



MAYOR & COUNCIL COMMUNICATION

DATE: April 19, 2016

Consent

ITEM # 6

AGENDA ITEM: Approve Hiring of Part Time Fire Dept. Administrative Assistant

SUBMITTED BY: City Clerk

THROUGH: Fire Chief Malmquist

REVIEWED BY: City Clerk, City Administrator

POLICY RECOMENDER: City Council

FISCAL IMPACT: This is a part time non exempt position (20 hours per week) with a pay rate of \$19.79 per hour.

SUMMARY AND ACTION REQUESTED: An offer has been extended to Nick Witter to serve as the part time Administrative Assistant for the Fire Department, subject to City Council approval. Mr. Witter is currently a Captain with the Lake Elmo Fire Department and has been a member of the Department since 2009. There were no external candidates that applied for the position. Mr. Witter is available to start on April 20, 2016.

RECOMMENDATION: If removed from the Consent Agenda, staff recommends the following motion:

“Motion to approve the Fire Department Administrative Assistant hiring as presented.”