

## CIVIL SERVICE COMMISSION MINUTES

Tuesday, February 22, 2011

1. Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Tuesday, February 22, 2011 at 2:00 PM.

2. ROLL CALL:

Commissioners Present: Erv Bren, Ron Lisko and Glen Roshau

Commissioners Absent: Ray Ann Kilen and Cal Kolling

Also Present: Shawn Kessel and Shawn Soehren

3. ORDER OF BUSINESS:

MOTION BY: Glen Roshau                      SECONDED BY: Ron Lisko

To approve the order of business as presented.

DISPOSITION: Motion carried unanimously.

4. CONSENT AGENDA:

MOTION BY: Ron Lisko                      SECONDED BY: Glen Roshau

To approve the meeting minutes of October 27, 2010 as presented.

DISPOSITION: Motion carried unanimously.

5. GENERAL ISSUES

a. Hiring Journal

Kristi Cianni reported the background investigation is currently being conducted on the top candidate for Police Officer. Cianni reported Roger Dassenko started employment on February 22<sup>nd</sup> as the newest Street Maintenance Operator. Cianni stated two on-site interviews were conducted for the City Planner position with a tentative acceptance from one of the candidates. Cianni stated both the Assessor and the Museum Center Coordinator positions were on the agenda for roster approval. Cianni stated applications are currently being accepted for a part-time Librarian and a roster will need to be approved. Cianni reported the Code Enforcement position will be opened to the public this week.

b. Roster Approval – Museum Center Coordinator/Historic Preservationist

Cianni reported a total of 51 applications were received for the position. Seven candidates were disqualified for not having a city application, no resume, the application was late and one for employment status within the US.

MOTION BY: Glen Roshau                      SECONDED BY: Ron Lisko

To approve the Museum Center Coordinator/Historic Preservationist roster of Kirsten Arnold, Daniel Ingram, Kurt Kragness, Cynthia Martin, Paulette Weiser, Donald Westfall and Laura Wheaton.

DISPOSITION: Motion carried unanimously.

c. Roster Approval - Assessor

Cianni reported nine applications were received for the position, with one being disqualified for not having a city application.

MOTION BY: Ron Lisko

SECONDED BY: Glen Roshau

To approve the Assessor roster of Eric Carr, Douglas Cudworth, Joseph Hirschfeld III, Becky Schafer, Scott Staudinger, Ashely Wiffler and Gerard Wolf.

DISPOSITION: Motion carried unanimously.

There was discussion on what would happen if the City did not fill the position with this selection of candidates. Shawn Kessel indicated the City could look at other options, one being to look at combing our Assessing Department with the county. Kessel stated this is a tough position to fill with the experience criteria. Erv Bren commented the right person could be trained for the position.

d. Job Description Approval – Solid Waste Manager

Shawn Kessel stated the City has gone back and forth with the need for a Solid Waste Manager. Kessel stated there was a manager prior to the retirement of Ken Kussy. Kessel stated with Kussy's retirement Skip Rapp took over and the position evolved to two Chief Operators, which has since changed with the retirement of Ron Bachmeier. In essence Aaron Praus has been the acting manager. Kessel stated there are two separate operations to be managed, collections and the landfill. Kessel stated this position would report directly to City Engineer Shawn Soehren.

Shawn Soehren commented he feels there are three areas, collections, disposal and landfill and it's critical for all three to be managed efficiently. Soehren stated we've tried with to fill the manager position with two Chief Operators. Soehren stated this description takes duties from the previous Public Works Manager, Ken Kussy and the previous Assistant Solid Waste Manager, combining them to create the job description in front of you.

Glen Roshau questioned if additional staff will be hired. Kessel stated he and Praus had visited having three Senior Solid Waste Operators, one for each area. Soehren stated yes there could be a request to approve the Senior Solid Waste Operator job description. Lisko questioned where recycling fits. Kessel indicated this could be a need for a fourth senior level position depending on the volume of items recycled.

Glen Roshau stated he was nervous with the need for five years experience and having a problem filling the position. Soehren state there are employees with experience that could apply. Roshau questioned the requirement to have the landfill certification and

having individuals with this. Cianni stated there were several current employees with the certification.

MOTION BY: Ron Lisko

SECONDED BY: Glen Roshau

To approve the Solid Waste Manager job description as presented.

DISPOSITION: Motion carried unanimously.

e. Other

None.

6. ADJOURNMENT:

MOTION BY: Glen Roshau

SECONDED BY: Ron Lisko

To adjourn the meeting at 2:45 PM

OFFICIAL MINUTES PREPARED BY:

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Kristi Cianni

Assistant to City Administrator