MINUTES

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