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**To:** Mayor Nelson and Members of the City Council

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

**Date:** February 1, 2023

**Subject:** PW Hire

Staff has been working over the past several weeks to recruit the sixth member of our public works team, after Ken Prokott's retirement. Staff received nine applications and interviewed three candidates. The interview panel consisted of Public Works Director Randall, Lead Maintenance Worker DeBoer and me. Staff recommends Trevor Heller for the vacant Public Works Maintenance Worker position.

Mr. Heller graduated from Spring Lake Park High School. He has worked in a number of jobs that have given him a broad range of experience, particularly in auto vehicle repair and maintenance. He also has strong customer service skills.

Staff recommends granting a conditional offer to Mr. Heller subject to passage of a pre-employment drug test.

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