

# RECORD OF PROCEEDINGS

Minutes of Merit System Commission

Held July 1, 2026

**Call to Order**

Meeting called to order at 9:00 AM.

|                |            |         |
|----------------|------------|---------|
| Mary Woeste    | Chair      | Present |
| James Kempe    | Vice Chair | Present |
| Tom Watts      | Member     | Absent  |
| Gina Delph     | Member     | Absent  |
| Randall Warner | Member     | Present |

Staff Attendance: City Manager Michael Davis; Public Information Officer Aaron Vietor; Police Chief Craig Richardson; Rick Moore, Street Division; Sherry Buschur, Street Division; Clerk of Council Karen Powell

Mrs. Woeste moved to excuse Mr. Watts' and 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, Randall Warner II  
**NAYS:** None  
**ABSTAIN:** None

**Approval of Minutes**

**Merit System Commission Meeting Minutes - May 6, 2026**

Mrs. Woeste asked if there were any changes or corrections to the May 6, 2026, Merit System Commission meeting minutes. Hearing none, the minutes were approved as submitted.

**Business**

**Full-Time Street Maintenance Worker**

**Close Current List**

Mrs. Sherry Buscher of the Street Maintenance Division requested a vote to terminate the current list so that a new ad could be posted.

Mr. Kempe moved to terminate the current list for Full-time Maintenance Worker.

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

**Approve Advertisement**

Mr. Rick Moore confirmed for the commission that the salary and information in the advertisement are correct.

Mr. Kempe moved to approve the advertisement; Mrs. Woeste seconded the motion.

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

Mr. Moore informed the commission that the ad will run from July 3 through July 24, 2026.

Mr. Kempe noted that an advertisement has to be open for a specific number of days.

After discussion, it was decided to change the posting date to run from July 6 through July 27, 2026.

### Police Sergeant Testing

Police Chief Craig Richardson reported that the Police Division is in need of a Sergeant promotional process. He stated there is a current vacancy, and there will be another vacancy in September. He remarked that his date on the ad also needs to be changed to run July 6 through July 27, 2026. He said everything else in the ad is correct. He noted that no salary is listed as that is contractual and already set in the collective bargaining agreement.

Mr. Kempe moved to accept the ad; Mrs. Woeste seconded the motion.

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

Chief Richardson said if more than one person applies and passes, then the next two portions of the testing process will be required. He informed the commission that he has found another company that provides promotional process testing and assessments. He said the company produces a similar kind of result and is law enforcement-based. He said this process should be substantially quicker and cheaper. He said using this company is an option. He passed out information for the commission to review.

Mr. Kempe asked Chief Richardson if he had reviewed the company and compared its value and if he is satisfied that this is a reasonable approach to try.

Chief Richardson replied yes. He noted if he does not receive at least two applicants, he will need to discuss what to do at the next Merit System Commission meeting.

### Other Business

Mrs. Woeste set the next meeting date for August 5, 2026, at 9:00 a.m.

### Adjournment

Meeting adjourned at 9:11 AM.