



Merit System Commission

~Agenda~

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Clerk of Council
937-535-1005

	July 16, 2025	9:00 AM	Payne Recreation Center
I.	Call to Order		
II.	Approval of Minutes		
	A. Merit System Commission Meeting Minutes - June 18, 2025		
III.	Business		
	A. Certify and Release List - Full Time Street Maintenance Worker		
IV.	Other Business		
V.	Adjournment		

RECORD OF PROCEEDINGS

Minutes of Merit System Commission

Held June 18, 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; Street Superintendent Chris Dunn; Clerk of Council Karen Powell

Mrs. Woeste moved to excuse the absence of Mr. Watts; 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 - June 11, 2025

Mrs. Woeste asked if there were any changes or corrections to the June 11, 2025, Merit System Commission meeting minutes. Hearing none, the minutes were approved as submitted.

Business

Certify and Release Scores - Operator I - Street Division

Street Division Superintendent Chris Dunn reported that the candidate interviews went well.

Mrs. Woeste noted that all applicants received passing grades, and per the Merit System Commission Rules, all five names need to be certified by the commission.

Mrs. Delph moved to certify the list; Mr. Kempe 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

Other Business

Ms. Powell provided the commission members with a copy of the proposed classified advertisement for Full-Time Street Maintenance Worker.

Mrs. Woeste confirmed with Mr. Dunn that the information in the advertisement is correct. She also confirmed the dates of the advertisement and asked if a test will be given after the July 10, 2025, date.

Mr. Dunn noted the link to the test is available to the applicants during the application process.

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He said if an applicant does not complete the test, they are not eligible for the position. He said the top ten applicants will be interviewed.

Mrs. Woeste confirmed that the test questions are the City's questions. Mrs. Woeste moved to accept the advertisement and approve the posting for June 20, 2025, through July 10, 2025; Mr. Woeste 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

Adjournment

Meeting adjourned at 9:04 AM.

Certify and Release List - Full Time Street Maintenance Worker

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

Street Division advertised for Full Time Street Maintenance Worker position. Testing was provided at the time of application. Results will be released and certified.

Attachments: