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Memorandum

To: Mayor Danielowski
City Council Members
Clay Wilfahrt, City Administrator

From: Jan Muehlbauer, Liquor Store Manager

Date: December 14, 2016

Re: Resignation and Offer of Employment

Staff recently received the resignation of Shannon Juhl. Interviews were scheduled the last week of November. Staff interviewed five applicants and is recommending the hiring of one of these applicants as a part-time liquor store clerk.

Staff is asking that Council accept the resignation of Shannon Juhl. Staff is also recommending that Council authorize the hiring of Caitlin Walser-Deuel as a part-time liquor store clerk. Her starting pay will be at the starting step of the City Pay Scale. If approved, her start date will be December 15, 2016. Caitlin will be required to successfully complete a six-month probationary period. A satisfactory background investigation has been conducted.

By Council approving this item on the Consent Agenda, Council would be approving the resignation of Shannon Juhl and approve the hiring of Caitlin Walser-Deuel.