



**Civil Service Commission
Regular Meeting – Minutes
July 5, 2016**

The Marion Civil Service Commission met on Tuesday, July 5, 2016 at 8:05 a.m. in Room 143 at City Hall. Commission members present were Hagen, Mettler, and Rehn. Also present Police Lt. Lance Miller and Human Resources Generalist Jennifer Ketelsen.

Motion by Mettler, second by Rehn to approve the minutes of the June 7, 2016 meeting. All in favor, motion carried.

Motion by Rehn, second by Mettler to certify a list of 12 applicants for the position of Entry-Level Police Officer as follows:

Travis Sheppard
Logan Baburek*
Ryan Leabo*
Eric Kankelfitz
Jason Bielema
Jacob Bardell
Dylan Southall
Cole Burns
Nolan Young
Christopher Kapfer
Philip Williams
Jesse Carsner

*Indicates a tie in score.

All in favor, motion carried.

The commissioners held a discussion with Lt. Miller regarding the Police Chief recruitment and selection process. Lt. Miller left at 9:05 a.m.

The commissioners held a discussion with Jen Ketelsen regarding the Police Chief recruitment and selection process. Ketelsen informed the commissioners the job description is currently in the process of being updated, but she does not yet have the updated version. When it is available, the commissioners would like to review the updated job description.

Motion by Mettler, second by Rehn to send out Police Chief recruitment and selection process updates to all Marion Police Department employees on a weekly basis. All in favor, motion carried.

Motion by Rehn, second by Hagen to receive and file employment ad for Police Chief. All in favor, motion carried.



With there being no further business, Mettler made a motion to adjourn at 9:34 a.m., seconded by Hagen. All in favor, motion carried.