



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: December 23, 2024

Subject: Appoint Anne Scanlon to Parks and Recreation Director Position

Following a thorough recruitment and interview process, the City has identified an exceptional candidate for the Parks and Recreation Director position. Anne Scanlon currently serves as Recreation Program Supervisor for the City of Spring Lake Park and has demonstrated extensive experience and expertise in managing recreational programs, leading teams, and fostering community engagement.

Ms. Scanlon brings a wealth of relevant experience, including:

- Over a decade of professional roles in parks and recreation, including leadership positions in Spring Lake Park and Shoreview.
- Proven success in program development, community event coordination, and budget management.
- Strong skills in team leadership, problem-solving, and marketing program initiatives.
- A Bachelor of Science in Recreation and Leisure Studies from Winona State University, with additional certifications in occupational therapy and emergency response.
- Her performance as Recreation Program Supervisor has been exemplary, with notable contributions such as developing innovative trip programs and implementing events like Tower Days and Fall Fest.

Given Ms. Scanlon's qualifications, professional experience, and outstanding service to the City, I recommend that the City Council appoint Anne Scanlon as Parks and Recreation Director at Step 2 of the salary schedule, or \$43.29/hour. The official start date for her new position will be January 13, 2025.

If you have any questions, please do not hesitate to contact me at 763-784-6491.