

**SAINT PETER POLICE CIVIL SERVICE COMMISSION
AGENDA AND NOTICE OF THE SPECIAL MEETING
July 11, 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 22nd, 2022
- IV. Old Business
 - a. None
- V. New Business
 - a. Patrol Sergeant Retirement
 - b. Patrol Sergeant Promotion Recommendation
- VI. Other
- VII. 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.

DRAFT

**SAINT PETER POLICE CIVIL SERVICE COMMISSION
AGENDA AND NOTICE OF THE SPECIAL MEETING
February 22, 2022
SAINT PETER COMMUNITY CENTER, GOVERNOR'S ROOM**

MEMBERS PRESENT: Megan Ruble and Joan Easton

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

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

APPROVAL OF THE AGENDA: Member Easton made a motion to approve the agenda, seconded by Chairperson Ruble. With all in favor, motion passed.

APPROVAL TO ACCEPT MINUTES: Member Easton made a motion to accept the minutes from the February 7, 2022 meeting. Chairperson Ruble seconded the motion. With all in favor, motion passed.

CERTIFICATION OF PATROL OFFICER CANDIDATE AND PROVISIONAL HIRE: Chief Grochow presented information on the Police Officer recruitment, recommending the certification of the top candidate and approval of the provisional hire, William Reinbold. A motion was made by Member Easton to approve the provisional hire of William Reinbold. Chairperson Ruble seconded the motion. With all in favor, motion passed.

ADJOURNMENT: There being no further business, Secretary Easton made a motion to adjourn the meeting. Ruble seconded the motion. With all in favor, the meeting was adjourned at 3:48 P.M.

Megan Ruble, Chairperson
Civil Service Commission

ATTEST:

Matthew Grochow
Chief of Police



Police Department Memorandum

TO: Civil Service Commission

DATE: 07/10/22

FROM: Matt Grochow
Chief of Police

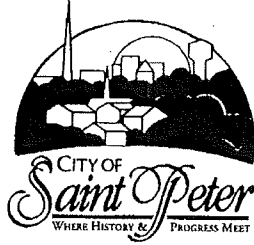
RE: Police Patrol Sergeant Promotion Process and
Selection of Candidate

The Saint Peter Police Department received a retirement resignation letter after 30 years of service to the Saint Peter Police Department. Patrol Sergeant Paul Hagen announced his retirement effective July 31, 2022.

In light of his retirement, a promotion process was initiated. The Saint Peter Police Department received and scored applications for the Patrol Sergeant position. Oral interview and selection of candidate occurred on July 7th, 2022. The Civil Service Commission will be provided additional information on this process at your meeting.

We ask that you recommend the appointment of Joshua Klaseus as Patrol Sergeant.

MG/mm

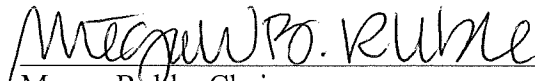


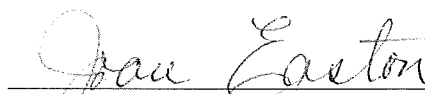
TO: Todd Prafke, City Administrator
FROM: Saint Peter Police Civil Service Commission
DATE: July 11, 2022
SUBJECT: Patrol Sergeant Promotion

The Saint Peter Police Civil Service Commission has completed the recruitment and selection process to fill the position of Patrol Sergeant 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:

Joshua Klaseus

The Saint Peter Civil Service Commission recommends the appointment of Joshua Klaseus to the position of Patrol Sergeant for the City of Saint Peter contingent upon the results, of psychological and physical examinations.


Megan Ruble, Chairperson
Saint Peter Police Civil Service Commission


Joan Easton, Secretary
Saint Peter Police Civil Service Commission