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

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

**Date:** February 16, 2022

**Subject:** Accounting Clerk/Special Projects Coordinator hire

The Administration Department has concluded its hiring process for the Accounting Clerk/Special Projects Coordinator position. We received 17 applications for the position. Deputy Clerk Wanda Brown and Accountant Melissa Barker interviewed 8 applicants and narrowed the pool to four, 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 Haley Morrison for the position.

Haley Morrison has an Associates' Degree in Accounting from Anoka Ramsey Community College. She currently is a Business Office Specialist at North Suburban Eye Specialists, where she has worked since 2017. She has strong computer and customer service skills. We are confident that she will be a great fit on our team.

Staff is recommending the City Council grant a conditional offer to Haley Morrison, conditioned on successful pre-employment drug test. Her background check has been completed. We recommend the City Council start her at Step 1 of the Salary Schedule, or \$52,580.06/year, and grant her the City's standard benefits package.

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