

**City of Menahga
Action Memorandum 17-024**

Subject: Authorize the Hire of Keith Waaraniemi as an Interim Full-time Police Officer

Agenda of: April 10, 2017

Council action: Authorized _____

Summary statement: On March 30, 2017, Menahga Police Officer Marty Penner submitted his request to transfer from a full-time police officer position to a part-time position, effective April 3, 2017.

City Administrator Bower signed the request and opened the full-time position. The position vacancy opened on April 3 and will close on April 19, with the intent of the council hiring an officer on May 8. The vacancy was posted on the City's website on April 3 and advertised in the Review Messenger on April 4.

Due to an immediate need to ensure full-time shifts are filled, Action Memorandum 17-023 authorizes the hire of Keith Waaraniemi as an interim full-time police officer. Officer Waaraniemi has served as a part-time Menahga police officer since October 2011, and can immediately fulfill the full-time officer role.

Fiscal information:

Total amount of funds listed in this legislation: \$ 15.11 per hour

This legislation (✓):

Has no fiscal impact Creates a positive impact in the amount of: \$ _____
 Creates a negative impact in the amount of: \$ 15.11/hour

Funds are (✓):

Budgeted Line items(s): 101-45200-103
 Not budgeted Affected line item(s): _____