



REQUEST FOR COUNCIL ACTION

MEETING DATE: June 20, 2022

PREPARED BY: Human Resources

AGENDA ITEM: Appointment of CED administrative secretary, and authorize staff to begin the recruitment process for part-time CED secretary.

PREVIOUS ACTIONS:

Motion to authorize staff to begin the recruitment process for the vacant community and economic development administrative secretary position in the Community and Economic Development Department due to the retirement of Cindy Brown, which has been accepted effective July 1, 2022.

RECOMMENDED COUNCIL ACTION:

Motion to approve the appointment of Kim Hansen to the position of CED administrative secretary in the CED Department at an annual salary of \$67,918.24, effective July 5, 2022 subject to a twelve-month probationary period. All required screenings and background checks have been successfully completed.

Motion to authorize staff to begin the recruitment process for the vacant position of part-time CED secretary in the CED Department as a result of the transfer.

COMMENTS:

Kim was an internal applicant who currently works in the CED Department as the part-time CED secretary, and has been with the city since 2018. Kim will continue to be a great asset to the City of Maple Grove in her new role.

ATTACHMENTS:

None