



Joel Greer, Mayor
Jessica Kinser, City Administrator
Jill Petermeier, Human Resources Director
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5701
Fax - (641) 844-1899

**Civil Service Commission
September 25, 2019
Minutes**

Commissioners Paul Peglow, Commissioner
Present: Nancy Harris, Commissioner

Absent: Mary Stevens, Chair
Gregg Davison, Ex officio member

Other Staff Present: Public Works Director Justin Nickel
Transit Administrator Kevin Pigors
Police Chief Mike Tupper
Police Captain Chris Jones
Housing & Comm. Dev. Director Michelle Spohnheimer

The Civil Service Commission met on September 25, 2019, in the City Council Chambers Conference Room at located at 10 W State Street, according to posted notices. Acting Chair Harris called the meeting to order at 12:02 PM.

Item #1 – August 19, 2019, minutes

Peglow moved to approve the minutes for August 19, 2019, second by Harris. Motion approved 2-0.

Item #2 – Transit Operator – New Hire List

After posting of the position, four individuals applied, three were interviewed and two candidates are recommended for the New Hire List, that will expire in one year. Harris moved to approve the ranked new hire list, second by Peglow. Motion approved 2-0.

Item #3 – Police Officer – New Hire List

Twenty five candidates applied, eight showed for testing. A list of six are presented for approval. First on the list is Roush, a certified candidate, all others would need to go to the academy. There is a three year training reimbursement agreement that is signed for candidates who resign or do not make it through the training. Harris moved to approve the New Hire list, second by Peglow. Motion carried 2-0.

City Council
Leon Lamer, Bill Martin, Gabe Isom, Al Hoop,
Sue Cahill, Mike Gowdy, Bethany Wirin



Item #4 – Planner – Testing Process

The full time Planner position that has been vacant for several years was approved for reinstatement by the City Council. This position covers zoning enforcement, compliance, is the staff contact for some Boards and Commissions and lead grant duties are among the duties. A cover letter and resume is being requested along with the application to see written communication skills, an interview will take place, no other testing will be required. Position likely will be filled by someone with a four year degree. Harris moved to approve the process, second by Peglow. Motion carried 2-0.

The Commission meeting adjourned at 12:14 PM.

Respectfully submitted,

Jill Petermeier, HR Director