

## MINUTES

**Government Body:** CITY OF DUBUQUE CIVIL SERVICE COMMISSION  
**Date:** March 3, 2025  
**Time:** 4:15 PM  
**Place of Meeting:** Meeting was held virtually

Present: Commissioners Carla Heathcote, Dan White,

Also present: City Clerk Adrienne Breitfelder, Attorney Kyle McCoy, Assistant City Attorney Jason Lehman, Chief Human Resources Officer Shelley Stickfort, Attorney Holly Corkery, Fire Chief Amy Scheller, Police Captain Jason Pace, Assistant Police Chief Joe Messerich

Commissioner White called the meeting to order at 4:16 p.m.

1. Closed Session pursuant to Iowa Code section 21.5(1)(c) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation. Motion by Heathcote at 4:18 p.m. to enter closed session pursuant to Iowa Code section 21.5(1)(c). Seconded by White. Commissioner White stated for the record that the attorney the commission will consult with on the issues to be discussed in the closed session is Attorney Holly Corkery. Motion carried 2-0. The commission reconvened in open session at 5:12 p.m.
2. Instruct Legal Counsel to draft a formal written order. Motion made by Heathcote for Legal Counsel to draft a formal written order. Seconded by White. Motion carried 2-0.
3. Establish a meeting date to adopt written order. Motion by Heathcote to set the meeting date for March 20, 2025 at 5:30 p.m. Seconded by White. Motion carried 2-0.
4. Adjournment. Motion by Heathcote to adjourn at 5:16 p.m. Seconded by White. Motion carried 2-0.

Submitted by Pamela McCarron, Permit Clerk