

**SAINT PETER POLICE CIVIL SERVICE COMMISSION
MEETING MINUTES
February 5, 2020
SAINT PETER MUNICIPAL BUILDING, CONFERENCE ROOM D**

MEMBERS PRESENT: Colleen Spike and Megan Ruble

OTHERS PRESENT: Matthew Peters, Chief of Police

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

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

CIVIL SERVICE COMMISSION SECRETARY SELECTION FOR 2020: One of the duties performed at the first Commission meeting of the year is for the Commission to select a secretary for the year. Chairperson Spike made a motion to nominate Commission Member Ruble for the position. Commission Member Ruble seconded the motion. Motion passed.

SAINT PETER POLICE DEPARTMENT PERSONNEL REPORT: Chief Peters presented a current list of department personnel.

REVIEW OF OFFICE SERVICES SUPERVISOR POSITION DESCRIPTION: Current Office Services Supervisor has advised that she will be retiring in the near future. Chief Peters presented an updated position description for Commission members review and approval. After reviewing the position description Secretary Ruble made a motion to accept the updated position description as it was presented. Chairperson Spike seconded the motion. Motion passed.

OFFICE SERVICES SUPERVISOR SELECTION PROCESS: Chief requested approval to begin the internal promotion process in the selection of the Office Services Supervisor. Secretary Ruble made a motion to accept the process as outlined by the Chief. Chairperson Spike seconded the motion. Motion passed.

APPROVE THE POSTING OF UNAPPROVED MEETING MINUTES TO THE CITY OF SAINT PETER WEBSITE: The City of Saint Peter has launched a new website. Meeting minutes are to be posted on this website. With the sporadic nature of the Commission, Chief Peters sought approval from the Commission members to post unapproved meeting minutes to the website. Chairperson Spike made a motion to approve the posting of unapproved meeting minutes to the website. Secretary Ruble seconded the motion. Motion passed.

ADJOURNMENT: Chairperson Spike made a motion to adjourn. Secretary Ruble seconded the motion. Meeting adjourned.

Megan Ruble, Secretary
Civil Service Commission