Merit System Commission
~Agenda~

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Clerk of Council
937-535-1005

November 12, 2025 **9:00 AM**

I. Call to Order

II. Approval of Minutes

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

III. Business

A. Police Division Hiring

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

IV. Other Business

V. Adjournment

RECORD OF PROCEEDINGS

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

Call to Order

Meeting called to order at 9:22 AM.

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

Staff Present: Police Chief Craig Richardson; Public Information Officer Aaron Vietor; Clerk of Council Karen Powell

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

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

Approval of Minutes

Merit System Commission Minutes - August 6, 2025

Mr. Kempe asked if there were any changes or corrections to the August 6, 2025, Merit System Commission meeting minutes. Hearing none, the minutes were approved as submitted.

Business

Police Division Hiring

Chief Richardson requested that the current hiring lists be terminated. He reported one lateral position and one entry-level position were filled from the respective lists. He said there are no more viable candidates available. He asked for approval of a new entry level (no OPOTA) process and a new lateral entry process to run simultaneously. He noted there is one open spot the Police Division is trying to fill, and there will be three open positions after the first of the year. He stated there will be four retirements next year, one as early as January. He reported that Council did increase his budget, and there are extra spots on the Table of Organization that will be funded for six months so he can hire ahead of some of the retirements.

Mrs. Delph moved to terminate the lists for Entry Level (No OPOTA) and Lateral Entry positions; Mr. Watts seconded the motion.

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

Chief Richardson stated the current Full-Time Police Cadet list may also be terminated. He said the Police Division has made an offer to a candidate, and the candidate is finishing the final stages of the process. He remarked he does not expect an issue, but if one arises, he will come back to the commission and ask for a new list next month.

Mr. Watts moved to terminate the Full-Time Police Cadet list; Mr. Kempe seconded the motion.

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

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

Chief Richardson asked for approval of the Full-Time Police Officer (Entry Level, No OPOTA Required) ad.

Mr. Watts moved to approve; Mr. Kempe seconded the motion.

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

Chief Richardson said the running dates of the advertisement need to be set.

After discussion, the commission agreed to begin the ad on October 10, 2025, to run for four weeks through November 7, 2025. The commission also decided to schedule the next Merit System Commission meeting the week of November 10, 2025, to certify the lists.

Mrs. Delph moved to approve the advertisement and posting dates; Mr. Watts seconded the motion.

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

Full-Time Police Officer (Lateral Entry)

Chief Richardson asked for approval of the advertisement for Full-Time Police Officer (Lateral Entry) to run concurrently with the advertisement for Full-Time Entry Level (No OPOTA).

Mr. Watts moved to approve; Mrs. Delph seconded the motion.

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

Full-Time Police Cadet

Chief Richardson said the current list was terminated at the beginning of the meeting. He said this topic will be revisited at the next Merit System Commission meeting if necessary.

Other Business

No other business was conducted.

Adjournment

Meeting adjourned at 9:32 AM.

Police Division Hiring

Department: Clerk of Council
Request: Action Item

Item Background and Purpose:
The Police Division advertised positions and accepted applications through November 7, 2025 for the Full-Time Police Officer (Entry Level, No OPOTA Required) and Full-Time Police Officer (Lateral Entry) positions. The lists will be certified by the commission in order to 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: