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MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: APPOINTMENT OF MADELYN THOMAS FOR THE PERMIT SPECIALIST POSITION
DATE: JANUARY 23, 2025

Between January 7th and January 21st, interviews were held with 5 candidates for the Permit Specialist position (which is becoming available due to the retirement of Deb Wegner at the end of February). After the interview process, staff recommends hiring Madelyn Thomas for the Permit Specialist position.

Madelyn obtained an associate's degree from Rasmussen University in accounting and has experience in the construction industry having worked for Amcon Outland Inc. since 2021.

Along with Madelyn's education, her experience with construction industry customer service and accounting will make her a great addition to the Community Development office and the Permit Specialist role.

I recommend Madelyn Thomas be appointed to the Permit Specialist position with an anticipated start date of February 5th, 2025. Starting salary Step 1 of the structured pay scale on Grade 9 at \$28.33 per hour (\$58,926.40 annually).

Recommendation

Appoint Madelyn Thomas as the Permit Specialist.