

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #18-243**

**RESOLUTION TO HIRE A PART-TIME ECONOMIC DEVELOPMENT ADMINISTRATIVE ASSISTANT FILLING THE VACANT POSITION**

**WHEREAS**, there is a vacant part-time Economic Development Administrative Assistant position; and

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

**WHEREAS**, Ms. Wendy Schlueter has been selected as the top candidate for the position; and

**WHEREAS**, staff has completed the necessary background checks and is recommending that Ms. Wendy Schlueter be hired as a part-time Economic Development Administrative Assistant, effective on or near November 28, 2018 at \$20.76 per hour; and

**WHEREAS**, Ms. Wendy Schlueter will be subject to a 6-month probationary period, the City's Personnel Policy and AFSCME union contract.

**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 #18-243 to hire Ms. Wendy Schlueter as a part-time Economic Development Administrative Assistant, effective on or near November 28, 2018 at \$20.76 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 27<sup>th</sup> day of November 2018.

---

Mayor

**ATTEST:**

---

City Clerk