



**CITY OF COLOGNE
RESOLUTION NO. 23-12
APPROVING UTILITY BILLING CLERK/ADMINISTRATIVE ASSISTANT**

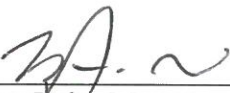
WHEREAS, The City of Cologne budgets annually for a utility billing/administrative assistant office position; and

WHEREAS, the City of Cologne will have a vacancy at the end of June 2023 due to a retirement; and

WHEREAS, City staff advertised for the position upon City Council approval and interviewed five candidates; and

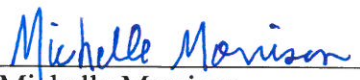
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cologne, Minnesota, to hire Jenna McInnis for 35 hours per week in the position of Utility Billing Clerk/Administrative Assistant beginning at Step 5 (\$25.92/hour), with a six-month review to be conducted along with annual end of year staff reviews.

Adopted by the City Council of the City of Cologne, Minnesota, this 5th day of June, 2023



Matt Lein, Mayor

ATTEST:



Michelle Morrison
City Clerk

M/ <u>Lenzen</u>	Lein <u>yes</u>	Kells <u>absent</u>
S/ <u>Szaroletta</u>	Szaroletta <u>yes</u>	Bruss <u>absent</u>
	Lenzen <u>yes</u>	