

## MINUTES

City of Duluth - Civil Service Board

December 8, 2015 - 4:45 p.m.

City Hall – Conference Room 303

Members Present: Rick Edwards (Chairperson), Shelly Marquardt, Marshall Stenersen,  
Beth Tamminen, Renee Van Nett  
HR Staff Present: Theresa Severance (Board Secretary), Matt Christenson (HR Generalist),  
Laura Dahl (HR Generalist), Aimee Ott (HR Technician)  
Legal Present: Steve Hanke (Assistant City Attorney)  
Others Present: Sam Michelizzi (Firemen & Oilers, Chapter 956 President)  
Matt Dunaisky (City of Duluth Heavy Equipment Operator)

### Regular meeting called to order by Chairperson Edwards at 4:45 p.m.

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
  - A. November 17, 2015 - **Approved as amended**
3. UNFINISHED BUSINESS
  - A. ISD 709 Administration Proposed Changes to ISD 709 Civil Service Rules  
*Informational email attached*  
**Motion made by Member Stenersen: Remove item from agenda - Approved**
4. NEW BUSINESS
  - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
    - (1) Buildings & Grounds Maintenance Supervisor (Revised) - **Voluntarily withdrawn from Agenda by Secretary Theresa Severance**
    - (2) Heavy Equipment Operator (Revised) - **Approved**
    - (3) Assistant Warehouse Specialist (New) - **Approved**
    - (4) Manager, Fleet Services (New) - **Voluntarily withdrawn from Agenda by Secretary Theresa Severance**
  - B. ELECTION OF 2016 CIVIL SERVICE BOARD OFFICERS
    - (1) Chair – **Beth Tamminen nominated by Member Stenersen - Elected by Acclamation**
    - (2) Vice-Chair – **Renee Van Nett nominated by Member Tamminen - Elected by Acclamation**
5. APPEALS
6. INFORMATIONAL
  - A. STATUS OF ALL NEW, PENDING, AND COMPLETED JOB AUDITS - **Received**
  - B. NON-PUBLIC REVIEW OF NEW ELIGIBLE LISTS - **Reviewed**
  - C. REQUEST FOR LEGAL OPINION FROM MINNESOTA ATTORNEY

GENERAL'S OFFICE  
D. CIVIL SERVICE BOARD TRAINING SESSION AT 2:30-4:30 P.M. ON  
DECEMBER 8, 2015, IN CITY HALL ROOM 303

There being no further business to come before the board, the meeting was adjourned at 5:22 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Aimee Ott". The signature is written in a cursive, slightly slanted style.

Aimee Ott  
Human Resources Technician