



## **CIVIL SERVICE COMMISSION**

April 30, 2025

8:00 AM

Human Resource Conference Room, Third Floor  
City Hall, 209 Pearl Street

### **MINUTES**

#### **CALL TO ORDER**

Commissioner Nelson called the meeting to order at 8:00 a.m. on April 30, 2025.

Commissioners present: Nelson, Wood and Cutler.

Staff present: Jodi Quakenbush, Brenda Norton, Graham Jura, Ron Albers and Chad Nation.

#### **APPROVE AGENDA**

Kate Cutler and Carol Wood moved and seconded approval of April 30, 2025 Meeting Agenda. Unanimous, 3-0 vote.

#### **APPROVE MINUTES FROM PRIOR MEETING(S)**

February 26, 2025 Minutes

Carol Wood and Kate Cutler moved and seconded approval of February 26, 2025 Meeting Minutes. Unanimous, 3-0 vote.

#### **APPROVE TESTING PROCEDURES**

Plant Operator

Equipment Mechanic

Kate Cutler and Jeff Nelson moved and seconded approval of Testing Procedures for Plant Operator and Equipment Mechanic. Unanimous, 3-0 vote.

#### **CERTIFY ELIGIBILITY LIST**

Records Technician I

Carol Wood and Kate Cutler moved and seconded approval of Certifying the Eligibility List for Records Technician I. Unanimous, 3-0 vote.

## **OTHER BUSINESS**

## **ADJOURNMENT**

Kate Cutler and Carol Wood moved and seconded approval of Motion to Adjourn at 8:10 am. Unanimous, 3-0 vote.

Disclaimer:

If you require special assistance, please contact the City Clerk's Office at 712-890-5261 at least 24 hours prior to the meeting.

**Civil Service Commission Communication**

Department: City Clerk  
Case/Project No.:  
Submitted by:

February 26, 2025 Minutes

Commission Action: 4/30/2025

<b>Description</b>
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<b>Background/Discussion</b>
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<b>Recommendation</b>
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**ATTACHMENTS:**

Description	Type	Upload Date
<a href="#">2-26-25 Minutes</a>	Minutes	4/28/2025



## CIVIL SERVICE COMMISSION

February 26, 2025

8:00 AM

Human Resource Conference Room, Third Floor  
City Hall, 209 Pearl Street

### MINUTES

#### CALL TO ORDER

Commissioner Nelson called the meeting to order on February 26, 2025 at 8:00 am.

Commissioners present: Jeff Nelson, Kate Culter and Carol Wood.

Staff present: Ron Albers, Jill Knotek, Brenda Norton, Jodi Quakenbush and Graham Jura.

#### APPROVE AGENDA

Kate Cutler and Carol Wood moved and seconded approval of February 26, 2025 meeting agenda. Unanimous, 3-0 vote.

#### APPROVE MINUTES FROM PRIOR MEETING(S)

January 29, 2025 Minutes

Kate Cutler and Jeff Nelson moved and seconded approval of January 29, 2025 meeting minutes. Unanimous, 3-0 vote.

#### CERTIFY ELIGIBILITY LIST

Police Officer (Non-Certified)

Carol Wood and Kate Cutler moved and seconded approval of certifying the eligibility list for Police Officer (Non-Certified). Unanimous, 3-0 vote.

#### OTHER BUSINESS

Police Officer posting to open March 3, 2025 using procedures approved September 24, 2024

#### ADJOURNMENT

Kate Cutler and Jeff Nelson moved and seconded approval of Motion to adjourn. Unanimous, 3-0 vote.

#### Disclaimer:

If you require special assistance, please contact the City Clerk's Office at 712-890-5261 at least 24 hours prior to the meeting.

Civil Service Commission Communication

Department: City Clerk

Case/Project No.:

Submitted by:

Plant Operator

Commission Action: 4/30/2025

Description

Background/Discussion

Recommendation

**ATTACHMENTS:**

Description	Type	Upload Date
<a href="#">memo</a>	Other	4/28/2025



## Interoffice Memo

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To: Civil Service Commission  
From: Brenda Norton  
Cc: Graham Jura  
Date: 04/30/2025  
Re: Plant Operator

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### **Background**

The Director of Public Works is requesting a list be established for the position of Plant Operator at the Water Treatment Control Plant.

### **Recommendation**

It is the recommendation of staff that the Commission set procedures as outlined below:

1. Application

To be eligible, candidates must complete and submit an application to the HR Department during the application period.

2. Oral Interview

Management staff identified by the Human Resources Department will review all received applications. Based on the candidates' qualifications outlined on their application, the top ten (10) candidates, or fewer if fewer qualify, shall participate in the oral interview. The oral interview shall be conducted by a panel of three, appointed by the Human Resources Department. (Passing score of 70%).

Civil Service Commission Communication

Department: City Clerk

Case/Project No.:

Submitted by:

Equipment Mechanic

Commission Action: 4/30/2025

Description

Background/Discussion

Recommendation

**ATTACHMENTS:**

Description	Type	Upload Date
<a href="#">memo</a>	Other	4/28/2025



## Interoffice Memo

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To: Civil Service Commission  
From: Brenda Norton  
Cc: Graham Jura  
Date: 04/30/2025  
Re: Equipment Mechanic

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### **Background**

The Director of Public Works is requesting a list be established for the position of Equipment Mechanic.

### **Recommendation**

It is the recommendation of staff that the Commission set procedures as outlined below:

1. Application

To be eligible, candidates must complete and submit an application to the HR Department during the application period. The application supplement will help candidates illustrate their qualifications for this position.

2. Oral Interview

Management staff identified by the Human Resources Department will review all received applications. Based on the candidates' qualifications outlined on their application, the top eight (8) candidates, or fewer if fewer qualify, shall participate in the oral interview. The oral interview shall be conducted by a panel of three, appointed by the Human Resources Department. (Passing score of 70%).



**Civil Service Commission Communication**

Department: City Clerk  
Case/Project No.:  
Submitted by:

Records Technician I

Commission Action: 4/30/2025

<b>Description</b>
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<b>Background/Discussion</b>
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<b>Recommendation</b>
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**ATTACHMENTS:**

Description	Type	Upload Date
<a href="#">Eligibility List</a>	Eligibility List	4/29/2025



## Interoffice Memo

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To: Civil Service Commission  
From: Brenda Norton  
Cc: Graham Jura  
Date: 04/30/2025  
Re: Records Technician I

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### **Background**

The application process for Records Technician I has been conducted and an eligibility list prepared for the Commission's consideration. There were 62 candidates.

### **Recommendation**

It is the recommendation of staff that the Commission certify the eligibility list as presented below:

1. Doug Wever
2. Stuart McMillan
3. Doug Salvo
4. Grace Hannan
5. Mary Johnson
6. Nicole Campbell
7. Abigail Feek

Expires: April 30, 2027