



Joel Greer, Mayor  
Carol Webb, City Administrator  
Jill Petermeier, Human Resources Director  
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**Civil Service Commission  
September 23, 2025**

**Minutes**

**Commissioners** Nancy Harris, Chair  
**Present:** Chris Bennett, Commissioner  
Kiyoko Kieffer, Commissioner  
**Absent:**

**Other Staff Present:** Chris Cross – Fire Chief  
Kiel Stevenson – Police Captain  
Kelsie Stafford – Park & Rec Director  
Debbie Millizer – Housing & Comm Dev Director

The Civil Service Commission met in person according to posted notices on September 23, 2025. Chair Harris called the meeting to order at 12:00 PM.

**Item #1 – Approve minutes for July 24, 2025**

Kieffer moved to approve the minutes as presented, second by Harris. Motion carried 3-0.

**Item #2 – Fire Captain - Promotional Hire List**

Cross presented – The approved process was followed. Three internal candidates were tested, one was brought forward on a list. A question was asked regarding if a position came open in the near future, would candidates be qualified to test again. Chief Cross plans to use the process to build on some skill sets that were identified out of the process. Harris moved to approve the list as presented, second by Kieffer. Motion carried 3-0.

**Item #3 – Police Intelligence Analyst – New Hire List**

Stevenson presented – The approved process was followed with 4 candidates being interviewed. All had crime justice degrees with interest in law enforcement but not becoming an officer. Three were from Marshalltown and two had done internships with the MPD. Any of the four would be good candidates. Kieffer moved to approve the list as presented, second by Bennett. Motion carried 3-0.

**Item #4 – Park Maintenance Worker – New Hire List**

Stafford presented – The approved process was followed with 3 candidates interviewed. Due to a point difference, two are being brought forward on a ranked list for approval. Harris moved to approve the list as presented, second by Bennett. Motion carried 3-0.

**Item #5 – Housing Administrator – Testing Process**

Petermeier presented – The housing administrator is a position requiring an associate's degree and one year of experience. It will consist of a application with essay questions and a panel interview with the director, HR and accounting manager. Bennett moved to approve the process as presented, second by Kieffer. Motion carried 3-0.

The Commission meeting adjourned at 12:17 PM.

Respectfully submitted, Jill Petermeier, HR Director

**City Council**

Gary Thompson, Jeff Schneider, Mark Mitchell  
Mike Ladehoff, Barry Kell, Greg Nichols, Melisa Fonseca