

**SAINT PETER POLICE CIVIL SERVICE COMMISSION
AGENDA AND NOTICE OF THE SPECIAL MEETING
July 28, 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 July 11th, 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. 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.

**SAINT PETER POLICE CIVIL SERVICE COMMISSION
AGENDA AND NOTICE OF THE SPECIAL MEETING
July 11, 2022
SAINT PETER COMMUNITY CENTER, GOVERNOR'S ROOM**

MEMBERS PRESENT: Megan Ruble, Joan Easton, Denny Blankensop

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

CALL TO ORDER: Chairperson Ruble moved to call the meeting to order at 3:32.

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

APPROVAL TO ACCEPT MINUTES: Member Blankensop made a motion to accept the minutes from the February 22, 2022 meeting. Member Easton seconded the motion. With all in favor, motion passed.

PATROL SERGEANT RETIREMENT: Chief Grochow presented information on Patrol Sergeant Paul Hagen's retirement resignation effective July 31, 2022.

PATROL SERGEANT PROMOTION RECOMMENDATION: Chief Grochow detailed the recent promotion application process to fill Sergeant Hagen's position upon his retirement. Officer Joshua Klaseus completed the application and oral interview process. Chief Grochow recommended the promotion of Officer Joshua Klaseus. Member Blankensop made a motion to recommend the promotion to Officer Klaseus. Member Easton seconded the motion. With all in favor, motion passed.

OTHER REPORTS: Chief Grochow detailed the current application and interview schedule to fill two open positions. Additional discussion included potential changes to hiring procedures to include provisional offers to candidates waiting on licensure.

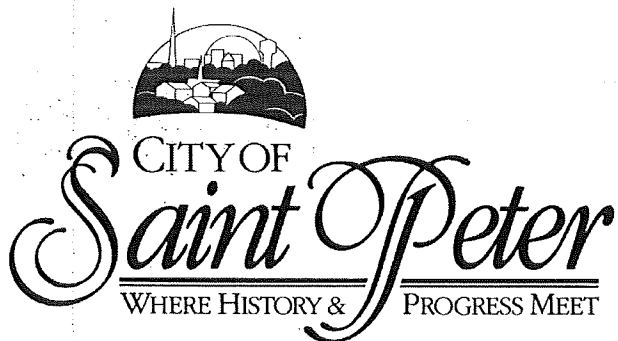
ADJOURNMENT: There being no further business, Member Blankensop made a motion to adjourn the meeting. Member Ruble seconded the motion. With all in favor, the meeting was adjourned at 3:56 P.M.

Megan Ruble, Chairperson
Civil Service Commission

ATTEST:

Matthew Grochow
Chief of Police

Police Department Memorandum



TO: Civil Service Commission

DATE: 07/20/22

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 six oral interviews of candidates. As a result Peter Flim 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. The hiring and recruitment process has been reopened to identify additional candidates for our remaining opening.

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 Peter Flim as the top candidate.

MG/mm