



118 Central Avenue North, New Prague, MN 56071  
phone: 952-758-4401 fax: 952-758-1149

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## MEMORANDUM

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** ROBIN PIKAL, FINANCE DIRECTOR  
JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** APPOINTMENT OF ALYSSA SCHAPEKAHM FOR THE ADMINISTRATIVE ASSISTANT POSITION  
**DATE:** AUGUST 26, 2024

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On August 20<sup>th</sup> & 21<sup>st</sup> interviews were held with 7 candidates for the Administrative Assistant position. After the interview process, staff recommends hiring Alyssa Schapekahn for the administrative assistant position.

Alyssa obtained associate's degree from Rasmussen College in paralegal studies.

Alyssa is currently employed at Fleet Farm as an Operations Manager. Alyssa has been employed with Fleet Farm since 2017 and during her time there has been promoted and advanced through various roles.

Along with Alyssa's education, her experience with customer service, handling of sensitive data, and managing a variety of daily tasks will make her a great addition to the office and the Administrative Assistant role.

I recommend Alyssa Schapekahn be appointed to the Administrative Assistant position with an anticipated start date of September 16, 2024. Starting salary Step 8 of the structured pay scale on Grade 8 at \$30.54 per hour (\$63,523.20 annually).

**Recommendation**

Appoint Alyssa Schapekahn as the Administrative Assistant.