

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #17-03-067

**RESOLUTION TO HIRE A PART-TIME ECONOMIC DEVELOPMENT
ADMINISTRATIVE ASSISTANT**

WHEREAS, as per the strategic plan, staff conducted a recruitment for a part-time Economic Development Administrative Assistant; and

WHEREAS, an internal and external recruitment process was conducted; and

WHEREAS, Ms. Katie Schmidt has been selected as the top candidate for the position; and

WHEREAS, staff has completed the necessary background checks and is recommending that Ms. Katie Schmidt be hired as a Part-time Economic Development Administrative Assistant at \$20.16 per hour effective on or near April 12, 2017; and

WHEREAS, Ms. Schmidt will be subject to a 6-month probationary period and all other Personnel Policies and/or employment contracts will apply.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

Motion to adopt resolution #17-03-067 to hire Ms. Katie Schmidt as a Part-time Administrative Assistant at \$20.16 per hour, effective on or near April 12, 2017.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member, , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 28th day of March, 2017.