TO: Mayor and City Council

FROM: David Chanski, City Administrator/Clerk

RE: Hiring of Janette Rust as Finance Specialist

DATE: March 15, 2023

The City received 7 applications for the Finance Specialist position. All 7 candidates met the qualifications for the position and were interviewed by City Administrator Chanski, Assistant City Administrator Eick, and Chief Sandell. Upon interviewing all candidates, Janette Rust was selected as the candidate that best fits the City of Breezy Point.

Janette is currently the Accounting/Deputy City Clerk for the City of Big Lake, where she has been employed since 2018, and, prior to her current position, served as Finance Clerk II for the City of Albertville from 2012 to 2018. Janette also has many years of accounting experience in the private sector. She holds an AAS in Accounting and is also a Minnesota Certified Municipal Clerk (MCMC).

In addition to her extensive accounting experience, Janette has experience using Banyon, which is the City's financial software, and also has experience doing administrative work for fire departments as she was the primary administrative support person for the Albertville Fire Department.

Janette and her family currently reside in Big Lake but will be relocated to the Brainerd Lakes Area in the next few months. Taking this as well as a rather tight housing market into account, City Administrator Chanski has agreed to allow her to have a temporary hybrid work schedule until she is able to relocated. She is expected to be in the office 3 days per week and work from home 2 days per week on average. This hybrid work schedule will cease once she acquires housing in the area.

Janette is required to give the City of Big Lake a 30-day notice, which she will submit as soon as the City Council ratifies her hiring. Her anticipated start date is April 17.

Council Action
Staff recommends hiring Janette Rust as Finance Specialist per the terms agreed upon in Offer Letter of Employment between her and City Administrator Chanski.