RECORD OF PROCEEDINGS

Minutes of **Merit System Commission** Held **March 7, 2024**

Call to Order

Merit System Commission Meeting Call to Order at 11:00 AM

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

Staff Members Present: City Manager Michael Davis, Police Chief Craig Richardson, Deputy Police Chief Jason Neubauer, Building Maintenance Supervisor Rocky Bangert, Public Information Officer Aaron Vietor, and Clerk of Council Amy Brown

Approval of Minutes

Merit System Commission Meeting Minutes - February 1, 2024

Mrs. Woeste asked if there were any changes or corrections to the February 1, 2024 Merit System Commission meeting minutes. Hearing none, the minutes were approved as submitted.

Business

Certify and Release Entry Level Police Officer List

Mrs. Brown distributed the Entry Level Police Officer list to the MSC members.

Chief Richardson noted there were eight names on the list, and added there was another candidate with a passing score on the test that did not complete a City application. He asked the MSC members if they would certify and release the list to include the candidate that did not complete the City application, and added that would be their choice either way.

After a short discussion, Mr. Kempe made a motion to certify and release all 9 names on the Entry Level Police Officer list to include the candidate mentioned by Chief Richardson.

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

Advertisement for Police Sergeant

Chief Richardson explained they have had one of their sergeants request to go back to being a patrolman, and added by contract, he is allowed to do that. He noted that would leave the department with another sergeant vacancy, so they would need another promotional process.

Mrs. Woeste asked if they had any eligible candidates.

Chief Richardson replied, they do have eligible people. He stated in the last process, they only had one person apply, and there could be a potential that no one would sign up for this test. He noted they would invoke a lateral entry process for the police sergeant if no one were to apply internally.

Mr. Rodehaver asked if everything in the ad was correct.

Chief Richardson answered, yes, and added he thought it was an exact duplicate of the last one, which was perfect. He noted they just changed the dates in order to give them about three

weeks to study, and then the test date would be before the next Merit System Commission meeting.

Mrs. Woeste confirmed if there was just one candidate, would a test be needed.

Chief Richardson replied, the test would still have to be certified by the MSC, and if there were more than one, the test would be certified and they would also have an assessment and interview.

Mrs. Brown commented they were hoping to have the April MSC meeting a week later on April 11, because normally it would be on April 4. She noted if they advertised tomorrow, that would give them the three weeks with enough time to complete the scoring calculations and to allow for the five-day protest period.

Mrs. Woeste made a motion to approve the Police Sergeant advertisement.

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

MSC Rule Change - Maximum Age Limit for Police Officers

Chief Richardson reported the rule change from 35 to 50 for the maximum age for police officers has passed through City Council, and it's now up to the MSC members to consider.

Mrs. Woeste commented that they have to have two readings, so they can have the first reading today.

Mrs. Brown stated they could have the first reading today, and the second reading could be next Thursday since the readings have to be at least seven days apart. She noted on page 22 of the packet if the strike-through version of the rule and on page 47 is the clean version.

Chief Richardson commented the Law Director thought that the way the ORC was worded was that there needed to be an age listed, and it couldn't just be open-ended. He explained they decided on 50, and added he was good with that number.

Mrs. Woeste read the change to Rule 16, Section 1(a)(ii), *the applicant must be the age of 21 at the time of appointment, but cannot be older than 50 years of age at the time of original appointment.*

There was a brief discussion regarding when the next meeting would be in order to have the second reading and final approval for the MSC rule change regarding the maximum age limit for Police Officers.

The members determined to schedule the next MSC meeting for Thursday, March 14 at 11:00 AM.

Mrs. Woeste made a motion to approve the rule change, with the second reading at the next MSC meeting, on Thursday, March 14 at 11:00 AM

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

Other Business

Chief Richardson reported that Sergeant Lasher was sworn in at the last Council meeting, and added he is very excited and busy. He stated he has hit the ground running and is slated to fill some big shoes.

Adjournment

Adjournment at 11:11 AM

Mary Woeste

ATTEST: Clerk of Council Amy Brown