

**Kaylin Clement**  
*Assistant City Administrator*

**651.204.6013** Phone  
651.204.6113 Fax  
kaylin.clement@cityvadnaisheights.com



**7C**  
**The City of Vadnais Heights**  
800 East County Road E  
Vadnais Heights, MN 55127

## *Memorandum:*

**TO:** Mayor Krachmer and City Council Members

**FROM:** Kaylin Clement, Assistant City Administrator

**DATE:** January 17, 2023

**SUBJECT:** Deputy Clerk Resignation and Permission to Advertise Vacancy

### **Recommended Action**

Accept Peggy Aho's letter of resignation from her role as Deputy Clerk, and grant staff permission to advertise to fill the position.

### **Background**

Peggy Aho, the City's Deputy Clerk has submitted her letter of resignation, effective March 2, 2023.

A few of many items Ms. Aho implemented/improved during her tenure with the City includes, but are not limited to; enhancing the licensing processes making things more streamlined for both City staff as well as licensees; was instrumental in the transition to Municode – a lengthy process to review, organize and codify the entire Vadnais Heights City Code; not to mention her unwavering flexibility and professionalism demonstrated in her work with City Council, packet compiling, meeting notification requirements, among many other things.

Peggy's ability to transition between many roles at the City, from administrative work, to elections, to licenses and contracts, etc. has made her an irreplaceable asset to our team. Personally, Ms. Aho's help and guidance during my transition into the role of Assistant City Administrator seven months ago was invaluable – offering her time one-on-one, knowledge of processes and past procedures, not to mention an unwavering positive attitude that helped bind our small City Hall staff together.

Peggy has been with the City of Vadnais Heights for five years, and while we're all very sad to see her go, her next chapter in retirement is a well-deserved one.

Best of luck, Peggy. We'll miss you!

Attachment: Ms. Aho's resignation letter

Peggy L. Aho  
38204 Golf Avenue  
North Branch, MN 55056

January 9, 2023

Kevin Watson  
City Administrator  
City of Vadnais Heights  
800 County Road E E  
Vadnais Heights, MN 55127

Kaylin Clement  
Assistant City Administrator  
City of Vadnais Heights  
000 County Road E E  
Vadnais Heights, MN 55127

Dear Kevin and Kaylin:

It is with some sadness but also much excitement that I write to you today to offer you my resignation as Deputy Clerk, effective March 2, 2023.

It has been a pleasure working with you both, all of the staff at the City and the council members these past 5 years. I have learned so much about how a city works and everyone here has been great teachers.

Sincerely,



Peggy L. Aho