

**SAINT PETER POLICE CIVIL SERVICE COMMISSION
AGENDA AND NOTICE OF THE SPECIAL MEETING
February 22nd, 2022 Time: 3:30 PM
Saint Peter Community Center —Governor's Room**

- I. Call to Order
- II. Approval of the Agenda
- III. Approval of the Minutes of February 7, 2022
- IV. Old Business
 - a. None
- V. New Business
 - a. Police Officer Candidate Recruitment
 - i. Certify List of Eligible Candidate and recommend the hiring of the top candidate to the City Council
- VI. Adjournment

The following minutes have not yet been adopted by the Civil Service Commission. While draft minutes may be made available to the public, meeting minutes do not become official documents until they have been formally adopted by action of the Commission at a regular meeting.

**SAINT PETER POLICE CIVIL SERVICE COMMISSION
AGENDA AND NOTICE OF THE ANNUAL MEETING
February 7, 2022
SAINT PETER COMMUNITY CENTER, GOVERNOR'S ROOM**

MEMBERS PRESENT: Megan Ruble, Joan Easton, & Denny Blankensop via GoTo Meeting Software.

OTHERS PRESENT: Matthew Grochow, Chief of Police & Todd Prafke, City Administrator

CALL TO ORDER: Secretary Ruble moved to call the meeting to order at 3:30.

APPROVAL OF THE AGENDA: Chief Grochow requested a change to the agenda to add the swearing in of new member, Joan Easton and elections. Secretary Ruble made a motion to approve the agenda with the addition of the Oath of Office and elections, seconded by Member Blankensop.

SWEARING IN OF MEMBER: Chief Grochow swore in new member Joan Easton with the Oath of Office for her appointed position 2022-2024.

ELECTION OF CIVIL SERVICE CHAIRPERSON: Secretary Ruble made a motion to nominate herself as Chairperson. Member Blankensop seconded the motion. Motion passed.

ELECTION OF CIVIL SERVICE SECRETARY: Due to Chairperson Ruble's new position, the position of secretary was vacant. Chairperson Ruble nominated Member Easton as Secretary, Member Blankensop seconded the motion. Motion passed.

APPROVAL TO ACCEPT MINUTES: Member Blankensop made a motion to accept the minutes from the September 16, 2021. Chairperson Ruble seconded the motion. With all in favor, motion passed.

CERTIFICATION OF PATROL OFFICER CANDIDATE & PROVISIONAL HIRE: Chief Grochow presented information on the Police Officer recruitment, recommending the certification of the top candidate and approval of the provisional hire, Travis Sandland. A motion was made by Member Blankensop to approve the provisional hire of Travis Sandland upon the successful conclusion of both the physiological and physical exams. Chairperson Ruble seconded the motion. With all in favor, motion passed.

PERSONNEL REPORTS: Chief Grochow discussed the resignation of Officer Tom Winsell. Member Blankensop acknowledged Officer Winsell & his years of service in law enforcement. Due to this resignation, the hiring process continues with additional excellent candidates being interviewed and backgrounded. Chief Grochow and City Administrator Prafke relayed the recent

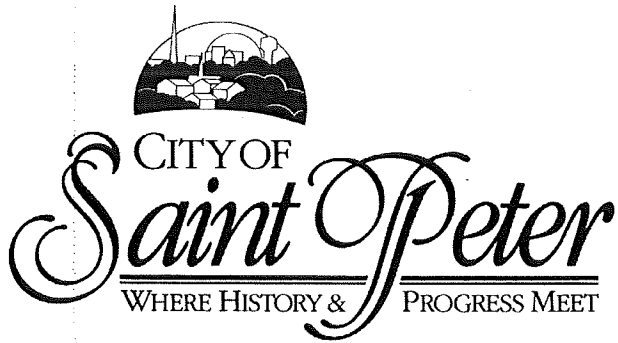
changes in the hiring process, resulting in successful hiring efforts. A discussion of the current employee roster and part-time Communications Technician recruitment concluded the reports.

ADJOURNMENT: There being no further business, Member Blankensop made a motion to adjourn the meeting. Secretary Easton seconded the motion. With all in favor, the meeting was adjourned at 4:00 P.M.

Joan Easton, Secretary
Civil Service Commission

ATTEST:

Matthew Grochow
Chief of Police



Police Department Memorandum

TO: Civil Service Commission

DATE: 02/14/22

FROM: Matt Grochow
Chief of Police

RE: Police Officer Hiring/Certification of Top
Candidate/ Selection of Candidate

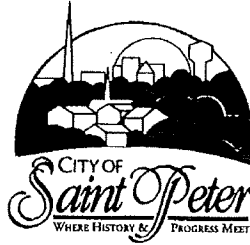
The Saint Peter Police Department recently completed a recruitment process that included scoring of applications and oral interviews. As a result William Reinbold was determined to be the top candidate and chosen to move forward with a background investigation which has been successfully completed.

During the oral interviews it was determined to go forward with the top candidate. Several strong candidates were identified. An eligibility list has been created, which will be valid for six months.

The Civil Service Commission will be provided additional information on this process at your meeting and may be asked to take action related to this recruitment process.

We ask that you certify William Reinbold as the top candidate.

MG/mm



TO: Todd Prafke, City Administrator
FROM: Saint Peter Police Civil Service Commission
DATE: February 22, 2022
SUBJECT: Patrol Officer Recruitment

The Saint Peter Police Civil Service Commission has completed the recruitment and selection process to fill the position of Police Patrol Officer for the City of Saint Peter. An application review and oral examination were used as testing instruments. The Saint Peter Civil Service Commission certifies the top candidate as follows:

William Reinbold

The Saint Peter Civil Service Commission recommends the appointment of William Reinbold to the position of Police Patrol Officer for the City of Saint Peter contingent upon the results of entry level psychological and physical examinations.

Megan Ruble, Chairperson
Saint Peter Police Civil Service Commission

Matthew Grochow, Chief
Saint Peter Police Department