



Merit System Commission

~Agenda~

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Clerk of Council
937-535-1005

May 6, 2026

9:00 AM

- I. Call to Order**
- II. Approval of Minutes**
 - A. Merit System Commission Meeting Minutes - April 8, 2026
- III. Business**
 - A. Nomination of Officers
 - B. Vote to extend current Operator I list
 - C. Certification of the Entry Level No OPOTA Police Officer List
- IV. Other Business**
- V. Adjournment**

RECORD OF PROCEEDINGS

Minutes of Merit System Commission

Held April 8, 2026

Call to Order

Meeting called to order at 9:00 AM.

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

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: Non

Approval of Minutes

Merit System Commission Meeting Minutes - March 4, 2026

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

Business

Street Division - Full-Time Mechanic - Entry Level - Certify List

Street Division Superintendent Chris Dunn provided commission members with a list of applicants. He said there were five applicants and only four took the test. He reported that the top two applicants on the list work for the Street Division.

Mrs. Woeste asked when interviews will begin?

Mr. Dunn replied as soon as possible stating that a mechanic cannot be left alone in case of an accident. He also noted that summertime is coming up and employees take vacation. He said he would like to have a third position filled for those reasons.

Mr. Kempe moved to certify the Full-Time Mechanic Entry Level list; Mr. Watts seconded the motion.

RESULT: Passed (*Yes 3, No 0, Abstained 0*)

MOVER: Jim Kempe

AYES: Mary Woeste, Jim Kempe, Tom Watts

NAYS: None

ABSTAIN: Non

Police Division - Police Officer - Entry Level (No OPOTA Required) - Certify List

Police Chief Craig Richardson reported that the application process had just ended, so there are no test scores available. He said 41 applications were received, but there has since been a development. Chief Richardson explained that one of the newer Sergeants has asked to relinquish his supervision spot and become a patrolman again. He said that is allowed, but it makes the police officer positions full. He noted that sometime before August there will be a

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need to fill two Sergeant spots, and in anticipation that two officers will move up into those positions, there is a need for the list in the immediate future. He said the list could be scrapped, because it will be a couple of months before the officers are promoted to Sergeant. He further explained that at the next Merit System Commission meeting there will be a Sergeant Process to review, but he cannot make a conditional offer to anyone on the list until there is an open spot. He said those are the choices, and he is good either way. He noted he can bring a certified list to the commission at the next meeting.

Mr. Watts asked if there is a way to freeze the current application list and hold it?

Mrs. Woeste answered that once certified, a list is good for up to a year. She stated that there is a possibility that out of 41 applicants, none may be available when it comes time to hire.

Chief Richardson said in the past, a process was started in anticipation of a vacant spot; however, the longer the list stays in existence, the quality of the candidate goes down. He stated that by the time the City could make a conditional offer, the list will be on the stale side. Chief Richardson said since there is such a large list, he is inclined to keep the list and make a determination at the next meeting.

Mr. Watts asked if the Sergeant, who is going back to the position of police officer, will be allowed to take the Sergeant exam in the future?

Chief Richardson said there is no provision to prevent the officer from taking the exam in the future.

Mr. Kempe confirmed that there is no list to certify today.

Chief Richardson reiterated that a Sergeant process will be on the next meeting agenda.

Fire Division - Temporary Promotion

Fire Chief Traci Kuzminski requested approval to temporarily promote an individual from the Lieutenants list. She said one of the lieutenants is off work for an undetermined amount of time, and there is a need to promote off of the current list. She said the next person in line for promotion is Chad Capozzi. She noted there is a need to fill the position to save money on overtime and to put leadership in that position in order to continue with the daily activities of the Fire Division.

Mrs. Woeste moved to approve the temporary promotion of Chad Capozzi to Lieutenant; 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

Other Business

Mr. Dunn noted that there was a promotional test last year for an Operator, and it is coming up on the one year anniversary. He asked what is the process to extend the list for another year? He explained that someone is retiring at the end of the year, and he would like to be able to promote off of the current list.

Mrs. Woeste instructed Mr. Dunn to make a formal request at the next meeting to extend the list.

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Mrs. Woeste asked the Clerk to add reorganization of the board to the next meeting agenda. She scheduled the next meeting of the Merit System Commission for Wednesday, May 6, 2026, at 9:00 a.m.

Adjournment

Meeting adjourned at 9:16 AM.

Nomination of Officers

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

Beginning of year officer nominations were postponed due to member absence. Nominations for 2026 Chair and Vice Chair will be addressed.

Attachments:

Vote to extend current Operator I list

Department: Street Division

Request: Action Item

Item Background and Purpose:

Street Division Superintendent Chris Dunn is requesting a vote to extend end date of the current Operator I list in order to hire from that list when needed.

Attachments:

Certification of the Entry Level No OPOTA Police Officer List

Department: Police Division

Request: Action Item

Item Background and Purpose:

Certification of the Police Officer No OPOTA Entry Level List is requested.

Attachments: