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

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

**Date:** August 31, 2023

**Subject:** Public Works Director Conditional Offer

I am pleased to recommend George Linngren for the Public Works Director position. Mr. Linngren has over 27 years of public works experience. He currently is the Utility Department Supervisor for the City of Blaine, where he is in charge of the City's water system. He has significant experience in leading water and sewer utilities, including significant supervisory experience. He has obtained a Class A water supply operator's license, a Class SB wastewater operator's license and a Class B CDL.

Staff is recommending the City Council extend a conditional offer to Mr. Linngren, subject to successful completion of a DOT drug test and successful completion of a criminal history check.

Staff proposes starting Mr. Linngren at Step 7 of the City's salary schedule, or \$118,643.97. This recommendation is due to the Mr. Linngren's extensive public works and utilities background. Staff also recommends Mr. Linngren accrue vacation at 4 weeks per year. Staff recommends granting Mr. Linngren a vehicle allowance of \$600/month for October, November and December 2023. All other benefits are standard as specified in the City's Personnel Policy. If approved, Mr. Linngren's first day with the City would be Monday, October 9.

The Department Heads and I are excited to have Mr. Linngren join our team with the City of Spring Lake Park. If you have any questions, please do not hesitate to contact me at 763.784.6491.