



Memorandum

To: Mayor Nelson and Members of the City Council
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: September 12, 2022
Subject: Utility Billing Clerk

The Administration Department has concluded its hiring process for the Utility Billing Clerk position. We received 31 applications for the position. Deputy Clerk Brown, Public Works Director Randall, Permit Technician Pearson and I interviewed 4 applicants and narrowed the pool to 2, which were interviewed by Deputy Clerk Brown and me. We were pleased with the quality of applicants we received, but one applicant rose to the top. I am pleased to recommend Stephanie Brandt for the position.

Stephanie Brandt has over 24 years of billing experience in different industries. She currently is a Billing Specialist at Stinson, LLP, where she has worked since 2013. She has strong customer service skills. She is also a 17-year Spring Lake Park resident, which will be helpful as she transitions into the role. We are confident that she will be a great fit on our team.

Staff is recommending the City Council grant a conditional offer to Stephanie Brandt, conditioned on successful pre-employment drug test. Her background check has been completed. We recommend the City Council start her at Step 2 of the Salary Schedule, or \$54,420.36/year, and grant her the City's standard benefits package. We anticipate her starting date as Monday, October 3.

If you have any questions, please don't hesitate to contact me at 763-784-6491.