



# CITY COUNCIL MEETING

## AGENDA ITEM

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<b>Prepared By:</b> <i>Allie Polsfuss, City Administrator</i>	<b>Meeting Date:</b> <i>10/6/2025</i>	<b>Item Name:</b> <b><i>Approve Offer of Employment for Kathleen Nelson as Administrative Assistant</i></b>
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### **BACKGROUND**

The City Council approved an Administrative Assistant position on August 4, 2025, and are now being asked to approve an offer of employment for Kathleen Nelson as Administrative Assistant.

### **OVERVIEW**

The Administrative Assistant position was posted on August 5<sup>th</sup> for two weeks. We received 62 applications and Deputy City Clerk Runksmeier, Finance Specialist Rust, and City Administrator Polsfuss interviewed six candidates. Kathleen Nelson was selected by the panel as the final candidate and the Personnel Committee directed City Administrator Polsfuss to extend an offer of employment.

A little more about Kathleen; she has worked for the Anoka Hennepin School District since 1999 in multiple roles, including Finance Secretary, Data Management Secretary, and most recently, School Office Supervisor. Her family recently moved to the area, and she is eager to contribute her skills to the City. We believe her stability, customer service experience, finance knowledge, and overall qualifications make her an excellent fit for this role.

The Personnel Committee recommends entering her at Step C (\$30.56/hour) of the pay scale. Kathleen has accepted the offer, completed all pre-employment steps, and is ready to begin employment after City Council approval.

### **STAFF RECOMMENDATION**

Approve Conditional Offer as recommended by the Personnel Committee.

### **SUPPORTING DOCUMENTS**

Attachment A- Conditional Offer of Employment



8319 County Road 11  
Breezy Point, MN 56472  
218-562-4441  
[www.cityofbreezypointmn.us](http://www.cityofbreezypointmn.us)

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Kathleen Nelson  
<ADDRESS>

September 5, 2025

Dear Kathleen-

This letter serves as a conditional offer of employment for the Administrative Assistant position with the City of Breezy Point. Final approval of your hiring will be granted by the Breezy Point City Council at a future meeting. In the meantime, this conditional offer allows us to proceed with the final steps of the hiring process.

As part of this process, a complete background investigation, and reference check to the City's satisfaction is required. This will be conducted at the City's expense. Please note that all information provided by you must be accurate and complete in order to qualify for employment.

We are pleased to offer you the 2025 rate of pay of \$30.56 per hour (\$68,564.80 annually), along with a comprehensive benefits package effective on your first day of employment. You will accrue leave benefits at the one-year service threshold and be placed accordingly within the step schedule. In accordance with the City's pay structure, you will also be eligible for an annual step increase and cost-of-living adjustment on January 1 of each year, provided a step remains available.

We are excited about the possibility of you joining our team and contributing to the important work we do for the City of Breezy Point.

*Allie Polsfuss*

Allie Polsfuss  
Breezy Point City Administrator