

## Minutes

**Government Body:** CIVIL SERVICE COMMISSION  
**Date:** December 10, 2012  
**Time:** 9:00 AM  
**Place of Meeting:** City Hall – Conference Room A, 50 W. 13<sup>th</sup> Street

Present: Dan White, Betty Takes, Jim Schilling

Also Present: Randy Peck, Ken TeKippe, Gus Psihoyos

- 1. Approval of Minutes from meeting of September 6, 2012:**  
Motion by Takes. Seconded by White. Motion carried 3-0.

- 2. Request to Schedule an Entrance Examination for the Position of Traffic Engineer.**

Motion by Schilling to set the deadline for requesting tests for January 4, 2013 at 5:00 p.m. with a submission deadline of January 23, postmarked midnight. Peck stated that this is a take-home test prepared by the City Engineer. Commissioner Takes questioned the three-week timeframe allowed for completing the test as inordinately long. Peck stated that it allows for delays in the mailing out and return of tests and the one holiday within the period. However, the timeframe could be adjusted. Motion carried 3-0.

- 3. Request to Schedule an Entrance Examination for the Position of Purchasing Coordinator:**

Motion by Takes to set the deadline for requesting applications for January 4, 2013 at 5:00 p.m. with a test date of January 15, 2013 at 6:00 p.m. Seconded by Schilling. Motion carried 3-0.

- 4. Adjournment:**

Motion by Schilling to adjourn at 9:10 a.m. Seconded by White. Motion carried 3-0.

---

---

---

Civil Service Commission

Submitted by Kevin S. Firnstahl, CMC, City Clerk