

**SPECIAL MEETING MINUTES**  
City of Duluth - Civil Service Board  
July 17, 2015 - 1:00 p.m.  
City Hall – Council Chambers

Members Present: Rick Edwards (Chairperson), Shelly Marquardt, Beth Tamminen,  
Renee Van Nett  
Members Absent: Marshall Stenersen  
HR Staff Present: Theresa Severance (Board Secretary), Aimee Ott (Human Resources  
Technician), Matt Silverness (Human Resources Generalist)  
Others Present:

**Special Meeting called to order by Chairperson Edwards at 1:03 p.m.**

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
3. UNFINISHED BUSINESS
  - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
    - (1) Manager, Planning & Community Development (New) - **Approved**
4. NEW BUSINESS
5. APPEALS
6. INFORMATIONAL

There being no further business to come before the board, the meeting was adjourned at 1:05 p.m.

Respectfully submitted,



Aimee Ott  
Human Resources Technician