

## MINUTES

**Government Body:** CIVIL SERVICE COMMISSION  
**Date:** May 29, 2013  
**Time:** 4:00 PM  
**Place of Meeting:** City Hall – Conference Room A, 50 W. 13<sup>th</sup> Street

Present: Dan White, Jim Schilling  
Excused: Betty Takes

Also present: Randy Peck, Kyle Kritz, John Klostermann

1. Approval of Minutes from meeting of April 8, 2013  
Motion by Schilling. Second by White. Motion carried 2-0.
2. Set the date for an entrance examination for the position of Mechanic.  
Motion by Schilling to set the application deadline for 5:00 p.m. on June 14 with a test date of June 27 at 6:00 p.m. Schilling will proctor. Seconded by White. Motion carried 2-0.
3. Set the date for an entrance examination for the position of Sanitation Driver.  
Motion by White to set the application deadline for 5:00 p.m. on June 21 with a test date of July 2 at 6:00 p.m. White will proctor. Seconded by Schilling. Motion carried 2-0.
4. Set the passing point and certify the list for the position Planning Technician (April 5 take-home exam date)  
Motion by Schilling to set the passing score at 71 and above correct answers (71%). Seconded by White. The list is certified for two years. Motion carried 2-0.
5. Set the passing point and certify the list for the position Zoning Enforcement Officer (April 26 take-home exam date)  
Motion by Schilling to set the passing score at 45 and above correct answers (60%). Seconded by White. The list is certified for two years. Motion carried 2-0. Note that the 60 % is correct at 45 and above correct answers not 48 due to a typo in the staff memo.
6. Adjournment: Motion by White to adjourn at 4:10 p.m. Seconded by Schilling. Motion carried 2-0.

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Civil Service Commission

Submitted by Kevin S. Firnstahl, CMC, City Clerk