



**WORK SESSION
UPPER CONFERENCE ROOM
4:00 PM**

Public Works Maintenance Worker Interviews

- 4:00 pm: Review of Maintenance Worker Hiring Process
- 4:15 pm: Interview #1
- 4:30 pm: Interview #2
- 4:45 pm: Discussion of Candidates

**WAITE PARK CITY COUNCIL AGENDA
TUESDAY, APRIL 26, 2016
5:00 P.M.**

1. Consider Maintenance Worker Appointment
2. Other Business

**CITY COUNCIL WORK SESSION
4:00 PM**

INTERVIEW FINAL CANDIATES FOR MAINTENANCE WORKER

**CITY OF WAITE PARK
CALL TO ORDER –**

**PLEDGE OF ALLEGIANCE
OPEN FORUM**

Review and Approve April 26, 2016 Council Agenda

Councilmember _____ moved that the Council Agenda for April 4, 2016 be approved as presented.

Councilmember _____ seconded the motion.
Motion (Approved) (Denied)

Agenda Item No. 1-Hiring Maintenance Worker

BACKGROUND:

The Civil Service Board has reviewed 54 applications for the Maintenance Worker position. They have brought forward two candidates for the council to interview and consider for the position. The Council will complete a final interview prior to the Council meeting. If the Council chooses, they can choose to offer a conditional job offer subject to a successful background check and physical and drug testing requirements.

In addition to this action, the Council will also need to set the length of the eligibility list for the Maintenance Worker position. The maximum length of the eligibility list is 2 years. The City Council can make this list shorter than two year.

REQUIRED ACTION:

- *Consider the Maintenance Worker candidates and determine whether to offer a conditional job offer subject to the background and physical and drug testing requirements. The Council does not have to make an appointment if they so desire.
- *Consider the length of the eligibility list

RECOMMENDED ACTION:

- *Consider the recommendation of the Civil Service Board for hiring.
- *Set the length of the eligibility list to not exceed 6 months

SUGGESTED MOTION:

Councilmember _____ moved to appoint _____ to the Maintenance Worker position, at Pay Grade 4, Step _____ subject to a successful completion of a background check and drug and physical testing.

Councilmember _____ seconded the motion.

ROLL CALL

Councilmember Michael Linqvist _____
Councilmember Charles Schneider _____
Councilmember Vic Schulz _____
Councilmember Frank Theisen _____
Mayor Richard Miller _____

Motion (Approved) (Denied)

OTHER BUSINESS

ADJOURNMENT

Respectfully submitted,

Shaunna Johnson, Administrator