



## **CIVIL SERVICE COMMISSION**

June 25, 2025

8:00 AM

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

### **MINUTES**

#### **CALL TO ORDER**

Commissioner Jeff Nelson called the meeting to Order at 8:00 am on Wednesday June 25, 2025.

Commissioner present: Jeff Nelson

Commissioner present via Zoom: Carol Wood

Commissioner absent: Kate Cutler

Staff present: Natalie Bouchama, Mimi Dobson, Matt Davis and Jodi Quakenbush.

Guest present: Chad Hannan.

#### **APPROVE AGENDA**

Carol Wood and Jeff Nelson moved and seconded approval of June 25, 2025 Agenda. Unanimous, 2-0 vote.

(Absent: Cutler)

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

May 28, 2025 Meeting Minutes

Carol Wood and Jeff Nelson moved and seconded approval of May 28, 2025 Minutes. Unanimous, 2-0 vote.

(Absent: Cutler)

#### **APPROVE TESTING PROCEDURES**

Testing Procedures - Park Maintenance Worker III

Carol Wood and Jeff Nelson moved and seconded approval of Testing Procedures for Park Maintenance Worker III. Unanimous, 2-0 vote.

(Absent: Cutler)

Testing Procedures - Plant Maintenance Mechanic

Jeff Nelson and Carol Wood moved and seconded approval of Testing Procedures for Plant Maintenance Mechanic. Unanimous, 2-0 vote.

(Absent: Cutler)

## **CERTIFY ELIGIBILITY LIST**

Eligibility List - Equipment Mechanic

Carol Wood and Jeff Nelson moved and seconded approval of Certifying the Eligibility List for Equipment Mechanic. Unanimous, 2-0 vote.  
(Absent: Cutler)

Eligibility List - Plant Operator

Jeff Nelson and Carol Wood moved and seconded approval of Certifying the Eligibility List for Plant Operator. Unanimous, 2-0 vote.  
(Absent: Cutler)

## **OTHER BUSINESS**

Police Promotions

Police Sergeant Promotion

Police Promotions

Police Lieutenant Promotion

Police Promotions

Police Promotion Captain

Approve hiring of Cayler Consulting LLC as testing administrator for police Sergeant and Lieutenant

Jeff Nelson and Carol Wood moved and seconded approval of Motion to hire Cayler Consulting, LLC, as testing administrator for Police Sergeant and Lieutenant. Unanimous, 2-0 vote.  
(Absent: Cutler)

## **ADJOURNMENT**

Carol Wood and Jeff Nelson moved and seconded approval of Motion to adjourn at 8:10 am. Unanimous, 2-0 vote.  
(Absent: Cutler)

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:

May 28, 2025 Meeting Minutes

Commission Action: 6/25/2025

<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="#">5-28-25 Minutes</a>	Minutes	6/20/2025



## CIVIL SERVICE COMMISSION

May 28, 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 am on Wednesday May 28, 2025.

Commissioners present: Nelson, Wood and Cutler.

Staff present: Graham Jura, Brenda Norton, Natalie Bouchama, Mimi Dobson and Jodi Quakenbush.

#### APPROVE AGENDA

Carol Wood and Kate Cutler moved and seconded approval of May 28, 2025 Meeting Agenda. Unanimous, 3-0 vote.

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

April 30, 2025 Meeting Minutes

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

#### APPROVE TESTING PROCEDURES

Equipment Operator I

Carol Wood and Kate Cutler moved and seconded approval of testing procedures for Equipment Operator I. Unanimous, 3-0 vote.

#### OTHER BUSINESS

Amended Iowa Code re: Civil Service

SF 311 was signed by Governor Reynolds and is effective August 16, 2025.

Discussion Item, no action taken.

#### ADJOURNMENT

Kate Cutler and Carol Wood 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: Human Resources  
Case/Project No.:  
Submitted by: Natalie Bouchama

Testing Procedures - Park Maintenance Worker  
III

Commission Action: 6/25/2025

### Description

### Background/Discussion

The Director of Parks & Recreation is requesting that the Commission approve procedures for establishing a Park Maintenance Worker III eligibility list.

