



STAFF REPORT

TO: Mayor Keis and Members of the City Council

FROM: Heidi Heller, City Clerk/HR Manager
Chris Heineman, City Administrator

DATE: May 11, 2022

RE: Finance Director Hire

ACTION TO BE CONSIDERED

Approve the hire of a new Finance Director.

BACKGROUND

Brenda Malinowski submitted her resignation and April 14, 2022 was her last day in Little Canada. The Finance Director position was posted and 11 applications were received. City Staff interviewed four candidates on April 25 & 27, and the Personnel Committee (made up of the City Administrator, City Clerk/HR Manager and Council Members Fischer and McGraw) conducted a second interview with the top two candidates on May 3, 2022. A conditional offer subject to satisfactory background and credit checks, has been made to one of the candidates, and he has accepted our offer. The anticipated start date is June 9 and the final details are being completed to conduct background and credit checks. More information about the candidate will be provided at the meeting.

RECOMMENDATION

Approve the hire of a new Finance Director.