



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: March 19, 2020

Subject: Accountant

As you know, former Accountant Peggy Anderson's last day was March 13, 2020. In anticipation of her retirement, the City Council authorized staff to begin a hiring process for the Accountant position. After a two week application period, staff received 11 applications. Executive Assistant Gooden and I screened the applications and selected four for interviews. Interviews were scheduled for March 18. An interview panel of Recreation Director Kay Okey, Executive Assistant Gooden and me interviewed the candidates. We were pleased to have a strong applicant pool. One candidate rose to the top in our selection process: Melissa Barker.

Melissa has an Associates Degree in Accounting from North Hennepin Community College, which she earned while working full-time in Hanover. Melissa has a mix of private and public sector accounting experience. She currently works as an Accounting Assistant at Fehn Companies, Inc in Albertville. Prior to that, she has served in a number of municipal finance roles, including as the Deputy Clerk/Treasurer in Dassel, the Accounting Clerk in Independence, the Deputy Clerk/Treasurer in Hanover and the Deputy Clerk in Greenfield. In those accounting roles, she maintained the general ledger, processed payroll, prepared reports for the annual audits, performed utility billing, prepared budgets and invested reserve funds. She has also served as a Customer Support Representative in Plymouth, where she worked extensively on elections. Her breadth of experience means she could back-up virtually every position within the Administration Department.

Staff is recommending the City Council authorize making a conditional offer to Melissa Barker, contingent upon successful completion of a background check and a pre-employment drug test. I recommend starting Melissa at Step 1 of the salary schedule (\$27.75/hour). The anticipated start date would be the week of April 6, 2020, after she gives a two week notice to her current employer. This position is subject to a six month probationary period.

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

