

RECORD OF PROCEEDINGS

Minutes of Merit System Commission

Held February 9, 2023

Call to Order

Merit System Commission Meeting Call to Order at 10:00 AM

Mary Woeste	Chair	Present
Jim Kempe	Vice-Chair	Present
Dave Rodehaver	Member	Present

Staff Members Present:

City Manager Michael Davis	HR Administrator Nicole Robinson
Police Chief Craig Richardson	Public Information Officer Aaron Vietor
Deputy Police Chief Jason Neubauer	Clerk of Council Amy Brown
Street Superintendent Chris Dunn	

Approval of Minutes

Merit System Commission Minutes - January 12, 2023

Mrs. Woeste asked if there were any changes or corrections to the MSC meeting minutes from January 12, 2023. Hearing none, the minutes were approved as submitted.

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

Business

Entry Level Police Officer List - Certify and Release

Mr. Rodehaver made a motion to certify and release the Entry Level Police Officer list.

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

Operator I Promotional Advertisement

Mrs. Woeste asked Mr. Dunn if he had any questions.

Mr. Dunn replied he had been approached by some of the guys in his department to see about doing the exam in-house on laptops instead of online at home. He stated there is only two eligible to take the Operator II test, and he isn't sure how many are eligible to take the Operator I test. He added a few of them seem to have some issues with taking it at home.

Mrs. Woeste asked if any of them wanted to take it at home.

Mr. Dunn answered he didn't discuss that with all of them because he wasn't sure who would actually be filling out an application. He stated they are concerned with the possibility of receiving help when taking the online test at home because there is nothing to prevent that from happening.

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Mrs. Woeste noted the test would have to be one or the other, not both ways.

Mr. Dunn responded he didn't think it could be both because that could create more confusion.

Mrs. Woeste asked Mr. Dunn which way would he prefer.

Mr. Dunn stated he would like to have it as fair as possible. He stated he wants to make sure everyone has a fair chance to be able to move up, and if that means having an in-person test, that would be what he would prefer. He noted that would remove any doubt that anybody might have.

Mrs. Woeste stated she would be fine having the test in person, if it can be scheduled.

Mrs. Brown commented the ad would need to be changed to reflect a testing date instead of the online exam.

Mr. Davis asked if IT would have enough laptops to be able to accommodate applicants.

Mr. Vietor replied they do have a limited number, so it just depends on how many applicants there are. He noted they should be able to accommodate them all, and added they need to consider when to schedule the test.

After further discussion, it was determined to change the online exam to an in-person exam, to be held on February 23 at 2:00 PM, at the City Building, with the ad closing on February 22.

Mr. Kempe made a motion to approve the Operator I advertisement, as amended.

RESULT: Passed, (Yes 3, No 0, Abstained 0)
MOVER: Jim Kempe
AYES: Mary Woeste, Jim Kempe, Dave Rodehaver
NAYS: None

Operator II Promotional Advertisement

Mrs. Woeste explained the Operator II would be handled the same way as Operator I with the same exam dates and changes.

Mrs. Woeste made a motion to approve the amended advertisement for Operator II.

RESULT: Passed, (Yes 3, No 0, Abstained 0)
MOVER: Mary Woeste
AYES: Mary Woeste, Jim Kempe, Dave Rodehaver
NAYS: None

Other Business - None

Adjournment

Adjournment at 10:22 AM


Mary Woeste



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ATTEST: Clerk of Council Amy Brown