

**TO: MAYOR AND CITY COUNCIL**

**FROM: JON RADERMACHER, City Administrator**

**SUBJECT: Authorize Hiring of Izzy Carlson, License and Permit Technician**

**MEETING DATE: June 17, 2025**

**BACKGROUND**

On May 20<sup>th</sup>, the City Council authorized to post, interview, negotiate and offer for the License and Permit Technician position. Within the first week of the position being open, we received multiple applications. After staff evaluations, staff interviewed two candidates the week of June 2<sup>nd</sup>. Staff were very pleased with the quality of the candidates in the interviews. The interview team included, Ellen Hartman, Sara Peer, Jon Radermacher, and Michelle Sandeen. The interview team chose to offer the position to Isabelle (Izzy) Carlson, and she has since accepted, and has passed a background check.

Ms. Carlson is a recent graduate of University of Wisconsin, River Falls, with a degree in Environmental Planning, and employment history in administrative support with the University Police Department and Parking Enforcement.

We're confident that Ms. Carlson will be able to quickly learn the requirements of the position, and brings skills and knowledge to support the City in a multitude of ways. In discussion of major projects coming up with the City, she was very excited about the opportunity to be involved in the Comprehensive Plan.

**STAFF RECOMMENDATION**

It is the recommendation of hiring Izzy Carlson based on the terms of the offer letter, which include the standard probation, benefits, and starts pay at Grade 5, Step 1 on the 2025 City of Cannon Falls Pay Scale, \$26.75 per hour.

**REQUESTED COUNCIL ACTION**

Appoint Isabelle Carlson to License & Permit Technician, Pay Grade 5, Step 1, \$26.75 per hour.