

Civil Service Meeting Minutes

January 10, 2024

1. Call to Order – Mr. Offenberg called the meeting to order at 5:02 p.m.
2. Roll Call of Members
	1. Members Present: John Offenberg, Lee Nathans, Rachel Laing
	2. Staff Present: Mayor Ben Kessler, Beecher Hale – Finance Director, Emily Buckley – HR Coordinator
3. Introduction of Guests
4. Old Business
	1. None
5. Approval of Minutes
	1. November 13, 2023 Minutes
		* Mr. Nathans moved to approve; Ms. Laing seconded
		* Motion passed 3-0
	2. July 12, 2023 Minutes
		* Mr. Nathans moved to approve; Ms. Laing seconded
		* Motion passed 3-0
6. Changes
	1. Salmons, Taylor – Service Department, Promotion

To Water/Sewer Supervisor

Step 3 / New Rate: 37.80/hour, Eﬀective 10/02/2023

* Mr. Nathans moved to approve; Ms. Laing seconded
* Motion passed 3-0
	1. Nyugen, Yvette – Police Department, Promotion

To Administrative and Public Records Manager

Step 7 / New Rate: 41.61/hour, Eﬀective 11/20/2023

* Mr. Nathans moved to approve; Ms. Laing seconded
* Motion passed 3-0
1. Appointments
	* + None
2. Separations
	* + None
3. New Business
	1. Discussion of completion of Civil Service Rules
		* Commission agreed to meet on February 21, 2024 at 5:00 p.m. to continue the review and discussion of Rules
	2. Discussion of interface of City staff with Civil Service Commission
		* Emily Buckley, HR will begin acting as primary staff contact for the Commission, with the Finance Director being a back up resource
	3. Police Department staffing update
		* Mr. Nathans provided an overview
	4. Other New Business?
		* None
4. Adjourn
* Mr. Nathans moved to adjourn; Ms. Laing seconded
* Meeting adjourned at 5:29 p.m.