

**Watertown City Council**

April 5, 2022

**Agenda Item:** Appoint Administrative Services Director**Request for Action:** Adopt Resolution# 2022-27, Approving Administrative Services Appointment**Employee/Dept.:** Jake Foster, City Administrator**Background:**

At the March 4, 2022 Special City Council meeting, Council accepted the resignation of the previous Administrative Services Director and authorized the recruitment process. The City received a total of six applications for the position. Three candidates were interviewed.

Margaret (Maggie) McCallum was the unanimous choice for the position from the interview panel. Ms. McCallum currently serves as the City Administrator for the City of Mayer, MN where she has worked for over four years. Prior to Mayer, she worked as the Clerk/Treasurer in Montrose, MN, Assistant to the City Administrator in Maple Plain, MN and as an intern with Maple Plain and in St. Louis County, MO.

Ms. McCallum holds a Bachelor of Arts from the College of St. Benedict/St. John's University in Biology, and a Master of Public Policy Administration from the University of Missouri. She is a Minnesota Certified Municipal Clerk and has a Certificate in Economic Development from Hamline University. Due to her experience and credentialing, staff recommends appointing her at Step 3 of Grade 16.

Her expected start date would be May 9, 2022.

**Budget Impact:**

Ms. McCallum will be started at one step higher than the 2022 step of her predecessor which carries an additional annual cost of \$2,142.40. However, with the current contract for accounting services with Abdo Financial Solutions, and the current position vacancy, a slight cost savings will be realized for this position in 2022. (the monthly cost savings with the Abdo agreement is approximately \$3,800 when compared to the fully taxed and benefitted salary of the former Administrative Services Director).

**Funding Source:**

General Fund>City Clerk, Water Fund>Administration, Sewer Fund>Administration

**Recommendation:**

Staff recommends that the City Council adopt Resolution# 2022-27 approving the appointment of Margaret McCallum as Administrative Services Director.

**Motion Type:**

Simple majority vote of members present.

**Requested Action/Motion:**

*"I move to adopt Resolution# 2022-27 approving the appointment of Margaret McCallum as Administrative Services Director."*

**Attachments:**

Resolution #2022-27

**CITY OF WATERTOWN  
RESOLUTION NO. 2022-27**

**RESOLUTION APPOINTING  
ADMINISTRATIVE SERVICES DIRECTOR**

**WHEREAS**, the City of Watertown (the “City”) has concluded the public recruitment for the vacant Administrative Services Director position; and

**WHEREAS**, this vacancy and recruitment was authorized by the City Council via Resolution #2022-18; and

**WHEREAS**, adequate evaluation of interested candidates has been completed and interviews conducted with candidates; and

**WHEREAS**, it is recommended that Margaret McCallum be appointed as Administrative Services Director at Step 3 of Grade 16 and be banked with 120 hours of paid time off upon start; and

**WHEREAS**, the appointment is contingent upon successful completion of a background investigation; and

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Watertown, Minnesota, hereby approves the appointment of Margaret McCallum to the position of Administrative Services Director.

Adopted by the City Council of the City of Watertown this 5<sup>th</sup> day of April 2022.

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Steve Washburn, Mayor

ATTEST: \_\_\_\_\_  
Jake Foster, City Administrator