Merit System Commission

~Agenda~

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Clerk of Council
937-535-1005

June 4, 2025	9:00 AM	Payne Recreation Center

I. Call to Order

II. Approval of Minutes

A. Merit System Commission Meeting Minutes - May 7, 2025

III. Business

A. Certification of Police Sergeant Promotional Exam

IV. Other Business

A. Street Division Promotional Exams Certification Process - Set Meeting Date

V. Adjournment

RECORD OF PROCEEDINGS

Minutes of **Merit System Commission** Held **May 7, 2025**

Call to Order

Meeting called to order 9:00 AM.

Mary Woeste	Chair	Present
Jim Kempe	Vice Chair	Present
Tom Watts	Member	Absent
Gina Delph	Member	Present

Staff Present:

City Manager Michael Davis	Law Director Martina Dillon
Police Chief Craig Richardson	Fire Chief Traci Kuzminski
HR Administrator Brittany Runnels	Street Superintendent Chris Dunn
Parks and Recreation Director Brent Shane	Public Information Officer Aaron Vietor
Clerk of Council Karen Powell	

Mrs. Woeste moved to excuse Mr. Watts' absence; Mr. Kempe seconded the motion.

RESULT: Passed *(Yes 3, No 0, Abstained 0)*
MOVER: Mary Woeste
AYES: Mary Woeste, Jim Kempe, Gina Delph
NAYS: None
ABSTAIN: None

Approval of Minutes

Merit System Commission Meeting Minutes - April 1, 2025

Mrs. Woeste asked if there were any changes or corrections to the April 1, 2025, Merit System Commission meeting minutes. Hearing none, the minutes were approved as submitted.

Merit System Commission Meeting Minutes - April 16, 2025

Mrs. Woeste asked if there were any changes or corrections to the April 16, 2025, Merit System Commission meeting minutes. Hearing none, the minutes were approved as submitted.

Business

Police Division Hiring

Full-Time Police Officer (Lateral Entry) - Update

Ms. Powell distributed the Full-Time Police Officer Lateral Entry list.

Police Chief Craig Richardson updated the commission members on the applicant process and stated there are viable candidates on the list.

Mrs. Woeste noted that the list looked promising, and she asked Chief Richardson if he was satisfied with the five candidates.

Chief Richardson replied that he is satisfied, and he feels the Lateral Entry list along with the Entry Level list will fulfill the Police Division staffing.

Full-Time Police Officer (Entry Level, No OPOTA Required) - Certify List

Mr. Vietor distributed the Entry Level, No OPOTA Required list.

Chief Richardson said there are viable candidates on this list, and he asked the commission members to certify the list.

Mr. Kempe moved to certify the Entry Level, No OPOTA Required list; Mrs. Woeste seconded the motion.

RESULT: Passed *(Yes 3, No 0, Abstained 0)*
MOVER: Jim Kempe
AYES: Mary Woeste, Jim Kempe, Gina Delph
NAYS: None
ABSTAIN: None

Chief Richardson clarified for the commission that the position advertisement is to be pulled, and he and the commission will revisit the posting in June or July whenever the current list is exhausted.

Full-Time Police Cadet - Certify List

Mr. Vietor distributed the Full-Time Police Cadet list.

Chief Richardson stated there are a handful of promising candidates, and background checks are in process. He said he is satisfied with the list.

Mr. Kempe moved to certify the candidate list for Police Cadet; Mrs. Delph seconded the motion.

RESULT: Passed *(Yes 3, No 0, Abstained 0)*
MOVER: Jim Kempe
AYES: Mary Woeste, Jim Kempe, Gina Delph
NAYS: None
ABSTAIN: None

Police Sergeant Promotional Process - Discussion

Chief Richardson said there is only one applicant for the Police Sergeant Promotional Process, and that applicant does meet the qualifications. He reported that in the last three processes there was only one applicant per process, and stated in the last process, because there was not a meeting and a decision needed to be made, the Clerk of Council had the applicant take a test even though there is no requirement for one applicant to take a test. He said in the last three Sergeant Processes, one person took the test and passed. He noted that it is up to the commission to either instill the noncompetitive rules and recommend the promotion since only one person applied, or the applicant can be instructed to take the test.

Mr. Kempe said the usual process is for candidates to take a test unless there is some undue burden. Mr. Kempe asked if taking a test seems like an exceptionally large burden?

Mrs. Woeste instructed Chief Richardson to have the applicant take the test since testing has been done in the past.