### 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 include an application supplement to the Human Resources Department during the application period. In addition to the application, applicants will be required to respond to 5 short form questions focusing on job-specific knowledge and experience in similar roles. The application supplement will help candidates illustrate their qualifications for this position.

3. Oral Exam:

Management staff, identified by the Human Resources Department, will review the candidates' applications to select candidates qualified for the oral interview. The candidates' qualifications will be outlined on their application to include their application supplement. The top ten (10) candidates, or fewer if fewer qualify, shall participate in the oral interview. A panel of no less than three but no more than five appointed by the Human Resources Department will administer the oral interviews. (Passing score of 65%).

### ATTACHMENTS:

Description

[Memo - Park Maintenance Worker III](#)

[Job Description](#)

[Application Supplement](#)

Type

Interview Questions

Job Description

Supplemental  
Questions

Upload Date

6/20/2025

6/19/2025

6/20/2025

**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**June 25, 2025**

**TO:** Civil Service Commission

**FROM:** Natalie Bouchama, Talent Acquisition Coordinator – Human Resources

**SUBJECT:** Park Maintenance Worker III

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**Background**

The Director of Parks & Recreation is requesting that the Commission approve procedures for establishing a Park Maintenance Worker III eligibility list.

**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 include an application supplement to the Human Resources Department during the application period. In addition to the application, applicants will be required to respond to 5 short form questions focusing on job-specific knowledge and experience in similar roles. The application supplement will help candidates illustrate their qualifications for this position.

3. **Oral Exam:**

Management staff, identified by the Human Resources Department, will review the candidates' applications to select candidates qualified for the oral interview. The candidates' qualifications will be outlined on their application to include their application supplement. The top ten (10) candidates, or fewer if fewer qualify, shall participate in the oral interview. A panel of no less than three but no more than five appointed by the Human Resources Department will administer the oral interviews. (Passing score of 65%).



City of Council Bluffs  
Job Description

## Park Maintenance Worker III

**Department:** Parks & Recreation

**Supervisor:** Parks & Recreation Supervisor

**Location:** Park Maintenance Building and/or Recreation Complex

**FLSA Status:** Non-exempt

**Prepared By:** Natalie Bouchama, Talent Acquisition Coordinator

**Prepared Date:** June 2025

**Union:** AFSCME

**Pay Grade:** 19

**Summary:** This position involves skilled maintenance and repair work in the care and upkeep of City parks and outdoor recreational facilities. It requires a solid understanding of grounds maintenance practices, as well as the ability to perform a variety of construction and repair tasks with minimal supervision. Employees in this classification may be assigned to one of three areas: Park Maintenance, Recreation Complex Maintenance, or Horticulture & Grounds Maintenance. Regardless of assignment, all employees are responsible for general maintenance duties across park facilities.

The work includes performing outdoor construction, maintenance, and repair projects, often involving the use of tools, equipment, and materials necessary for upkeep and improvements. Employees are responsible for ordering supplies, coordinating tasks with other departments, and ensuring that work is completed efficiently and safely. This role may involve working independently or leading a team of seasonal staff. It is common for employees in this position to be assigned specific parks or geographic areas within the City.

This is a physically active, outdoor role that requires work in a variety of weather conditions. The standard work schedule for this position is Wednesday through Sunday, from 7:00 AM to 3:00 PM.

### Essential Duties and Responsibilities:

- Perform a range of park maintenance and light construction activities within designated parks or assigned areas.
- Work independently and demonstrate initiative in completing tasks without direct supervision.
- Operate power equipment including mowers, edgers, clippers, hedgers, and other landscaping tools.
- Collect, rake, and load grass and brush; mow lawns and clean park grounds.
- Plant, water, and assist in the care of shrubs, flowers, and grass.
- Empty trash receptacles and power wash site furnishings.
- Perform snow removal tasks as needed.
- Conduct outdoor maintenance such as repairing trails, sidewalks, and park facilities or assets.
- Estimate materials needed for projects and assist in ordering supplies.
- Maintain reports of daily activities.
- Paint park buildings and equipment.
- Make repairs and adjustments to playground equipment.

