

"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
MINUTES OF THE SPECIAL MEETING**

July 20, 2021

7:30 AM

SAINT PETER COMMUNITY CENTER, GOVENOR'S ROOM

MEMBERS PRESENT: Colleen Spike & Dennis Blankensop **Absent:** Megan Ruble
OTHERS PRESENT: Matthew Grochow, Chief of Police & Todd Prafke, City Administrator

CALL TO ORDER: Chairperson Spike called the meeting to order at 07:30 AM.

APPROVAL OF THE AGENDA: Member Blankensop made a motion to approve the agenda as presented. Chairperson Spike seconded the motion. With all in favor, motion passed.

APPROVAL TO ACCEPT MINUTES: Member Blankensop made a motion to approve the March 19th, 2021 minutes. Chairperson Spike seconded the motion. With all in favor, motion passed.

ACCEPTANCE OF RESIGNATION: Chief Grochow presented resignation information regarding Probationary Officer Mitchell Tersteeg. Member Blankensop made a motion to accept the resignation. Chairperson Spike seconded the motion. With all in favor, motion passed.

UPDATED JOB DESCRIPTIONS AND REORGANIZATION: Chief Grochow presented job description updates for Patrol Officer and Detective along with a reorganization chart. Chief Grochow outlined the reorganization changes and need. Member Blankensop made a motion to accept the job descriptions and reorganization. Chairperson Spike seconded the motion. With all in favor, motion passed.

POLICE OFFICER CANDIDATE RECRUITMENT: Chief Grochow requested the establishment of a hiring/recruitment process to fill the Police Patrol Officer position. Discussion ensued regarding hiring strategies including lateral pay and years of service consideration. Member Blankensop made a motion to proceed with the Police Officer recruitment process. Chairperson Spike seconded the motion. With all in favor, motion passed.

DETECTIVE PROMOTION SELECTION PROCESS: Chief Grochow recommended an internal promotion process for the position of Police Detective. Member Blankensop motioned to approve the Detective promotion process and Chairperson Spike seconded the motion. With all in favor, motion passed.

ADJOURNMENT: There being no further business, Member Blankensop made a motion to adjourn the meeting. Chairperson Spike seconded the motion. With all in favor, the meeting was adjourned at 8:05 A.M.

Colleen Spike, Chairperson
Civil Service Commission

ATTEST:

Matthew Grochow
Chief of Police