



is an average of Kessel, Broer and Rummel's scores. Tavis stated he was comfortable with Kessel's explanation. Sund stated interviews would be conducted on the three individuals on Monday, February 27, 2006. Kessel stated the Press printed information prior to Curtis Freeman being informed he did not make the final three. Kessel stated he has apologized to Freeman for this.

There were no comments regarding the part-time Public Works Technician position listed on the journal.

#### B. APPROVAL OF ROSTER – FIRE CHIEF

MOTION BY: Ray Ann Kilen                      SECONDED BY: Bryan Personne  
to approve the Fire Chief roster.

DISCUSSION: Kilen requested the spreadsheet note why the line was drawn where it was between the candidates.

DISPOSITION: Motion carried unanimously.

#### C. HR ORDINANCES

Sund stated he asked Tim Priebe to attend to explain the recent emails to the commission about halting the Pilot Program and the ordinance that was presented recently to the City Commission. Priebe stated he had been contacted by City Commissioners concerned that things were not being done according to the way ordinance is written. Priebe stated there was also concern with an ordinance presented to the City Commission as to the role of Civil Service. Priebe stated the ordinance was not passed by the Commission as they want more information included in the ordinance. Priebe stated the Human Resource Manual is in code and code has not kept up with the way things need to operate. Priebe described each section of the ordinance regarding the Civil Service role explaining what the legal terms were. The ordinance was an attempt to show the primary duties of the Civil Service Commission. Kilen stated things need to be written very clear so there is no need to interpret what the code is actually saying. Priebe stated he believes the City Commission agrees with the need to clarify the role of Civil Service.

Priebe stated he was approached by a Commissioner voicing concern as to whether or not Civil Service could delegate duties with the way the code is currently written. Kilen stated the desire of the way things are to be done, the specific roles and written code need to agree. Priebe stated the ordinance in front of the City Commission would begin to do that. Discussion continued with the ordinance and the need to make sure things are being done legally and that Civil Service isn't doing something their not supposed to.

Tavis stated the portion of the ordinance addressing the HR Committee needs to be approved by the HR Committee and then a public hearing in front of Civil Service prior to going to the City Commission for first and second reading. Sund stated it was approved by the committee, but with the changes discussed today the committee should review the updated document and give any input. Sund stated the HR Committee is aware they don't have authority to tie the hands of the City Commission, but they would like to have the opportunity to review and give guidance on any changes.

Kilen stated the ordinance needs to be kept simple, but with the required legal terms. Priebe stated the intent of the ordinance is not to change the purpose of Civil Service. Priebe stated a section defining the roles is a good idea. Discussion with the ordinance

and the removal of the statement “The members of the civil service commission shall be citizens of the city.” led to the potential need better define who is eligible for appointment by the City Commission.

It was discussed to hold a public hearing at the March 21<sup>st</sup> meeting for the draft ordinance. It was later decided a special meeting would be held to hear input from employees.

Ed Krank voiced concerns that employees don't know what's going on and requested to be kept informed. Krank stated the feel is there's something wrong going on, but after being at this meeting he realizes there is not. Krank requested a memo be sent regarding the happenings of the HR Committee. Kessel stated committee members are to be passing the information or proposed changes on to the employee group they represent. Kessel stated a newsletter he plans to create relating to HR issues may be a place to help disseminate information to the employees.

Tavis questioned the next step with the Pilot Program. Tavis stated he has carefully reviewed current code with Kessel and believes the Civil Service is at the point of having Priebe involved with drafting updates. Tavis suggested a retreat type meeting to take care of the business of drafting a proper update.

Priebe stated with the Pilot Program he's not sure it's known what it is and there's question as to when Civil Service is and isn't involved. Priebe stated after being attendance at the meeting and hearing the discussion regarding the Fire Chief roster he is comfortable with Civil Service's role in approving rosters. Priebe stated the roster does have to be approved/certified prior to the final interviews.

Kilen stated she does not want to go back to scoring applications and that whether or not the duties can be delegated needs to be resolved. Priebe stated the wording of the processes needs to be updated/changed. Tavis stated he has not been involved with application scoring, but has been involved with some of the initial interviewing and has spot checked a few of the positions.

Discussion of changing current ordinance and the best way to get it done in an efficient manner took place. It was stated the code needs to be broken down by section so as the updates don't take too long to take effect. Sund suggested weekly meetings of both the HR Committee and Civil Service to facilitate the length of time it takes. Kilen stated she liked that idea and suggested the meetings be held over the lunch hour to make them working sessions. Kilen stated you attend when you are available. Civil Service agreed to meet at 11:30 am on Tuesdays at City Hall to discuss with the HR Committee ordinance changes with the first section of code to be discussed the Recruitment and Selection section.

#### D. APPROVAL OF HISTORIC PRESERVATIONIST/MUSEUM CURATOR JOB DESCRIPTION AND CLASSIFICATION

Sund opened stating the position was approved through the 2006 budget. Sund stated he would like to place the position at a C41, which is an exempt level position. The city does not currently does not have this classification, but the position may require longer days in the summer with the operation of the museum complex, not to include the Dinosaur Museum. Sund reviewed several of the duties. Kilen questioned if the position

was to do more with the Museum or Historic portion. Kilen stated as currently written the position is mostly being a Museum Curator with very little emphasis on the Historic Preservation portion. Kilen stated the job description reads we're looking for a Curator when we actually want the Curator and Historic Preservationist. Bren concurred with Kilen. Personne agreed it clearly needs to state the expectations to develop the programs and plans for Historic Preservation.

Through discussion the museum curator portion of the position title was changed to Museum Manager or Director. Essential duty number two was also changed to give more emphasis to the Historic Preservationist portion of the position.

Kilen questioned the pay range. Sund stated between \$30,000 and \$40,000. Tavis questioned how soon the City would like to hire the position. Sund and Rapp stated as soon as possible with the museum season approaching.

Krank stated if the duty isn't in the job description its hard to evaluate the position. Tavis stated he doesn't wish for Civil Service to hold up the hiring and asked Kilen to work with Sund to create an acceptable job description. Tavis called for a motion.

MOTION BY: Ray Ann Kilen                      SECONDED BY:    Erv Bren  
to approve the position description with the discussed changes and any further changes as agreed upon by Kilen and Sund and to approve the classification of a C41.

DISCUSSION:            Personne suggested reviewing the title. Kilen stated this is a great position with a history degree.

DISPOSITION:           Motion carried unanimously.

E. OTHER

Tavis reminded the commission of the joint HR Committee and Civil Service Meetings on Tuesdays at 11:30 am and that it is a working lunch meeting.

Kessel stated he had visited with Pat Testa regarding the City's policy. Kessel stated Broer has been working on updating the employment application.

6. OLD BUSINESS

n/a

7. ADJOURNMENT:

MOTION BY:            Ray Ann Kilen                      SECONDED BY:    Erv Bren

To adjourn the meeting at 11:30 AM.

OFFICAL MINUTES PREPARED BY:

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Kristi Broer, Administrative Assistant

Approved: March 21, 2006