

**CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES**  
**Monday, May 22, 2023**  
**5:00 PM**

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**Present:** Marilyn Sessions, Chair  
Christine Klein, Member

**Also Present:** John Seidel, CSC Coordinator

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**Call to Order**

The regular meeting of the Civil Service Commission was called to order at 5:05 pm on Monday, May 22, 2023, by Marilyn Sessions. Roll call was taken.

MOTION TO APPROVE THE MEETING MINUTES of April 24, 2023, made by Ms. Klein, seconded by Ms. Sessions, and CARRIED by a voice vote of 2-0.

**Safety Administration**

**Police Department**

Personnel changes read.

**Fire Department**

Personnel changes read.

The recent Fire Lieutenant and Captain promotional exam results were shared.

**Service Administration**

**Utilities**

Personnel changes read.

Mr. Seidel explained that the recent resignation of the Laboratory Technician at the Water Treatment Plant created a vacancy which needed to be filled quickly. Our Plant Manager wanted to use the Lateral Transfer process to fill the vacancy as there were qualified candidates left over from the Chief Operator position which was filled this month.

Ms. Sessions said she has been pleased with the Lateral process for the Police and would be happy to use it for Water. Ms. Klein asked if a separate vote was needed to approve the Lateral process for the Water Treatment Plant, to which Mr. Seidel replied that the Lateral process was approved for any city department.

MOTION TO ESTABLISH AN ELIGIBLE LIST FOR THE POSITION OF LATERAL TRANSFER LABORATORY TECHNICIAN made by Ms. Session, seconded by Ms. Klein and CARRIED by a voice vote of 2-0.

**Adjournment**

MOTION TO ADJOURN THE MEETING AT 5:15 PM made by Ms. Sessions, seconded by Ms. Klein, and CARRIED by a voice vote of 2-0.

Minutes approved: \_\_\_\_\_

  
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Christine Klein

  
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Marilyn Sessions