



**SAINT PETER POLICE CIVIL SERVICE COMMISSION
AGENDA AND NOTICE OF MEETING**

February 1, 2021

Time: 7:30 a.m.

Saint Peter Municipal Building—Basement Conference Room

- I. Call to Order
- II. Approval of the Agenda
- III. Approval of the Minutes of June 17, 2020
- IV. Swearing in of members
- V. Old Business
 - a. Approve Civil Service Commission Rules
- VI. New Business
 - a. The commission shall on the first Monday in February each year at which meeting it shall select from its members a secretary who shall serve until a successor is elected. The commission shall from time to time fix the times of its meetings, and adopt, amend, and alter rules for its procedure.
 - b. Elect secretary
 - c. Review current employee roster.
 - d. Accept resignations of Detective Travis Sandland and Officer Ryan Schaefer
 - e. Police Officer Candidate Recruitment
 - i. Certify List of Eligible Candidates
 - ii. Recommend the hiring of the two top candidates to the City Council
 - f. Approve Detective Promotion Process
 - g. Review Memorandum from Saint Peter City Attorney RE: Number of Commission Members
- VII. Adjournment

**SAINT PETER POLICE CIVIL SERVICE COMMISSION
MEETING MINUTES
June 17, 2020
SAINT PETER MUNICIPAL BUILDING, CONFERENCE ROOM D**

MEMBERS PRESENT: Colleen Spike, Megan Ruble, & Dennis Blankensop

OTHERS PRESENT: Matthew Peters, Chief of Police

CALL TO ORDER: Chairperson Spike called the meeting to order.

APPROVAL OF THE AGENDA: Chairperson Spike made a motion to approve the agenda as stated. Secretary Ruble seconded the motion. Motion passed.

MOTION TO AMEND THE AGENDA: Chief Peters requested a change to the agenda to approve the minutes of the March 10, 2020 meeting. Chairperson Spike requested a change to the agenda to discuss review and revision of the Civil Service Rules and police department job descriptions. Motion made by Secretary Ruble to amend the agenda. Member Blankensop seconded the motion.

APPROVAL TO ACCEPT MINUTES: Secretary Ruble made a motion to approve the March 10, 2020 minutes. Member Blankensop seconded the motion. Motion passed.

APPROVAL OF CERTIFICATION LIST: Chief Peters presented the list of full and part time communication technician candidates. Member Blankensop made a motion to approve the certification list. Secretary Ruble seconded the motion. Motion passed.

RECOMMENDATION OF PROBATIONARY HIRES: After the completion of the hiring process, Chief Peters recommended to the Commission that Taran Schulze be offered the full time communications technician position, and Lindzey Hanson be offered the part time communications technician position. Member Blankensop made a motion to accept the hiring recommendations. Secretary Ruble seconded the motion. Motion passed.

MOTION TO REVIEW AND REVISE CIVIL SERVICE COMMISSION RULES: Chairperson Spike made a motion to review and make accurate the Civil Service Commission Rules, statute, and job descriptions. Secretary Ruble seconded the motion. Motion passed.

ADJOURNMENT: Secretary Ruble made a motion to adjourn the meeting. Member Blankensop seconded the motion.

Meeting adjourned.

Megan Ruble, Secretary
Civil Service Commission