RECORD OF PROCEEDINGS

Minutes of **Merit System Commission** Held **June 4, 2025**

Call to Order

Meeting called to order 9:00 AM.

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

Staff Present:

City Manager Michael Davis
Police Chief Craig Richardson
Public Information Officer Aaron Vietor
Street Superintendent Chris Dunn
Clerk of Council Karen Powell

Approval of Minutes

Merit System Commission Meeting Minutes - May 7, 2025

Mrs. Woeste asked if there were any changes or corrections to the May 7, 2025, Merit System Commission meeting minutes. Hearing none, the minutes were approved as submitted.

Business

Certification of Police Sergeant Promotional Exam

Mrs. Woeste commented the candidate passed the written exam. She stated that typically the next step is an interview.

Police Chief Richardson said since there is only one candidate, that candidate does not need to complete the process and he will be promoted with the Merit System Commission's approval.

Mrs. Woeste asked for a motion to release the name of Officer Walter Porter for promotion.

Mr. Kempe moved to certify and release the name on the list; Mrs. Delph seconded the motion.

RESULT: Passed *(Yes 4, No 0, Abstained 0)*
MOVER: Jim Kempe
AYES: Mary Woeste, Jim Kempe, Tom Watts, Gina Delph
NAYS: None
ABSTAIN: None

Other Business

Street Division Promotional Exams Certification Process - Set Meeting Date

Mrs. Woeste reported that the commission needs to set a date to certify the test results for the Equipment Operator I exam held on June 3, 2025.

Street Maintenance Superintendent Chris Dunn asked if he could start the interview and the assessment exam processes or does he need to wait until the written exam scores are certified?

Mrs. Woeste discussed with Mr. Dunn the procedures and timeline of the promotional process.

Mr. Watts stated that after the written exam scores are certified and released, Mr. Dunn may begin the assessment and interview process simultaneously.

The commission agreed to meet on June 11, 2025, at 9:00 a.m. to certify the Equipment Operator I written exam test results.

Mr. Vietor and Mr. Dunn discussed dates for the assessment. The decision was made to schedule the assessment for Thursday, June 12, 2025, at 9:00 a.m. Mrs. Delph volunteered to proctor the exam.

Ms. Powell asked for clarification as to whether the candidate for Street Maintenance Worker will participate in assessment testing and an interview.

The commission confirmed that once the scores are certified, as long as the candidate passes the exam, there is no need for the candidate to participate in the assessment or interview process.

After commission discussion, the commission agreed to meet on June 18, 2025, at 9:00 a.m. to certify the assessment and interview scores.

Mr. Dunn asked if the new hire classified advertisement could be approved at the June 18, 2025, meeting?

Mrs. Woeste confirmed the ad may be certified as long as everything is confirmed.

Mr. Kempe said he proctored the Street Division exams yesterday and everything went smoothly.

Adjournment

Meeting adjourned at 9:08 AM.

Mary Woeste

Mary Woeste

Karen Powell

ATTEST: Clerk of Council, Karen Powell