

**GREEN CIVIL SERVICE COMMISSION
MEETING MINUTES
DECEMBER 11, 2024**

Mrs. Kimberly Baer called the meeting to order at 6:03pm and noted that Mr. Robert Calderone was in attendance. Mr. Clark Westfall was not in attendance due to being out of town. Pam Serina and Melinda Svenson from HR were also in attendance along with two CSC Student Municipal Reps: Maxwell McKee and Travis Huff. Student Municipal Rep Jeffrey Liu was not in attendance. Hunter Hannaman was also in attendance as a student representative on the Mayor's Student Council.

MINUTES

Commission reviewed the November 13, 2024 meeting minutes. Mr. Calderone made a motion to adopt the minutes and Mrs. Baer seconded the motion.

CORRESPONDENCE

- The commission reviewed the expense report ending November 30, 2024. Pam stated there were no changes to the expense report from last month. Pam stated there will be additional advertising fees that show in December due to the Code Inspector and current Secretary posting. Pam stated \$950 will show on the December report for the Code Inspector exam. Pam also informed the Commission that the 2025 proposed Civil Service budget was approved by council.
- DocuSign Documents (Commission reviewed the below forms previously signed in DocuSign):
 - Payroll Status Forms
 - Rich Anderson (Retirement – Code Inspector) – Signed 11/15/2024
 - John Davis (Retirement – Engineering Tech) – Signed 11/15/2024
 - Matthew White (Promotion – Fire Lieutenant 2) – Signed 11/28/2024
 - Kitrina Windon (Termination – Highway Secretary) – Signed 11/14/2024
 - Staffing Requisitions
 - Engineering Tech (to certify names and hire 1) – Signed 11/14/2024
 - Secretary (to hold an examination and create a list) – Signed 11/19/2024
 - Service Worker I (to hold an examination and create a list) – Signed 11/23/2024
 - Service Worker II (to hold an examination and create a list) – Signed 11/23/2024

NEW BUSINESS

- Mrs. Baer made a motion to go into Executive Session at 6:07pm to discuss an employee termination and Mr. Calderone seconded the motion. Mrs. Baer invited Pam Serina to be part of the discussion. Melinda Svenson and student municipal reps were not part of the executive session.
- At 6:21pm, Mrs. Baer made a motion to adjourn executive session and reconvene the regular meeting. Mr. Calderone seconded the motion.
- Commission confirmed they received the reappointment letter for Clark “Chip” Westfall to remain on the Commission through December of 2030. Melinda stated that Chip is scheduled to be sworn in on Wednesday, December 18, 2024.
- Discuss Removing Fee for the upcoming Account Clerk Exam.
 - Mrs. Baer stated the Commission followed up with administration regarding charging a fee for filing and application (Civil Service Rule 4.4.Application Fees). Mrs. Baer stated due to the current job market and after speaking with administration, it is the Commission's desire to suspend the application fee for future exams. Mr. Calderone made a motion that Commission no longer charge a

fee and Mrs. Baer seconded the motion. Melinda confirmed that the current secretary posting will be the last exam requiring a fee at this point. Commission confirmed.

- 2025 Schedule – Civil Service Rule Review and City Administration Attending
 - Confirmed the dates below with Commission regarding the 2025 Civil Service Rule changes:
 - January 8, 2025 – Director of Law and Mayor attending
 - March 12, 2025 – Director of Law, Mayor, Service Director, and Fire Chief attending
 - Mrs. Baer asked if there were specific topics the Law Director and Mayor would be addressing. Pam stated there were multiple meetings with the city’s contracted attorney throughout 2024 regarding disability language as well as language in general in the Civil Service Rules. Pam stated the discussion in January will be about the recommendations the attorney gave the city. Pam stated the March session will give the Commission the chance to review the proposed changes, ask questions, etc. Pam let the Commission know that the attorney reviewed the entire rule book.
- Commission signed Code Inspector score letters to be mailed out Friday, December 13, 2024.

OLD BUSINESS

- Eligibility List/Requisition Status:

Active Eligibility Lists:	Open Requisitions:
Service Worker I Expires 1/02/2025	Account Clerk (to conduct an exam and create an eligibility list) Signed by CSC: 8/14/2024
Service Worker II Expires 1/02/2025	Code Inspector (to conduct an exam and create an eligibility list) Signed by CSC: 10/16/2024
Secretary Expires 1/31/2025	Fire Medic (to certify names and hire two) Signed by CSC: 10/16/2024
Parks & Rec Supervisor Expires 2/12/2025	Engineering Tech (to certify names and hire one) Signed by CSC: 11/14/2024
Parks & Rec Prog. Expires 7/08/2025	Secretary (to conduct an exam and create an eligibility list) Signed by CSC: 11/17/2024
Fire Medic Eligibility List Expires 10/12/2025	Service Worker I (to conduct an exam and create an eligibility list) Signed by CSC: 11/23/2024
Engineering Technician Expires 11/1/2025	Service Worker II (To conduct an exam and create an eligibility list) Signed by CSC: 11/23/2024

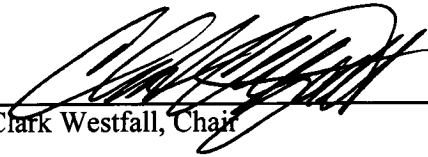
NEXT MEETING:

The next scheduled Civil Service Commission meeting will be January 8, 2025.

There being no further business, Mr. Calderone motioned for the meeting to adjourn, and Mrs. Baer seconded this motion. The meeting adjourned at 6:32pm.

Respectfully submitted,

Melinda Svenson



Clark Westfall, Chair

1-8-25
Date



Kimberly Baer, Co-Chair

1-8-2025
Date



Robert Calderone, Member

01-08-2025
Date