



## Civil Service Meeting Minutes

April 12, 2023

1) Call to Order

Mr. Offenberg called the meeting to order at 5:00 p.m.

2) Roll Call of Members

Members in Attendance: John Offenberg and Lee Nathans

Members Absent: Rachel Laing

3) Old Business

a) Minutes Review from January 11, 2023 Civil Service Commission Meeting

Mr. Nathans moved to approve and Mr. Offenberg seconded.

All in Favor: Lee Nathans, John Offenberg

**Motion Passed 2-0.**

b) Discussion Item: Civil Service Rules Review/Update Project

4) Changes

a) Williams, James - Service Department, Title Change – Promotional – New Title:

Asst. Auto Mechanic, Effective 01/01/2023

The vote on the approval of this change was deferred to the next meeting to gain clearer understanding.

b) Perfect, Emily – Recreation Department, Promotional Change – New Title: Recreation Coordinator, Step 1, Year 2 - New Rate \$46,561/year, Effective 01/09/2023

Mr. Nathans moved to approve and Mr. Offenberg seconded.

All in Favor: Lee Nathans, John Offenberg

**Motion Passed 2-0.**

c) Martin, Spencer, Service Department, Step 3 to Step 4, New Rate \$27.13/hour, Effective 02/22/2023

Mr. Nathans moved to approve and Mr. Offenberg seconded.

All in Favor: Lee Nathans, John Offenberg

**Motion Passed 2-0.**

5) Appointments

- a) Healy, Kevin – Service Department, Equipment Operator – Step 4, Rate \$26.01/hour, Effective 03/21/2023

Mr. Nathans moved to approve and Mr. Offenberg seconded.

All in Favor: Lee Nathans, John Offenberg

**Motion Passed 2-0.**

6) Separations

- a) Burkholter, Nicholas, Service Department, Resignation Effective Date 01/03/2023

Mr. Nathans moved to approve and Mr. Offenberg seconded.

All in Favor: Lee Nathans, John Offenberg

**Motion Passed 2-0.**

- b) Metcalf, Sam, City Hall, Communications Manager, Resignation Effective Date 02/17/2023.

Mr. Nathans moved to approve and Mr. Offenberg seconded.

All in Favor: Lee Nathans, John Offenberg

**Motion Passed 2-0.**

7) Adjourn

Mr. Nathans moved to adjourn and Mr. Offenberg seconded.

All in Favor: Lee Nathans, John Offenberg

**Motion Passed 2-0.**

The meeting adjourned at 5:14 p.m.