

MINUTES  
MAUPIN CITY COUNCIL SPECIAL MEETING  
November 12, 2016  
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**PRESIDING:** Mayor Lynn Ewing

**COUNCIL PRESENT:** Lynn Ewing, Carol Rager, Denis Carlsen,  
Suzanne Knapp, Randy Bechtol

**COUNCIL ABSENT:** Jon Helquist

**STAFF PRESENT:** Recorder DeOra Patton, PWO Manager Joy Ramirez

**Visitors Present:** Karen DuPuis

**CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE.** The meeting was called to order by Mayor Ewing at 8:30 a.m. Roll call of Council and staff was conducted by Recorder Patton. Mayor Ewing led council and audience in Pledge of Allegiance.

**CONSIDER JOB DESCRIPTIONS.** Mayor Ewing announced Council would be looking at two job descriptions, the first for Kirk Shields changing position from Lead Utility Operator to Public Works Foreman, and the second for City Administrator.

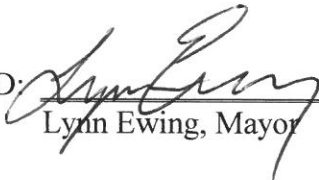
Based on review, it was moved by Councilor Rager, seconded by Councilor Carlsen, and passed unanimously; the Council accepts the Public Works Foreman Job Description as revised at this meeting and increase Kirk Shields' wage as per discussed/agreed by Council.

Council began review and edit of the City Administrator Job Description, and at 11:30 a.m., called for continuation to the November 15 council meeting.


**ADJOURN.** Mayor Ewing adjourned the meeting at 11:30 a.m.

Respectfully submitted by  
DeOra M Patton, City Recorder

SIGNED: \_\_\_\_\_

  
Lynn Ewing, Mayor

ATTEST: \_\_\_\_\_

  
DeOra M. Patton, City Recorder