- Perform heavy manual labor including loading supplies and digging post holes.
- Plant and care for trees and shrubs.
- Spray, fertilize, and prune trees and shrubs.
- Weed, cultivate, plant, irrigate, and fertilize lawns and flower beds.
- Prune and trim hedges, bushes, and other shrubbery.
- Complete minor irrigation repairs.
- Install site furnishings.

### **Supervisor Responsibility:**

Under the general supervision of the Park Maintenance Supervisor, the position performs outside construction and maintenance of City park facilities. Employees in this classification perform skilled construction and repair work. The position is responsible for ordering materials, performing outdoor construction or repairs, and coordinating with other departments or activities. Related work is performed as directed. The employee will typically work alone or lead a team of seasonal workers.

### **Qualifications:**

To perform this job successfully, an individual must be able to demonstrate the necessary work history and capability to satisfactorily complete the essential duties and responsibilities. The requirements listed represent the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/ or Experience:**

- High school diploma or general education degree (GED)
- Associate's in related area of study, preferred
- Five (5) to seven (7) years of related experience
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities

### **Certificates, Licenses, Registrations:**

- Valid Driver's License
- Must obtain a Pesticide Applicator's License with the Turf and Ornamental Category and Right-of-Way Category issued by the State of Iowa within one-year of hire
- Pool Operators License within one year of hire

### **Physical Demands:**

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The employee must be able to occasionally lift and work with up to seventy (70) pounds.
- The employee must be able to frequently lift and work with up to twenty (20) pounds.
- The employee must be able to continuously lift and work with up to ten (10) pounds.
- Must have the ability to work both in and out of doors in all weather conditions.
- Must have the ability to work both in and out of doors in all weather conditions.

### **Other Skills and Abilities:**

- Good knowledge of methods, practices, tools, and equipment used in park maintenance and construction programs
- Skill in repairing equipment, buildings, and grounds
- Ability to supervise a small crew of laborers

- Ability to operate all equipment safely and in accordance with the equipment manual and City Safety Policy
- Ability to understand and follow simple oral and written directions
- Ability to develop and maintain good public relations

## **Questionnaire – Park Maintenance Worker III – City of Council Bluffs**

### **Relevant Experience**

Describe any experience you have managing high-profile or high-visibility properties:

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### **Trade & Maintenance Skills**

Summarize your experience with electrical, plumbing, landscaping, sports turf care, or pool/water systems:

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### **Pesticide Knowledge**

Describe any experience or licensing you have related to pesticide application:

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### **Equipment Operation**

List any equipment you are experienced operating (e.g., Skid Steer, Backhoe, Toolcat, snow removal equipment):

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### **Additional Comments**

Share any other experience relevant to this role:

## Civil Service Commission Communication

Department: Human Resources  
Case/Project No.:  
Submitted by: Natalie Bouchama

Testing Procedures - Plant Maintenance  
Mechanic

Commission Action: 6/25/2025

### Description

### Background/Discussion

The Public Works Department has requested that the Commission approve procedures for establishing a Plant Maintenance Mechanic eligibility list.

### 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 include an application supplement to the Human Resources 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 fifteen (15) candidates, or fewer if fewer qualify, shall participate in the oral interview. The oral interview shall be conducted by a panel of no less than three but no more than five appointed by the Human Resources Department. (Passing score of 70%).

### ATTACHMENTS:

Description

[Civil Service memo](#)

[Job Description](#)

[Application Supplement](#)

Type

Other

Job Description

Supplemental  
Questions

Upload Date

6/20/2025

6/20/2025

6/20/2025

**CITY OF COUNCIL BLUFFS, IOWA**  
**INTER-OFFICE MEMO**

**June 25, 2025**

**TO:** Civil Service Commission

**FROM:** Natalie Bouchama, Talent Acquisition Specialist – Human Resources

**SUBJECT:** Plant Maintenance Mechanic

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**Background**

The Public Works Department has requested that the Commission approve procedures for establishing a Plant Maintenance Mechanic eligibility list.

