

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.