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MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M TETZLAFF, CITY ADMINISTRATOR
FROM: MATT RYNDA, PUBLIC WORKS DIRECTOR
SUBJECT: HIRE MITCHELL SASSE FOR PARKS POSITION
DATE: MARCH 10, 2026

On January 14, 2026 we advertised for the street/parks position in the New Prague Times and the Times Extra for two (2) weeks each. We also advertised in several related organizations that offer free employment sites to their members. We received 25 applications and after reviewing all applications we interviewed 8 candidates.

Based on the application and interviews review process, staff recommend that Mitchell Sasse be hired for the Parks position with an effective start date of Monday March 23, 2026, and that his wage be placed at Pay Grade 2 Step 4 on the City's Compensation Plan at \$31.05/hr.

Recommendation

Mayor and Council approval of the hiring of Mitchell Sasse to the Parks Department per the recommendations listed above.