**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 include an application supplement to the Human Resources 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 fifteen (15) candidates, or fewer if fewer qualify, shall participate in the oral interview. The oral interview shall be conducted by a panel of no less than three but no more than five appointed by the Human Resources Department. (Passing score of 70%).





# City of Council Bluffs

## Job Description

### Plant Maintenance Mechanic

**Department:** Public Works

**Supervisor:** Plant Operations Supervisor

**Location:** Water Pollution Control Plant

**FLSA Status:** Non-exempt

**Prepared By:** Natalie Bouchama, Talent Acquisition Coordinator

**Prepared Date:** June 2025

**Union:** AFSCME

**Pay Grade:** 20

**Summary:** An employee in this class is responsible for the continuous operation and maintenance of the Water Pollution Control Plant facilities' equipment. This is a highly skilled mechanical work position in the operation of the Water Pollution Control Plant.

**Essential Duties and Responsibilities:** includes the following.

- Repairs and performs maintenance of plant equipment
- Installs, wires/unwires and/or makes major and minor repairs of all mechanical and stationary process equipment including but not limited to pumps; boilers; conveyers; valves; hydrants; augers; cranes; electrical and pneumatic controls; compressors; and air handling equipment
- Records labor and parts used in performing tasks into the computerized Enterprise Asset Management (EAM) system on a daily basis
- Completes detailed inspection sheets of plant operations and maintenance utilizing the EAM system
- Checks and assures the proper operation and maintenance of automated and manual trash rack collection systems at the plant
- Uninstalls unwires, rebuilds, installs and wires various sized pumps and drive systems to factory specifications
- Performs normal maintenance and lubrication on all electric and engine driven process and pumping equipment as well as utility and grounds equipment
- Operates drill presses, grinders, metal fabricating equipment, welders and related equipment
- Performs preventative maintenance and repair of plant equipment as per original equipment manufacturer specifications
- Performs safety monitoring to include monitoring gas levels and stand-by duties when others are working in a confined space/hazardous atmosphere

- Maintain parts inventories required in the daily maintenance and extended maintenance of the plant equipment
- Attends training and safety courses to maintain licensing requirements
- Performs duties and responsibilities at other City facilities as assigned
- Regular and predictable attendance is required
- Other duties as assigned

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

- High School Diploma or General Education Degree (GED)
- Mechanical Trade School Certificate, preferred
- Two (2) years of relevant experience, preferred
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities

**Certificates, Licenses, Registrations:**

- Valid Driver's License
- Must obtain and maintain a Grade 1 State of Iowa Wastewater Certificate or Grade I Wastewater Collection System Certification within two (2) years of hire
- Must obtain and maintain a Backflow Preventer Operation and Maintenance Certification within two (2) years of hire

**Physical Demands:**

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The employee must be able to occasionally lift and work with up to seventy (70) pounds.
- The employee must be able to frequently lift and work with up to fifty (50) pounds.
- The employee must be able to continuously lift and work with up to ten (10) pounds.
- The employee must be able to work both in and out of doors, in all weather conditions, in high places, in confined spaces, in dusty environments, and in high noise levels.

**Other Skills and Abilities:**

- Thorough knowledge of standard practices, methods, tools, and materials of the electrical and mechanical trades
- Thorough knowledge of welding, blacksmithing, machine work, and related mechanical trade operations
- Thorough knowledge of the occupational hazards connected with general maintenance operations
- Ability to observe and enforce appropriate precautions
- Ability to work from sketches or blueprints to close tolerances
- Ability to understand and carry out difficult oral and written instructions
- Ability to establish and maintain effective relationships with co-workers and subordinates
- Skill in the use and care of bench and hand tools, machines, and equipment of the mechanical trades

## Plant Maintenance Mechanic – Application Supplement

1. Please list any past or present experience you have working in a Wastewater Plant or Industrial facilities performing any operations, maintenance, and repairs. Please note the duration of each experience.
2. Please list any certifications or specialized training you have that you feel pertains to the operations, maintenance, and repair of Wastewater and/or Industrial facilities.
3. Please explain your level of proficiency using computers. What type(s) of Supervisory Control and Data Acquisition (SCADA) system monitoring and asset management software have you used?

