

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #20-217**

**RESOLUTION TO HIRE A PART-TIME BUILDING INSPECTIONS ADMINISTRATIVE ASSISTANT**

**WHEREAS**, as per the strategic plan, staff conducted a recruitment for a Part-time Building Inspections Administrative Assistant; and

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

**WHEREAS**, Ms. Trudie L. Falk has been selected as the top candidate for the position working 20 hours per week; and

**WHEREAS**, staff has completed the necessary background checks and is recommending that Ms. Trudie L. Falk be hired as a Part-time Building Inspections Administrative Assistant at \$21.98 per hour effective on or near Thursday, September 24, 2020; and

**WHEREAS**, Ms. Trudie L. Falk 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 #20-217 hiring Ms. Trudie L. Falk as a Part-time Building Inspections Administrative Assistant working 20 hours per week, effective on or near September 24, 2020 at \$21.98 per hour, which is step 1 of the 2020 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 22<sup>nd</sup> day of September 2020.

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Mayor

**ATTEST:**

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City Clerk