



## **Staff Report:**

Issue: Consider Position Appointments

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### **BACKGROUND:**

#### **Administrative Associate:**

The City Council will be holding interviews for the Administrative Assistant position at their work session on January 27, 2020. The City Council will determine at the City Council meeting who to appoint to the position and the terms of employment. In addition, the City Council will need to set the expiration date of the eligibility list for this position. Staff recommends the eligibility list to expire on July 31, 2020.

#### **Fire Captain:**

The City Council will be holding interviews for the Fire Captain position at their work session on January 27, 2020. The City Council will determine at the City Council meeting who to appoint to the position. The position is vacant due to Adam Theisen being appointed as Assistant Fire Chief. The appointment of the Fire Captain will be to complete the remaining portion of the vacant term which is set to expire on December 31, 2020.

#### **Facility Event Coordinator:**

The City Council completed interview for the Facility Event Coordinator position. The recommendation the City Council is moving forward for this position in Meredith Lyon. This approval is contingent upon a successful completion of the employment screening process. The specific terms of employment including salary and vacation are being considered now and will be presented at the meeting for consideration.

### **REQUIRED ACTION:**

Approve or Deny appointing the following positions with separate motions:

Administrative Associate with the eligibility list expiring 7-31-2020

Fire Captain with a term expiration of 12-31-2020

Facility Events Coordinator

**RECOMMENDED ACTION:** NA



**Administrative Associate**

**SUGGESTED MOTION:**

Council member \_\_\_\_\_ moved to appoint \_\_\_\_\_; Pay Grade 4; Step: \_\_\_\_\_; any additional terms: \_\_\_\_\_ conditioned on the successful completion the employment screening process and approve the eligibility list to expire 7-31-2020.

Council member \_\_\_\_\_ seconded the motion.

**ROLL CALL**

- Councilmember Michael Linnquist \_\_\_\_\_
- Councilmember Ken Schmitt \_\_\_\_\_
- Councilmember Vic Schulz \_\_\_\_\_
- Councilmember Frank Theisen \_\_\_\_\_
- Mayor Richard Miller \_\_\_\_\_

Motion (Approved) (Denied)

**Fire Captain**

**SUGGESTED MOTION:**

Council member \_\_\_\_\_ moved to appoint \_\_\_\_\_ with a term expiration of 12-31-2020

Council member \_\_\_\_\_ seconded the motion.

**ROLL CALL**

- Councilmember Michael Linnquist \_\_\_\_\_
- Councilmember Ken Schmitt \_\_\_\_\_
- Councilmember Vic Schulz \_\_\_\_\_
- Councilmember Frank Theisen \_\_\_\_\_
- Mayor Richard Miller \_\_\_\_\_

Motion (Approved) (Denied)



## Facility Event Coordinator

### SUGGESTED MOTION:

Council member \_\_\_\_\_ moved to appoint Meredith Lyon; Pay Grade 8: Step: \_\_\_\_\_; any additional terms: \_\_\_\_\_; conditioned on completing the successful completion of the employment screening process.

Council member \_\_\_\_\_ seconded the motion.

### ROLL CALL

Councilmember Michael Linquist \_\_\_\_\_  
Councilmember Ken Schmitt \_\_\_\_\_  
Councilmember Vic Schulz \_\_\_\_\_  
Councilmember Frank Theisen \_\_\_\_\_  
Mayor Richard Miller \_\_\_\_\_

Motion (Approved) (Denied)