## Civil Service Commission Communication

Department: Human Resources  
Case/Project No.:  
Submitted by: Natalie Bouchama

Eligibility List - Equipment Mechanic

Commission Action: 6/25/2025

### Description

### Background/Discussion

The application process for Equipment Mechanic has been conducted and an eligibility list prepared for the Commission's consideration. There were 7 candidates.

### Recommendation

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

1. Miki Alt
2. Mike Manning

### ATTACHMENTS:

Description

[Eligibility List - Equipment Mechanic](#)

Type

Eligibility List

Upload Date

6/19/2025

**CITY OF COUNCIL BLUFFS, IOWA**  
**INTER-OFFICE MEMO**

**June 25, 2025**

**TO:** Civil Service Commission

**FROM:** Natalie Bouchama, Talent Acquisition Coordinator – Human Resources

**SUBJECT:** Equipment Mechanic

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Background

The application process for Equipment Mechanic has been conducted and an eligibility list prepared for the Commission's consideration. There were 7 candidates.

Recommendation

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

1. Miki Alt
2. Mike Manning

Expires: June 25, 2026

**Civil Service Commission Communication**

Department: Human Resources  
Case/Project No.:  
Submitted by: Natalie Bouchama

Eligibility List - Plant Operator

Commission Action: 6/25/2025

**Description**

**Background/Discussion**

The application process for Plant Operator has been conducted and an eligibility list prepared for the Commission's consideration. There were six (6) candidates.

**Recommendation**

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

- 1. Doreen Zivny
- 2. Joe Mescher
- 3. Noah Gilliam
- 4. Justin Norton
- 5. Aaron Domashk
- 6. Kory Klement

**ATTACHMENTS:**

Description	Type	Upload Date
<a href="#">INTER-OFFICE MEMO</a>	Eligibility List	6/17/2025

**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**June 25, 2025**

**TO:** Civil Service Commission

**FROM:** Natalie Bouchama, Talent Acquisition Coordinator – Human Resources

**SUBJECT:** Plant Operator

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Background

The application process for Plant Operator has been conducted and an eligibility list prepared for the Commission's consideration. There were 6 candidates.

Recommendation

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

1. Doreen Zivny
2. Joe Mescher
3. Noah Gilliam
4. Justin Norton
5. Aaron Domashk
6. Kory Klement

Expires: June 25, 2026



## Civil Service Commission Communication

Department: Human Resources  
Case/Project No.:  
Submitted by: Natalie Bouchama

Police Promotions

Commission Action: 6/25/2025

<b>Description</b>
Police Sergeant Promotion
<b>Background/Discussion</b>
The application process for Police Sergeant has been conducted and an eligibility list prepared for the Commission's consideration. There were 12 candidates.
<b>Recommendation</b>
It is the recommendation of staff that the Commission certify the eligibility list as presented below:
1. Steven Jacobs
2. Matthew Dyer
3. Paul Damrow
4. Daniel Stuck
5. Travis Bradley
6. Brandon Flowers
7. Nathan Powles
8. Trevor Benson
9. Jonathan Meyer
10. Joseph Vogel

<b><u>ATTACHMENTS:</u></b>		
Description	Type	Upload Date
<a href="#">Police Sergeant Promotion</a>	Other	6/19/2025



## **COUNCIL BLUFFS POLICE DEPARTMENT**

Office of the Chief  
1 Ezra Jackson Way  
Council Bluffs, IA 51503

Office Phone: (712) 890-5260  
Fax: (712) 396-2069  
[www.councilbluffs-ia.gov](http://www.councilbluffs-ia.gov)

