duration of the appointment. Ms. Kasper's benefits will remain unchanged. The revised salary for the City Clerk position is \$28.85 per hour or \$60,000 per year.

A review of the City Clerk duties and position description is underway. I plan to post the position both internally and externally to seek a permanent candidate. Ms. Kasper will be allowed to apply for the position if she desires. Upon termination of the interim position, Ms. Kasper will return to the hourly role of Deputy City Clerk unless appointed to the City Clerk position on a permanent basis. During the interim appointment, the Deputy Clerk role will remain unfilled.

Ms. Kasper joined the City in September 2022 and has been working closely with the City Clerk to train for the potential role of City Clerk. In addition to her experience with the City of Douglas, Ms. Kasper has previous municipal experience working for Georgetown Township Clerk's office.

I recommend City Council adopt Resolution 26-2023 and appoint Ms. Laura Kasper as the City Clerk on an interim basis for the City of Douglas.