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**SAINT PETER POLICE CIVIL SERVICE COMMISSION
MEETING MINUTES**

March 19, 2021

SAINT PETER MUNICIPAL BUILDING, CONFERENCE ROOM D

MEMBERS PRESENT: Colleen Spike & Megan Ruble

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

CALL TO ORDER: Chairperson Spike called the meeting to order

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

APPROVAL TO ACCEPT MINUTES: Secretary Ruble made a motion to approve the February 1st, 2021 minutes. Chairperson Spike seconded the motion. Motion passed.

SELECTION PROCESS RESULTS AND APPROVAL OF DETECTIVE PROMOTION:

Chief Peters offered an explanation of the application and interview process for the Detective position. Chief Peters recommended that Officer William Gerhart be offered the promotion to Detective. Secretary Ruble made a motion to accept Chief Peter's recommendation and Chairperson Spike seconded the motion. Motion passed.

NOTICE OF POLICE CHIEF RETIREMENT AND RECRUITMENT PROCESS: Chief Peters announced his retirement effective May 3, 2021. City Administrator Prafke discussed the application and selection process for the Chief of Police position. Administrator Prafke clarified changes in the job description for the Chief of Police position. The position profile, selection process, and time line were defined. City Administrator Prafke announced the interim Police Chief as Sergeant Paul Hagen.

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

Megan Ruble, Secretary
Civil Service Commission

ATTEST:

Matthew Peters
Chief of Police