

RECORD OF PROCEEDINGS

Minutes of Merit System Commission

Held September 7, 2023

Call to Order

Merit System Commission Meeting Call to Order at 11:01 AM

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

Staff Members Present: Police Chief Craig Richardson, Deputy Police Chief Jason Neubauer, Deputy Fire Chief Traci Kuzminski, Street Superintendent Chris Dunn, and Clerk of Council Amy Brown

Approval of Minutes

Merit System Commission Meeting Minutes - August 3, 2023

Mrs. Woeste asked if there were any changes or corrections to the August 3, 2023 Merit System Commission meeting minutes. Hearing none, the minutes were approved as submitted.

Business

Terminate List - Entry Level Police Officer

Chief Richardson reported they currently have three openings for Police Officer, and they only have two viable candidates left on the list. He explained those two candidates will likely be made conditional offers sometime next week, but they are wrapping up background checks now. He stated they still have one spot open, and asked if they could finish out this list and terminate it two weeks from now. He commented they would like to run a Lateral Entry ad now, and noted they did something similar last year. He reported they wouldn't look at any of the Lateral Entry applicants until the termination date of the current list, and asked if the termination date on this list could be September 22.

The MSC members were in agreement.

Mr. Rodehaver made a motion to terminate the Entry Level Police Officer list, effective September 22, 2023.

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

Full Time Lateral Entry Police Officer Advertisement

Chief Richardson stated they have rotated through the MSC processes, and added it was time for a lateral process. He commented he reviewed the ad, and added everything was correct.

Mrs. Brown noted the list of candidates would not be forwarded until September 25 if the previous list is terminated on September 22.

Mr. Rodehaver made a motion to approve the Full Time Lateral Entry Police Officer advertisement.

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

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AYES: Jim Kempe, Dave Rodehaver, Mary Woeste
NAYS: None

Terminate List - Lateral Entry Firefighter

Mrs. Woeste stated they don't have anything to do with the lateral, so she didn't believe this applied.

Mrs. Brown commented she was trying to keep all of the MSC processes straight on what needed to be done and make sure all the bases are covered.

The members agreed to terminate the Lateral Entry Firefighter list.

Full Time Entry Level Firefighter Advertisement

Deputy Chief Kuzminski stated they are still two people short because they didn't get anyone from the Lateral Entry list. She noted they would like to get an Entry Level process going to see if they could get two individuals to fill their two spots.

Mrs. Woeste asked if the salary and advertisement was correct.

Deputy Chief Kuzminski replied, yes.

Mr. Kempe made a motion to approve the Full Time Entry Level Firefighter advertisement.

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

Full Time Street Maintenance Worker Advertisement

Mr. Dunn reported they just recently hired the Facility Grounds Keeper position, and added they have had a Street Maintenance Worker recently resign, so they need to fill that position. He commented they will also have someone retiring in December, and added he hoped to be able to get two candidates off of this list going forward. He explained the Street Maintenance Worker now requires a CDL, and noted the ad lists a pay range so they could start candidates out a little higher if they have experience.

Mr. Rodehaver made a motion to approve the Full Time Street Maintenance Worker advertisement.

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

Other Business - None

Adjournment

Adjournment at 11:12 AM


Mary Woeste

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ATTEST: Clerk of Council Amy Brown