



## REQUEST FOR COUNCIL ACTION

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**MEETING DATE:** March 21, 2022  
**PREPARED BY:** Human resources  
**AGENDA ITEM:** Appointment of executive assistant to city administrator

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**PREVIOUS ACTIONS:**

Motion to authorize staff to begin the recruitment process for the executive assistant to the city administrator position in the administration department.

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**RECOMMENDED COUNCIL ACTION:**

Motion to approve the appointment of Teri Odland to the position of executive assistant to the city administrator in the administration department at an annual salary of \$66,381.12, effective March 22, 2022 subject to a twelve-month probationary period. All required screenings and background checks have been successfully completed.

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**COMMENTS:**

Teri was one of seven applicants who interviewed in February of 2022 with a panel consisting of the city administrator, other department directors and human resources. Teri has a bachelor's degree in communications, and business management from Gustavus Adolphus College, and has over 20 years of administrative experience. We are excited to have Teri with the city.

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**ATTACHMENTS:**

None.