

MINUTES

Government Body: CIVIL SERVICE COMMISSION
Date: October 8, 2025
Time: 4:15 PM
Place of Meeting: City Hall - Conference Room A, 50 W 13th St.

Present: Commissioners Carla Heathcote, Miquel Jackson (virtual), Scott Crabill (arrived at 4:29 p.m.), Otto Krueger, and Julie Bockenstedt

Also present: Police Chief Jeremy Jensen, Police Captain Scott Baxter, Chief of Human Resources Shelley Stickfort, Fire Chief Amy Scheller, Bureau Chief Martin Fitzpatrick, City Clerk Adrienne Breitsfelder

Commissioner Heathcote called the meeting to order at 4:19 p.m.

1. Administering the Oaths of Office for Julie Bockenstedt and Otto Krueger. Heathcote administered the Oaths of Office to new commission members Bockenstedt and Krueger.
2. Introductions. All attendees introduced themselves to the new commission members.
3. Fire and Police Department Reports. Chief Scheller reported on construction at Fire Headquarters, October is Fire Prevention Month and the Leadership Conference that Senior Training Staff will be attending. Chief Jensen reported on staffing numbers, future testing date for the Police Officer entrance examination, and the Police Department's current building space is at capacity.
4. Request to approve the promotional examination dates for the positions of Police Lieutenant and Police Corporal and approve the scoring procedure for these promotional examinations. Motion by Jackson to approve the dates and scoring procedure for the promotional examinations for the positions of Police Lieutenant and Police Corporal. Seconded by Krueger. December 17, 2025 will be the promotional examination for Police Corporal with Commissioner Jackson as the proctor and December 18, 2025 will be the examination date for Police Lieutenant with Commissioner Heathcote as the proctor. Motion carried 5-0.
5. Request to exhaust the certified list for the position of Fire Equipment Operator (FEO) and approve the promotional examination dates for the position of Fire Equipment Operator (FEO). Motion by Crabill to exhaust the list and approve the dates of December 8, December 11 and December 12, 2025, (contingency date) for the promotional examination dates for the position of Fire Equipment Operator. Seconded by Bockenstedt. Commissioner Krueger will proctor the December 8 examination, Commissioner Bockenstedt will proctor the December 11 examination and Commissioner Heathcote will proctor the December 12 (contingency date) examination. Motion carried 5-0.
6. Adjournment. Motion by Crabill to adjourn at 4:51 p.m. Seconded by Heathcote. Motion carried 5-0.

Submitted by Pamela McCarron, Permit Clerk