

CIVIL SERVICE COMMISSION MINUTES
August 18, 2016

The meeting of the Civil Service Commission was called to order at 5:00 p.m. by Chairman Alan Theobald. Commission Members present at the opening of the meeting were: Brad Bowen, Mike Hecker, and Corey Gray. Other officials present throughout the meeting were: Chief of Police Alan Baldwin, and Secretary/Chief Examiner Bonnie Otte recording the minutes. Absent: Pat Ohlmann.

Chairman Theobald announced that a copy of the Agenda for this meeting is posted on the front window of the Municipal Building and copies are available on the north wall where we have also posted a copy of the Open Meetings Act for public inspection.

1. ELECT CHAIRPERSON FOR THE COMMISSION

Chairperson Theobald announced he would like to step down as Chairperson, but plans on staying on the Commission as an active member.

Commission Member Theobald nominated Mike Hecker as Chairman of the Civil Service Commission, seconded by Bowen. No other nominations were heard.

Voting in favor of Hecker as Chairman of the Civil Service Commission were: Gray, Bowen, Hecker, Theobald. Nay: None. Absent: Ohlmann.

Chairman Hecker took his seat as Chairman of the Civil Service Commission.

2. REPORT ON PROCESS FOR FILLING CURRENT POLICE OFFICER VACANCY

Chief of Police Baldwin stated the Commission will review the applications received and will forward the applications to the Secretary of the Commission to notify applicants of a testing date. All applicants who pass the written exam will be invited to an oral interview before the Commission. The Commission will certify four names to be placed on an eligibility list for conducting backgrounds. Those applicants passing the backgrounds will then be invited by the Mayor for an interview and consideration for filling the two current vacancies.

3. REPORT ON STATUS OF POLICE OFFICER ELIGIBILITY LIST

Chief of Police Baldwin stated the Police Officer eligibility list is depleted, thus the reason for going through the recruitment and selection process. No action was needed or taken on this item.

4. REPORT FROM CHIEF OF POLICE ON DEPARTMENTAL ACTIVITIES

Chief of Police Baldwin stated the department is down two officers; one vacancy following the death of Officer Kildare and the one unfilled officer position approved in the current budget. He stated the Officers are working hard and putting in a lot of overtime.

5. APPROVAL OF INTERVIEW QUESTIONS FOR POLICE OFFICER

Commission Member Theobald made the motion, seconded by Bowen to accept the proposed interview question list as presented.

Aye: Gray, Bowen, Theobald, Hecker

Nay: None.

Absent: Ohlmann. Motion carried.

****Chairman Hecker rearranged the following order of agenda items at the request of Secretary Otte****

7. CONSENT AGENDA

A motion to approve the following consent agenda was made by Bowen, seconded by Gray:

- a. Minutes of March 30, 2016 meeting

Aye: Hecker, Theobald, Gray, Bowen

Nay: None.

Absent: Ohlmann. Motion carried.

6. REVIEW OF APPLICATIONS FOR UPDATING ELIGIBILITY LIST AND CONFIRM ORAL EXAMINATION DATES

Chief Baldwin reported that all applications received are being forwarded to the Commission Members for review.

The Commission discussed dates for conducting the written test and the oral interviews. The written test date is proposed for August 8, with the oral interviews preliminarily scheduled for September 19 and 21 (20th did not work for Commission Member Gray) – will need to connect with Commission Member Ohlmann to determine if the dates work with her schedule. No other action taken.

At 5:27 p.m., a motion was made by Gray, seconded by Theobald that the Commission enter into executive closed session for the protection of the public interest to review the Police Officer applications and that Chief of Police Alan Baldwin be included in the executive closed session.

Chairman Hecker restated that the Commission Members would be entering into executive closed session for the protection of the public interest to review the Police Officer applications and that Chief of Police Alan Baldwin would be included in the executive closed session.

Aye: Bowen, Hecker, Theobald, Gray

Nay: None.

Absent: Ohlmann. Motion carried.

Secretary Otte left the meeting. Chief of Police Baldwin took over recording the remainder of the meeting.

At 5:47 p.m., the executive closed session ended with a motion by Bowen, seconded by Theobald to enter into regular session.

Aye: Bowen, Hecker, Gray, Theobald

Nay: None.

Absent: Ohlmann. Motion carried.

A motion to accept all applications except one applicant, which may be rejected pending the confirmation of the rules and regulations limiting an applicant to apply for the same position within six months of a prior application, was made by Gray, seconded by Bowen.

Aye: Hecker, Theobald, Gray, Bowen

Nay: None.

Absent: Ohlmann. Motion carried.

Chairman Hecker adjourned the meeting at 5:49 p.m.

Bonnie Otte
Secretary, Civil Service Commission