Mr. Kempe said everyone should follow the same rules.

Chief Richardson said he will coordinate a testing date with Ms. Powell and Mr. Vietor.

Fire Division Hiring

Full-Time Firefighter (Entry Level)

Fire Chief Traci Kuzminski provided a list of applicants for the Full-Time Firefighter Entry Level position. She noted the candidates listed at the top of the list have been interviewed and scored. She said the applicants listed at the bottom did not meet the qualifications.

Mrs. Woeste confirmed that Chief Kuzminski is satisfied with the list. She moved to certify the Full-Time Firefighter Entry Level list and to release all names on the list; Mr. Kempe seconded the motion.

RESULT: Passed *(Yes 3, No 0, Abstained 0)*
MOVER: Mary Woeste
AYES: Mary Woeste, Jim Kempe, Gina Delph
NAYS: None
ABSTAIN: None

Street Division Hiring

Promotion - Street Maintenance Worker to Equipment Operator I

Street Division Superintendent Chris Dunn said he would like to advertise two promotional processes before filling the vacant position with a new hire. He said all of the Street Maintenance Workers are eligible to take the Equipment Operator I test, and only one Groundskeeper is eligible to take the Street Maintenance Worker test.

Mr. Vietor provided a copy of the promotion advertisement to the commission members.

Mrs. Woeste confirmed the listed information and dates with Mr. Dunn.

Mr. Kempe moved to approve the advertisement for promotion to Full-time Equipment Operator I; Mrs. Delph seconded the motion.

RESULT: Passed *(Yes 3, No 0, Abstained 0)*
MOVER: Jim Kempe
AYES: Mary Woeste, Jim Kempe, Gina Delph
NAYS: None
ABSTAIN: None

Promotion - Groundskeeper to Street Maintenance Worker

Mr. Vietor distributed a copy of the advertisement for promotion to Street Maintenance Worker.

Mrs. Delph moved to approve the advertisement for Full-Time Street Maintenance Worker; Mrs. Woeste seconded the motion.

RESULT: Passed *(Yes 3, No 0, Abstained 0)*
MOVER: Gina Delph
AYES: Mary Woeste, Jim Kempe, Gina Delph
NAYS: None
ABSTAIN: None

Entry Level Examination Discussion

Mr. Dunn reported that after doing research on the Groundskeeper position, he is going to ask the Council for approval to move the Groundskeeper position back to the Street Maintenance Worker Position. He explained that this position was great, but since the position was added, a lot has changed with CDL licensing. He said 40 hours of drive time and 40 hours of classroom time is required, and that is a lot to ask of someone working full-time. He said he feels it is best for the City to require applicants to have a CDL in an effort to not have to let a new hire go if they cannot pass the CDL exam. He said this step will require a Table of Organization Chart revision, and once that is taken care of he will return to the Merit System Commission to hire a new Entry Level Street Maintenance Worker.

Mrs. Woeste confirmed with Mr. Dunn that technically he is changing the job description and going back to what the Division had previously. She asked if the CDL requirement is the only change in the two positions?

Mr. Dunn said the Groundskeeper position's requirements were mainly to take care of the grounds and flowerbeds around all the City facilities. He said there will still be an employee who performs those activities who will also have a CDL so that person will be able to be used throughout the whole department. He said currently all employees in his division have a CDL. He said he will keep the commission informed.

Rule 2 Amendment - Second Reading

Law Director Martina Dillon noted this is the second reading of the Merit System Commission definition of Appointing Authority. She said what was recommended and approved at the First Reading was to strike the definition of Appointing Authority as it currently reads and replace with the following language: The appointing authority is authorized by law to make personnel appointments to City positions. The City Council is the appointing authority for the City Manager, Clerk of Council, Director of the Department of Finance, and Director of the Department of Law. The City Manager is the appointing authority for all other City positions."

Mr. Kempe moved to accept the changes as read; Mrs. Woeste seconded the motion.

RESULT: Passed *(Yes 3, No 0, Abstained 0)*
MOVER: Jim Kempe
AYES: Mary Woeste, Jim Kempe, Gina Delph
NAYS: None
ABSTAIN: None

Other Business - None

Adjournment

Meeting adjourned at 9:17 AM.

Certification of Police Sergeant Promotional Exam

Department: Police Division
Request: Action Item

Item Background and Purpose:
The Sergeant Promotional Exam was given on May 14, 2025 and the results require certification by the Merit System Commission.

Attachments: