



Merit System Commission

~Agenda~

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Clerk of Council
937-535-1005

October 7, 2025

9:00 AM

I. Call to Order

II. Approval of Minutes

A. Merit System Commission Minutes - August 6, 2025

III. Business

A. Police Division Hiring

1. Full-Time Police Officer (Entry Level, No OPOTA Required)
2. Full-Time Police Officer (Lateral Entry)
3. Full-Time Police Cadet

IV. Other Business

V. Adjournment

RECORD OF PROCEEDINGS

Minutes of Merit System Commission

Held August 6, 2025

Call to Order

Meeting called to order at 9:02 AM.

Mary Woeste	Chair	Present
Jim Kempe	Member	Present
Tom Watts	Member	Present

Staff Present: City Manager Michael Davis, Public Information Officer Aaron Vietor; Clerk of Council Karen Powell

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

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

Approval of Minutes

Merit System Commission Meeting Minutes - July 16, 2025

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

Business

Certify and Release List - Full Time Street Maintenance Worker

Mrs. Woeste reported Mr. Dunn is not in attendance and asked if Mr. Dunn was satisfied with the test scores?

Mr. Vietor replied Mr. Dunn was satisfied with the scores. He noted that Mr. Dunn interviewed the applicants to find out who possessed a Commercial Drivers License.

Mrs. Woeste confirmed that the commission is releasing the scores of the first group of five applicants.

Mr. Watts moved to certify the list and release the top five names; Mr. Kempe seconded the motion.

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

Other Business

Mrs. Woeste asked if there was any other business.

Mr. Watts said in looking at the interview portion of the Street Maintenance Worker test, which is 50 percent of the score, why is there not a cutoff? He said the commission is looking at scores of 21 percent compared to 97 percent.

RECORD OF PROCEEDINGS

Minutes of Merit System Commission

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Mr. Vietor said there is not a cutoff.

Mrs. Woeste said apparently the person who received 21 percent was not a good interview.

Mr. Watts stated that score should be a disqualification.

Mr. Vietor said the commission has not received the interview scores in the past. He said this step has been added so the commission can see the whole process.

Mr. Davis said it could be that through the interview process information may have been learned or disqualified from the application.

Mr. Vietor said in looking at the third applicant on the list, the applicant scored well on the test but not the interview.

Mr. Kempe noted that the commission member's role is oversight of the process and the commission is acknowledging the process was followed.

Mr. Davis reported that what the commission has done is to make sure the process is followed and the process was fair and without favoritism in choosing an employee. He said the City never gets to a process where a candidate is accepted that does not fit the expectations of the job in skill set and interactions.

Mrs. Woeste said Mr. Dunn is only hiring one person and will want the best of the best.

Mr. Watts asked if there is a psychiatric evaluation on Street Division employees?

Mr. Davis replied only for the Police and Fire Divisions. He assured Mr. Watts there are processes in place if there are any concerns regarding an employee.

Adjournment

Meeting adjourned at 9:16 AM.

Police Division Hiring

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

The Police Division will be accepting applications for entry level officers, lateral entry officers, and cadets. The advertisements require certification from the commission in order to post and begin the hiring process.

Attachments:

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

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

Financial Impact:

Is Item Budgeted?: No

Funding Source:

Attachments:

Full-Time Police Officer (Lateral Entry)

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

Financial Impact:

Is Item Budgeted?: No

Funding Source:

Attachments:

Full-Time Police Cadet

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

Financial Impact:

Is Item Budgeted?: No

Funding Source:

Attachments: