

CIVIL SERVICE COMMISSION MINUTES
July 23, 2020

The meeting of the Civil Service Commission was called to order at 5:00 p.m. by Chairman Corey Gray. Commission Members present throughout the meeting were: Brad Bowen, Pat Ohlmann, Corey Gray. Other officials present throughout the meeting were: Chief of Police Alan Baldwin, Assistant Chief of Police Brian Peters and Secretary/Chief Examiner Bonnie Otte recording the minutes. Absent: None (Stacy Parr joined the meeting at 5:04 p.m. and Mike Hecker joined the meeting at 5:26 p.m.)

Chairman Gray announced that a copy of the Agenda for this meeting is posted on the north wall of the Municipal Building along with copies of the agenda and where also posted is a copy of the Open Meetings Act for public inspection.

1. REPORT FROM CHIEF OF POLICE ON DEPARTMENTAL ACTIVITIES

Chief of Police Baldwin reported that he submitted his notice of retirement from the Seward Police Department effective August 4, 2020. He stated Lacy Samek started her position as a Police Officer I on July 13 and there is one Police Officer vacancy, which is on the agenda for establishing an eligibility list.

2. ELIGIBILITY LIST/MAYOR REQUEST FOR CHIEF OF POLICE LIST

Chairman Gray announced that Mayor Eickmeier requested the Civil Service Commission establish a list for the Chief of Police position. No action taken.

3. AUTHORIZE CHIEF OF POLICE PROCESS TO INCLUDE APPLICATION AND ORAL INTERVIEW/EXAM

Motion by Bowen, seconded by Parr that the City be authorized to begin the process of accepting applications for Chief of Police eligibility list and that the process include an application and oral interview/exam.

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

4. ESTABLISH AUGUST 20, 2020 TO REVIEW CHIEF OF POLICE APPLICATIONS AND SET ORAL EXAMINATION DATE

Motion made by Ohlmann, seconded by Gray that August 20, 2020 be set as the date for a meeting to review the Chief of Police applications and to set an oral interview/examination date.

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

5. ELIGIBILITY LIST/MAYOR REQUEST FOR POLICE OFFICER I NEW LIST

Chairman Gray announced that Mayor Eickmeier requested the Civil Service Commission establish a list for the Police Officer I position. No action taken.

6. APPROVAL OF ORAL INTERVIEW QUESTIONS FOR POLICE OFFICER I

Motion made by Bowen, seconded by Ohlmann that the Oral Interview Questions for Police Officer I be approved as presented.

Aye: Parr, Ohlmann, Bowen, Gray

Nay: None.

Absent: Hecker. Motion carried.

7. ESTABLISH POLICE OFFICER I WRITTEN EXAM AND ORAL EXAMINATION DATE OF JULY 29, 2020

Motion made by Parr, seconded by Bowen that July 29, 2020 be established as the date to conduct the Police Officer I written exam and oral interview/exam, with interviews beginning at 4:30 p.m.

Aye: Ohlmann, Bowen, Parr, Gray

Nay: None.

Absent: Hecker. Motion carried.

8. REVIEW APPLICATIONS RECEIVED FOR POLICE OFFICER I FOR UPDATING ELIGIBILITY LIST (EXECUTIVE CLOSED SESSION)

At 5:24 p.m., motion made by Bowen, seconded by Gray, that the Commission go into executive closed session to review the applications for Police Officer I and that Assistant Chief of Police Peters and Secretary/Chief Examiner Bonnie Otte be included in the closed session.

Aye: Parr, Ohlmann, Bowen, Gray

Nay: None.

Absent: Hecker. Motion carried.

At 5:26 p.m., motion by Ohlmann, seconded by Bowen that the Commission return to open session. The following Commission members returned to open session: Parr, Bowen, Ohlmann, Gray. Commission Member Mike Hecker joined the meeting at this time.

Motion made by Ohlmann, seconded by Bowen that that all applicants be forwarded and invited to the written testing process, accepting all those eligible to continue to the oral interviews.

Aye: Parr, Bowen, Ohlmann, Gray, Hecker

Nay: None.

Absent: None. Motion carried.

9. CONSENT AGENDA

Motion made by Bowen, seconded by Parr, to approve the following consent agenda:

- a. Minutes of May 14, 2020 meeting

Aye: Ohlmann, Bowen, Parr, Gray, Hecker

Nay: None.

Absent: None. Motion carried.

ADJOURN

Motion made by Hecker, seconded by Bowen to adjourn the July 23, 2020 Civil Service Commission meeting.

Aye: Parr, Ohlmann, Bowen, Gray, Hecker

Nay: None.

Absent: None. Motion carried.

Bonnie Otte

Civil Service Commission Secretary