



**Civil Service Commission
Regular Meeting – Minutes
December 5, 2017**

The Marion Civil Service Commission met on Tuesday, December 5, 2017 at 8:32 a.m. in Room 143 at City Hall. Commission members present were Rehn, Mettler, and Hagen. Absent: None. Also present: Police Chief Joseph McHale, Administrative Manager Shellene Gray, HR Generalist Jen Ketelsen, and Accounting Associate Rachel Bolender.

Motion by Mettler, second by Hagen to approve the minutes of the November 7 and November 13, 2017 meetings. All in favor, motion carried.

Chief McHale led a discussion regarding the exhaustion of certified lists. McHale explained the hiring process the Police Department uses. He supports the exhaustion of lists when the best candidates have been vetted.

Chief McHale and Shellene Gray left at 9:00 a.m.

Jen Ketelsen led a discussion regarding the City's reorganization and the reclassification of numerous positions.

Commission Clerk Cairry informed the Commissioners that she will be stepping down from Civil Service duties and begin training Accounting Associate Rachel Bolender.

With there being no further business, Hagen made a motion to adjourn at 9:45 a.m., seconded by Mettler. All in favor, motion carried.

Lianne Cairry, Civil Service Commission Clerk