



## Memorandum

To: Mayor and City Council

From: Anne Scanlon – Director, Parks and Recreation

Re: Recreation Program Supervisor Candidate Job Offer

Date: September 10, 2025

We have completed the interview process for the Recreation Program Supervisor position, which included an application review and in-person interviews.

I am pleased to announce that I have extended a conditional job offer to Patrice Holter for the position of Recreation Program Supervisor for the City of Spring Lake Park. Patrice currently serves as the Facilities Coordinator at St. Cloud State at Plymouth. She brings with her an extensive background in Parks and Recreation, program development, and health and fitness. I am confident she will be a valuable addition to our Recreation Department.

I am seeking the Council's final approval of Patrice Holter, pending successful completion of a background check and drug screening. If approved, we anticipate a tentative start date of November 10, 2025.

Please let me know if you require any additional information.

Sincerely,

Anne Scanlon  
Director, Parks and Recreation