

RECORD OF PROCEEDINGS

Minutes of Merit System Commission

Held March 4, 2026

Call to Order

Meeting called to order 9:00 AM.

Mrs. Woeste, who was reappointed to the commission by City Council, was sworn in prior to the meeting.

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

Staff Present: Street Division Superintendent, Chris Dunn, Chief of Police, Craig Richardson; 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 - February 4, 2026

Mrs. Woeste asked if there were any changes or corrections to the February 4, 2026, Merit System Commission meeting minutes. Hearing none, the minutes were approved as submitted.

Business

Street Division Hiring

Full-Time Mechanic - Entry Level

Approve New Ad

Mr. Chris Dunn provided the commission with an ad for Full-Time Mechanic - Entry Level. He requested approval from the commission.

Mrs. Woeste asked if the information in the ad is correct.

Mr. Dunn replied that the only information that was changed from the previous ad is that the ASE Certifications and three to five years' experience are preferred instead of required. He noted that the Street Division is still requiring the B Class CDL. He said if there is not a good response to the ad, then the ad can be looked at to see if revisions should be made.

Mr. Kempe said that at a prior meeting he had asked if the requirements for the position settled in well with the Union.

Mr. Dunn answered that he spoke with the Union representative at the shop, and the representative is in agreement that the City will struggle to find applicants who meet the

RECORD OF PROCEEDINGS

Minutes of Merit System Commission

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requirements list. He said the representative also felt it was a good idea to go this route and then make changes if needed.

Mr. Kempe reconfirmed that the Union partners are good with the ad.

Mrs. Woeste asked if an applicant who does not have the ASE certifications will have time to acquire certifications after hire?

Mr. Dunn replied that during the interview process, he will ascertain what certifications the applicant possesses and try to have that person obtain those certifications needed during the probation period.

Mrs. Woeste asked what the timeframe is for running the ad.

Ms. Powell stated the ad would be posted online immediately and would run in the paper over the weekend.

Mr. Dunn and Mr. Vietor discussed the dates, and they decided to amend the ad end date to Thursday, March 19, 2026.

Mr. Kempe moved to approve the ad as amended; 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 Division Hiring

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

Terminate Existing List

Mrs. Woeste moved to terminate the existing 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

Approve New Ad

Police Chief Craig Richardson said off the list that was terminated, there was a pretty good response, and three people were hired off the list. He noted one new-hire was in the academy and is now back in the FTO program, a second new-hire was at an earlier stage in another academy and is still there, and the third new-hire just left for the police academy and will be finished in June. He reported there is one additional spot open. He stated the list was stale and that is why he asked the commission to terminate the list. He said he would like to run another entry-level process. He confirmed the lateral position is not needed. He suggested another entry-level process only.

Mrs. Woeste confirmed the information on the ad is correct.

RECORD OF PROCEEDINGS

Minutes of Merit System Commission

Held March 4, 2026

Chief Richardson said he would like to begin the ad immediately.

Mr. Vietor said the ad would run from March 5 through March 26, 2026.

Mrs. Woeste moved to approve the ad for Full-Time Police officer (Entry Level, No OPOTA Required); 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

Full-Time Police Officer (Lateral Entry)

Terminate Existing List

Approve New Ad

Chief Richardson reported that he does not want to run a lateral ad along with the entry-level ad.

Other Business

Adjournment

Meeting adjourned at 9:10 AM.



Mary Woeste



ATTEST: Clerk of Council, Karen Powell