

**CIVIL SERVICE COMMISSION MINUTES**  
**Tuesday, March 28, 2006**

1. Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Tuesday, March 21, 2006 at 11:30 AM.
2. ROLL CALL:  
Present were: Todd Tavis, Bryan Personne and Cal Kolling  
Absent was: Erv Bren and Ray Ann Kilen  
Also present were: Greg Sund, Skip Rapp, Darryl Wehner, Joe Cianni, Dana Becker and Karen Buresh

3. APPROVAL OF ORDER OF BUSINESS:  
Tavis stated he would prefer to withdraw the public hearing from the agenda and place it on another agenda. Personne questioned if discussion could still be held as he has a couple of changes to recommend. Tavis stated the item could still be discussed. Sund stated the hearing should be opened and continued rather than closed to avoid publishing another notice. Wehner stated there should be no need to publish notice of hearing when the code being addressed effects only the employees. Tavis questioned if there was a public hearing in front of the City Commission. Both Wehner and Sund stated it's not required to hold a public hearing in front of the City Commission.

Tavis stated he has not reviewed that document due to receiving it earlier in the day. Cianni concurred with Tavis. Sund stated to open the hearing and to not close it and continue it at the next Civil Service meeting.

MOTION BY: Bryan Personne            SECONDED BY: Cal Kolling  
To approve the March 28, 2006 order of business as presented.  
DISPOSITION: Motion carried unanimously.

4. APPROVAL OF MINUTES:  
MOTION BY: Cal Kolling                    SECONDED BY: Bryan Personne  
To approve the minutes from March 21, 2006 as presented.  
DISPOSITION: Motion carried unanimously.

5. 11:40 AM PUBLIC HEARING  
Tavis opened the public hearing at 11:40 am. Wehner stated he has not had time to review the document.

Personne recommended changing the ordinance in section 29.08.02020 Purpose. Personne suggested the removal of "based on a merit system designed to secure efficient administration and". Personne stated it does not add to the meaning of the purpose. Those present concurred. Also discussed and decided by the committee was the removal "on the basis of merit and fitness".

Personne also stated that in paragraph C of section 7, there needs to be a colon following the "major divisions". Personne stated he has nothing further.

Sund stated in section 2 the verb tenses in the first sentence need to be corrected to match.

There was no further discussion so Tavis stated the hearing would be continued until Tuesday, April 4, 2006 at 11:30 AM when additional input would be taken.

6. NEW BUSINESS

A. Historic Preservationist/Museum Center Director Roster

Tavis stated he was on the scoring committee along with Kristi Broer, Cindy Selinger and Ken Kussy. Tavis stated each candidate was scored individually by each of the committee members and then discussion as to why a score was given took place. Tavis went through each of the categories applicants were scored in. Tavis stated the committee recommends certifying the top five candidates as the certified list of eligible persons.

MOTION BY: Bryan Personne                      SECONDED BY: Cal Kolling  
To certify Bridget Jones, Dana Schaar, Matthew Kautzman, Danielle Stuckle and Robert Callahan as the list of eligible persons.

DISCUSSION: Tavis questioned who would be on the interview panel for the position. Sund stated himself, Skip Rapp, a Joachim Museum Board Member, a representative of the CVB and a representative of the Stark County Historical Society. Discussion continued with how to deal with the cost of interviewing as four of the five candidates were from out of state. It was suggested to conduct a phone interview/screening and bring in the top one or two candidates for a final interview.

DISPOSITION: Motion carried unanimously.

B. Other

Tavis questioned if the City has made any decisions with the Director of Finance and Administrative Services position as to what direction they will go. Sund indicated no decisions had been made. Sund stated he is continuing to meet with staff and the Mayor as to the direction of the position. Sund stated a possibility may be an accountant type position. Sund stated the annual wage range for a four year degree and three years experience with CPA status is \$55,000 to \$60,000, but requiring a CPA would confirm the individual can do accounting.

7. OLD BUSINESS

n/a

8. ADJOURNMENT:

MOTION BY: Bryan Personne                      SECONDED BY: Cal Kolling  
To adjourn the meeting at 12:05 PM.

OFFICAL MINUTES PREPARED BY:

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Kristi Broer, Administrative Assistant

Approved: