

CIVIL SERVICE COMMISSION MINUTES

Friday, February 5, 2010

1. Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Friday, February 5, 2010 at 9:00 AM.

2. ROLL CALL:

Commissioners Present: Erv Bren, Glen Roshau, Cal Kolling and Ron Lisko

Commissioners Absent: Ray Ann Kilen (arrived at 9:10 AM)

Also Present: Shawn Kessel, Bob Sivak and Chuck Rummel

3. ORDER OF BUSINESS:

MOTION BY: Cal Kolling SECONDED BY: Ron Lisko

To approve the order of business as presented.

DISPOSITION: Motion carried unanimously.

4. CONSENT AGENDA:

MOTION BY: Cal Kolling SECONDED BY: Ron Lisko

To approve the minutes of Tuesday, December 29, 2009 with a correction to the motion to adjourn, motion made by Erv Bren, second made by Cal Kolling and to approve the minutes of January 6, 2010 as presented.

DISPOSITION: Motion carried unanimously.

5. GENERAL ISSUES

- a. Hiring Journal

Cianni updated the Commission indicating the Librarian position had been filled by Michelle Butz, who began employment with the City on January 11th. Cianni stated the Street Maintenance position has been filled and Nathan DuBois will begin employment on February 16th. Cianni reported the Police Department will move forward with hiring with the approval of the roster today. Cianni reported applications were currently being accepted for a Water Utility Operator and the roster would need to be approved in the future. Cianni also reported the Utility Billing Clerk position would be opened to the public following the approval of the updated job description.

Ray Ann Kilen arrived at 9:10 AM.

- b. Roster Approval – Police Officer

The Commission reviewed the roster presented.

MOTION BY: Ron Lisko SECONDED BY: Cal Kolling

To approve the Police Officer roster of seven candidates (Travis Bateman, Cody Beilke, Thomas Bernier, Robert Gilmore II, Jonathan Hirchert, Korey Lass and Trey Weyer).

DISPOSITION: Motion carried unanimously.

c. Job Description Amendments

City Administrator Shawn Kessel reported most of the job descriptions on the agenda are related to the reorganization taking place. Kessel reported with the Police Department the plan is to eliminate the Assistant Police Chief and Lieutenant positions and to add two Police Captains. Kessel stated the Captains will take on more administrative duties than the current Lieutenants.

Kessel stated the changes to the City Engineer job description are to add the street department under the position. Kessel stated this is needed with the retirement of Ken Kussy and the decision to eliminate the Public Works Manager – Streets/Solid Waste position. Kessel reminded the duties performed by Kussy have been split with Skip Rapp taking over the Solid Waste Department.

Kessel reported the Utility Billing Clerk updates do not relate to the reorganization taking place.

Kessel stated the Finance Director has existed in the past. Kessel stated the reclassification of the Accounting Manager position to the Finance Director would include moving the assessor's department from Administration to Finance. Kessel reported there are other significant changes which warrant the reclassification.

Kessel reported all affected managers have had input relating to the job description changes.

1. Assistant Police Chief (change to Police Captain)

Kessel reported the Captain position is new to Dickinson. Erv Bren stated the current structure will go from five administrative staff to two. Rummel and Kessel confirmed this. Kessel commented that as of now no one would be demoted but stated there is no guarantee as the individuals in both the lieutenant and sergeant positions are competent individuals. Kilen asked what would happen if a lieutenant(s) not promoted. Kessel indicated this is something he and Rummel have been discussing. Kessel stated a couple of the possibilities discussed have been buyouts and demotions to the sergeant level. Cal Kolling questioned in the scenarios being discussed, what would happen to the pay? Kessel stated they would be placed at the highest step for a sergeant to minimize the difference in pay. Kilen stated the City needs to be very careful to leave very little, if any, room for dissent.

Kessel stated there is no doubt the next three years will be critical for the police department. Rummel stated the department is currently top heavy and has gotten in the way.

Kessel stated education at each of the levels is important and he would like to see a bachelor's degree for the positions. Kessel stated each level, director, manager, chief operator, etc. will be given an expected level of education. Kilen commented the restructure is more attractive for efficiency, but it's scary because of the current unknowns, but it also gives individuals at the officer level a direction on how to move up the ranks.

Bob Sivak questioned Rummel as to who will supervise what with the new captains. Rummel indicated both captains will be assigned a division with one overseeing the street officers and the other overseeing investigations and dispatch. Bren asked which who is in charge in the police chief's absence. Rummel stated currently the lieutenants share the responsibilities and he would expect the same from the captains.

Glen Roshau confirmed the City will work with keeping or using the current lieutenants if they are not promoted. Kessel stated no one would lose their jobs, but there was the possibility of demotions.

Kilen questioned how the applicants for the captain position would be scored. Kessel stated that had not been decided yet. Kilen asked if the interview team had been put together. Rummel indicated the interview team would be Shawn Kessel, a captain from the Minot Police Department and one other outside individual and himself. Kilen commented she liked hearing someone from outside the community would be used.

MOTION BY: Ray Ann Kilen SECONDED BY: Ron Lisko
To approve the Police Captain job description as presented.
DISPOSITION: Motion carried unanimously.

2. City Engineer

Kessel stated the changes to the job description are predominately due to the addition of the Street Department to the City Engineer.

MOTION BY: Ray Ann Kilen SECONDED BY: Cal Kolling
To approve the City Engineer job description as presented.
DISPOSITION: Motion carried unanimously.

3. Utility Billing Clerk

Kessel reported prior to the presented change there was one Utility Billing Clerk and one Administrative Assistant. Kessel stated the intent is to add administrative duties to the Utility Billing position allowing them the ability to assist other departments when needed. Kessel stated this change will do away with two different titles doing the same job.

OFFICIAL MINUTES PREPARED BY:

Kristi Cianni

Assistant to City Administrator