

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #18-031

RESOLUTION TO HIRE A PART-TIME ENGINEERING ADMINISTRATIVE ASSISTANT

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

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

WHEREAS, Ms. Marsha Weidner has been selected as the top candidate for the position; and

WHEREAS, staff has completed the necessary background checks and is recommending that Ms. Weidner be hired as a Part-time Engineering Administrative Assistant at \$20.66 per hour effective on or near February 7, 2018; and

WHEREAS Ms. Weidner 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:

- 1) Motion to adopt resolution #18-031 to hire Ms. Marsha Weidner as a part-time Engineering Administrative Assistant, effective on or near February 7, 2018, at \$20.66 per hour which is step 1 of the 2018 wage scale.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember 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 23rd day of January, 2018.