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Memorandum

To: Mayor Danielowski and City Council

From: Clay Wilfahrt, City of Big Lake City Administrator

Date: December 14, 2016

Re: Jan Muehlbauer Retirement Recognition

Council Action Requested: Present Recognition Certificate. No other action required.

Liquor Store Manager Jan Muehlbauer has decided to retire from employment with the City of Big Lake effective December 30, 2016. Jan has worked full-time for the City since August 15, 1986 (30 years) and also worked as a part-time employee for five years prior to being hired on to full-time status. Jan's dedication and knowledge will be truly missed. A recognition certificate will be presented to Jan at the December 14, 2016 City Council Meeting.