

CIVIL SERVICE COMMISSION MINUTES
March 30, 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 Pat Ohlmann. Other officials present throughout the meeting were: Chief of Police Alan Baldwin, and Secretary/Chief Examiner Bonnie Otte recording the minutes. Absent: None (vacancy for replacement for Mary Meyer)

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. REPORT ON STATUS OF POLICE OFFICER ELIGIBILITY LIST

Chief of Police Baldwin stated the eligibility list dropped down to below three positions and Mayor Eickmeier requested a new list. He stated the notice was posted and resulted in the applications they will be reviewing. No action was needed or taken.

2. REPORT FROM CHIEF OF POLICE ON DEPARTMENTAL ACTIVITIES

Chief of Police Baldwin stated Ross Peterson is the latest new hire as a Police Officer I and started his basic training this month. He stated Allison Sommerfeld is still involved in the DARE program and he has one officer on light duty due to a work-related injury.

3. REVIEW AND DISCUSSION OF SECTION D-1 AND D-2 OF CIVIL SERVICE RULES AND REGULATIONS

Chief of Police Baldwin stated he requested this agenda item based on a low number of applications received for the eligibility list process. The question was whether there is some cutoff in the number of applications needed to continue with the process or whether the Civil Service would need to be notified with a request to readvertise for applications. He stated the Rules and Regulations indicate that when there are less than three on the eligibility list, the Mayor may request a new list. He said he feels the number "3" is key and would apply to the number of applications; as long as three applications are received, they must continue with the process. Chief Baldwin stated the applications have been very low with the last several processes and doesn't know if the City needs to consider different advertising options.

Chairman Theobald stated the application number was very low within 3-4 days of the final cutoff for accepting applications and he too was concerned that there would be very few to interview and wondered if the process should be reviewed as not to waste the Commissioner's time or that of the applicants.

There was some discussion if there should be a cutoff number established, but concern was raised as to what arbitrary number would be used. The number could be 5 and there may only be 3 applications, but those 3 are really good applicants that would not be considered due to a set minimum number of applications. The Commission decided to not suggest changes to the Rules and Regulations to address low application numbers and the review/selection process.

4. APPROVAL OF INTERVIEW QUESTIONS FOR POLICE OFFICER

Chairman Theobald stated the proposed interview questions were reworked prior to the last process and is proposing to keep the same questions. Otte stated City Administrator Smith approved the list of interview questions.

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

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

Following a brief discussion, the Commission Members set April 26 and 27 as dates to conduct the oral interviews. The interviews will be held at the Civic Center.

Otte stated the written test will be held April 18.

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 August 26, 2015 meeting

Aye: Hecker, Bowen, Theobald
Nay: None.
Abstain: Ohlmann
Absent: None. 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 Bowen, seconded by Ohlmann 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: Hecker, Bowen, Ohlmann, Theobald
Nay: None.
Absent: Ohlmann. Motion carried.

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

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

Aye: Bowen, Hecker, Ohlmann, Theobald

Nay: None.

Absent: None. Motion carried.

Bowen made a motion, seconded by Ohlmann, that all applications presented to them were accepted and eligible in the process of updating the Police Officer I eligibility.

Aye: Bowen, Ohlmann, Hecker, Theobald

Nay: None.

Absent: None. Motion carried.

The meeting adjourned at 5:50 p.m.

Bonnie Otte
Secretary, Civil Service Commission