

CIVIL SERVICE COMMISSION MINUTES
August 26, 2015

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 and Mike Hecker. Other officials present throughout the meeting were: Chief of Police Alan Baldwin, and Secretary/Chief Examiner Bonnie Otte recording the minutes. Absent: Mary Meyer and 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

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

Aye: Bowen, Hecker, Theobald

Nay: None.

Absent: Meyer, Ohlmann. Motion carried.

2. REPORT ON PROCESS FOR FILLING CURRENT POLICE OFFICER VACANCY

Chairman Theobald stated Chief Baldwin has reviewed all of the applications and conducted a preliminary background. Twenty-one applications are being presented for consideration. He stated a written test will be given at a future date and based on the results of the test, interviews will be scheduled.

Commission Member Meyer entered the meeting at 5:06 p.m.

Following a brief discussion, the Commission Members set September 29 and 30 as dates to conduct the interviews, with September 28 as an additional date, if needed. The interviews will be held at the Civic Center.

Otte stated she had not set a written test date, but would do so within the week.

3. REPORT ON STATUS OF POLICE OFFICER ELIGIBILITY LIST

Chief Baldwin reported that due to the few number of candidates remaining on the current police officer eligibility list, Mayor Eickmeier requested the Commission establish a new list, which is reflected in the current process.

4. REPORT FROM CHIEF OF POLICE ON DEPARTMENTAL ACTIVITIES

Chief Baldwin reported that one officer resigned due to medical reasons, resulting in one vacancy. He stated he has requested one additional officer in the upcoming budget; however, the budget will not be finalized for several weeks. Chief Baldwin also reported that there is an officer finishing up his training at the Academy and is scheduled to graduate around September 25.

5. APPROVAL OF INTERVIEW QUESTIONS FOR POLICE OFFICER

Chairman Theobald stated the Commission Members received the list of interview questions, which are similar to what was used in the last interview process. There were minor changes to three questions as a result of review/edit by Commission Members Ohlmann and Meyer. Commission Members received those changes via an email prior to the meeting.

Bowen made the motion, seconded by Hecker to accept the revised interview question list as

presented.

Aye: Meyer, Hecker, Bowen, Theobald

Nay: None.

Absent: Ohlmann. Motion carried.

****Commission Member Theobald 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 Hecker, seconded by Bowen.

a. Minutes of March 25, 2015 meeting

Aye: Bowen, Hecker, Meyer, Theobald

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.

At 5:24 p.m., a motion was made by Hecker, seconded by Meyer 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 Theobald 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: Meyer, Hecker, Bowen, Theobald

Nay: None.

Absent: Ohlmann. Motion carried.

Secretary Otte left the meeting. Chairman Theobald took over recording the remainder of the meeting.

At 5:45 p.m., the executive closed session ended with a motion by Bowen, seconded by Hecker to enter into regular session.

Aye: Bowen, Hecker, Meyer, Theobald

Nay: None.

Absent: Ohlmann. Motion carried.

Bowen made a motion, seconded by Meyer, that all applications presented to them were accepted and eligible in the process of updating the Police Officer I eligibility list and restated that September 29 and 30 are the dates to conduct the interviews, with September 28 as an additional date, if needed.

Aye: Bowen, Meyer, Hecker, Theobald
Nay: None.
Absent: Ohlmann. Motion carried.

7. CONSENT AGENDA

The meeting adjourned at 5:47 p.m.