



## **Agenda Item Report**

**Meeting Type: Committee of the Whole & Common Council**

**Meeting Date: August 19, 2025**

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**Item Title:** Discussion regarding authorization to fill vacancies for Administrative and Billing Clerk, Human Resources Generalist, and Public Works Maintenance I positions.

**Submitted By:** Matt Amundson, City Administrator

### **Detailed Description of Subject Matter:**

We are looking for authorization to fill the following vacancies:

- Administrative and Billing Clerk (formerly, DPW Admin Asst – Kimbro)
- Human Resources Generalist (formerly, HR Administrator – Riddle)
- Public Works Maintenance II (formerly, Maintenance I – Wiesensel)

We plan to fill the vacant Public Works position with a Maintenance I and I've asked Public Works Director, Duane Millard to develop criteria/certifications/qualifications that would allow a Maintenance I to move up to a Maintenance II in the future.

With the authorization to fill the Human Resources Generalist position, I will be extending an offer for Kendra Riddle to serve as our Finance Director effective on September 2, 2025.

### **List all Supporting Documentation Attached:**

n/a

### **Action Requested of Council:**

Authorization to fill current vacancies