



CITY OF LE SUEUR  
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Joe Roby, City Administrator

SUBJECT: Safety Coordinator Appointment

DATE: For the City Council Meeting of Monday, January 23, 2023

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**PURPOSE**

Consider the appointment of Foster Transburg as the City of Le Sueur Safety Coordinator.

**SUMMARY**

The City of Le Sueur has historically maintained a City Safety Coordinator and, since early 2019, Water/Wastewater Manager Foster Transburg has informally held this role following the retirement of Randy Snow.

At this time, the City Administrator is recommending that Mr. Transburg be formally appointed to the role of Safety Coordinator. The duties of this position include, but are not limited to, the following:

- Managing the Safety Program for the City.
- Overseeing the Safety Committee, setting its monthly agendas, and leading its various responsibilities and projects.
- Implementing and updating the City employee safety training program.
- Ensuring local, state, and federal safety regulations are followed and met.
- Leading safety-related initiatives throughout public facilities.
- Conducting threat/hazard and risk assessments.
- Coordinating reviews of safety policies and procedures.

This role is critical to the functioning of the city as a governmental body and employer, and Mr. Transburg is well-equipped to continue in this position in a formal capacity. Compensation for this position is proposed to be \$ 5,000 per year.

**ACTION REQUESTED**

The City Administrator is recommending that City Council approve the appointment of Foster Transburg as the City of Le Sueur Safety Coordinator and acknowledge Mr. Transburg's service to the City's Safety Program to-date.