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**MEMORANDUM**

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**CC:** JOSHUA M TETZLAFF, CITY ADMINISTRATOR  
**FROM:** MATT RYNDA, PUBLIC WORKS DIRECTOR  
**SUBJECT:** HIRE JASON BIRDELL FOR STREETS POSITION  
**DATE:** MARCH 21, 2024

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On February 8, 2024, we started to advertise for the Streets 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 with a closing date of March 7, 2024. We received four applications and after reviewing all applications we interviewed two candidates.

Based on the application and interview review process, staff recommends the hiring of Jason Birdsell for the Streets position with an effective start date of Tuesday April 16, 2024, and that his wage be placed at Pay Grade 9 Step 5 on the City's Compensation Plan at \$30.70/hr.

**Recommendation**

Mayor and Council approval of the hiring of Jason Birdsell to the Streets Department per the recommendations listed above.