

**CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES**  
**Monday, August 21, 2023**  
**5:00 PM**

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**Present:** Marilyn Sessions, Chair  
Christine Klein, Member  
Matthew Hathaway, 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 5:00 pm on Monday, August 21, 2023, by Marilyn Sessions. Roll call was taken.

MOTION TO APPROVE THE MEETING MINUTES of June 26, 2023, made by Ms. Klein, seconded by Ms. Sessions, and CARRIED by a voice vote of 3-0.

**Civil Service**

Mr. Hathaway introduced himself and was welcomed into the Commission.

Ms. Sessions introduced the Sergeant Promotional protest. Ms. Klein commented she did not see any flaws in the vendor's logic, and Ms. Sessions said it seemed like a difference of opinions. Ms. Sessions agreed that the question did not state per policy, and she would be in favor of granting the officer their protest.

Ms. Klein asked what the process would be if the protest was granted. Mr. Seidel thought that the officer who protested a question was given credit for that question if successful, and other officers were not. Ms. Klein said she remembered previous protests the Commission decided to throw out questions which were protested successfully. Ms. Sessions agreed with the idea of throwing out the question and grading it out of 99 instead of 100. Ms. Klein said this way seems fairer, instead of giving it to one and not everyone. Mr. Hathaway agreed that letting one officer benefit from this protest was not the best option and he was in favor of throwing out the question.

MOTION TO APPROVE THE PROTEST AND THROW OUT QUESTION #41 FOR ALL OFFICERS, made by Ms. Klein, seconded by Ms. Sessions, and CARRIED by a voice vote of 3-0.

**Safety Administration**

**Police Department**

Personnel changes read.

**Fire Department**

Personnel changes read.

**Budget and Finance**

Budget and Finance requested their Account Clerk Eligible list be extended one year to expire on August 11, 2024.

MOTION TO EXTEND THE ACCOUNT CLERK ELIGIBLE LIST, made by Mr. Hathaway, seconded by Ms. Klein, and CARRIED by a voice vote of 3-0.

**Community Development**

Personnel change read.

**Service Administration**

**Utilities**

Personnel change read.

The updated job description for Water Reclamation Facility Manager was reviewed by the Commission. Ms. Sessions asked if anyone had any issues with the updates, no one did.

MOTION TO APPROVE THE UPDATED WATER RECLAMATION FACILITY MANAGER JOB DESCRIPTION made by Ms. Sessions, seconded by Ms. Klein, and CARRIED by a voice vote of 3-0.

**Engineering**

Personnel change read.


**Adjournment**

MOTION TO ADJOURN THE MEETING AT 5:18 PM made by Ms. Sessions, seconded by Ms. Klein, and CARRIED by a voice vote of 3-0.

Minutes approved:            ✓

  
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Christine Klein

  
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Marilyn Sessions

  
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Matthew Hathaway