

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES
Monday, May 2, 2022
5:00 PM

Present: Christine Klein, Chair
Marilyn Sessions, Member

Also Present: John Seidel, CSC Coordinator
Suzanne Stemnock, HR Manager
Bridget Susel, Community Development
William Myers, Fire Chief
Nicholas Shearer, Police Chief

Call to Order

The regular meeting of the Civil Service Commission was called to order at 5:02 pm on Monday, May 2, 2022, by Christine Klein. Roll call was taken.

MOTION TO ADD AGENDA ITEM, NEW HIRE JOHN SEIDEL made by Ms. Sessions seconded by Ms. Klein, and CARRIED by a voice vote of 2-0.

MOTION TO APPROVE THE MEETING MINUTES of December 20, 2021 made by Ms. Sessions, seconded by Ms. Klein, and CARRIED by a voice vote of 2-0.

Safety Administration

Police Department

Personnel changes read.

Chief Shearer requested an extension of the Clerk-Dispatcher eligibility list one year to February 3, 2023. He confirmed the list would be used to fill the two vacancies for the position of Clerk-Dispatcher.

MOTION TO EXTEND THE ELIGIBILITY LIST made by Ms. Klein, seconded by Ms. Sessions, and CARRIED by a voice vote of 2-0.

Chief Shearer requested an extension of the Juvenile-Counselor eligibility list one year to May 3, 2023. He explained that this was just in case something happened, but the department was satisfied with their appointment and does not anticipate an opening.

MOTION TO EXTEND THE ELIGIBILITY LIST made by Ms. Sessions seconded by Ms. Klein, and CARRIED by a voice vote of 2-0.

Fire Department

Personnel changes read.

Chief Myers requested a test to create a new eligibility list for the new opening of Firefighter/Paramedic. He indicated he did not see a need to move to a national test at this time.

MOTION TO TEST FOR AN ELIGIBILITY LIST made by Ms. Sessions, seconded by Ms. Klein, and CARRIED by a voice vote of 2-0.

Community Development

Personnel change read.

Director Susel went over the proposed changes (see attached). She indicated the position never needed to go in front of City Council in the past 18 years, so that part of the description was removed.

Ms. Klein asked if there was a change in status due to the updated description, Director Susel said no there was not, the core responsibilities of the position were the same.

MOTION TO ACCEPT THE UPDATED JOB DESCRIPTION made by Ms. Klein, seconded by Ms. Sessions, and CARRIED by a voice vote of 2-0.

MOTION TO TEST FOR AN ELIGIBILITY LIST made by Ms. Klein, seconded by Ms. Sessions, and CARRIED by a voice vote of 2-0.

Service Administration

Utilities

Personnel changes read.

Engineering

Personnel changes read.

Health Department

Personnel change read.

Budget & Finance

Personnel change read.

IT & Communications

Personnel change read.


Parks & Recreation

Personnel change read.

Adjournment

MOTION TO ADJOURN THE MEETING AT 5:47 PM made by Ms. Klein, seconded by Ms. Sessions, and CARRIED by a voice vote of 2-0.

Minutes approved: _____



Christine Klein



Marilyn Sessions