### **MEMORANDUM**

**TO:** Director Brenda Norton  
**FROM:** Chief Matt Davis *MD*  
**DATE:** June 17, 2025  
**SUBJECT:** Police Sergeant Promotion

Captain Todd Weddum's retirement on June 30<sup>th</sup>, 2025 and subsequent replacement created a vacancy in Police Lieutenant which upon filling created a vacancy in Police Sergeant at the Council Bluffs Police Department (CBPD). Pursuant to section 400.9 *et seq.* of the Code of Iowa, I have selected Sergeant Brandon Flowers to be promoted to Police Sergeant. This decision was made in the best interests of the CBPD and the City of Council Bluffs.

On October 24<sup>th</sup>, 2023, the Civil Service Commission for the City of Council Bluffs certified the eligibility list for Police Sergeant. The certified eligibility list consisted of ten ranked candidates. The top five candidates had already been promoted before this vacancy was created. The remaining five candidates on the list participated in structured oral interviews on June 3, 2025 and June 10, 2025. The structured interviews were conducted and scored by Captains Ron Albers, Captain Todd Weddum, Captain Ted Roberts, and myself.

The personnel files of the five candidates who participated in the interviews were reviewed. Any instances of discipline and yearly performance over the past two years were considered. Finally, the scores of the structured oral interview and rankings on the certified promotional list were considered.

Officer Brandon Flowers joined the CBPD in 2017. He has served in the Uniform Division as a patrol officer and in the Traffic Unit. Officer Flowers is a Field Training Officer, defensive tactics instructor, drone pilot, Rapid Deployment Team member, and Emergency Services Team member. Since November of 2023, I observed Officer Flowers demonstrate exceptional leadership and a willingness to step up and assume additional responsibility. Officer Flowers is the best candidate to assume the responsibilities of Police Sergeant.

Attachments

Chief of Police Matt Davis  
COUNCIL BLUFFS POLICE DEPARTMENT – 1 EZRA JACKSON WAY, COUNCIL BLUFFS, IA 51503  
*"An Equal Opportunity Employer"*

**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**October 24, 2023**

**TO:** Civil Service Commission

**FROM:** Cori Shaw, Recruiter – Human Resources

**SUBJECT:** Police Sergeant

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Background

The application process for Police Sergeant has been conducted and an eligibility list prepared for the Commission's consideration. There were 12 candidates.

Recommendation

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

1. Steven Jacobs
2. Matthew Dyer
3. Paul Damrow
4. Daniel Stuck
5. Travis Bradley
6. Brandon Flowers
7. Nathan Powles
8. Trevor Benson
9. Jonathan Meyer
10. Joseph Vogel

Expires: October 24, 2025

## Civil Service Commission Communication

Department: Human Resources  
Case/Project No.:  
Submitted by: Natalie Bouchama

Police Promotions

Commission Action: 6/25/2025

### Description

Police Lieutenant Promotion

### Background/Discussion

The application process for Police Sergeant has been conducted and an eligibility list prepared for the Commission's consideration. There were 9 candidates.

### Recommendation

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

1. Ted Roberts
2. Robert Radford
3. Gerald Wake
4. Matthew Brinkman
5. Cory Woodward
6. Edward Carlson
7. Jackie Loghry
8. Jason Bailey
9. Dale Schmitz

### ATTACHMENTS:

Description

[Police Lieutenant Promotion](#)

Type

Resolution

Upload Date

6/19/2025



## **COUNCIL BLUFFS POLICE DEPARTMENT**

Office of the Chief  
1 Ezra Jackson Way  
Council Bluffs, IA 51503

Office Phone: (712) 890-5260  
Fax: (712) 396-2069  
[www.councilbluffs-ia.gov](http://www.councilbluffs-ia.gov)

### **MEMORANDUM**

**TO:** Director Brenda Norton  
**FROM:** Chief Matt Davis *MP 500*  
**DATE:** June 16, 2025  
**SUBJECT:** Police Lieutenant Promotion

Captain Todd Weddum's retirement on June 30<sup>th</sup>, 2025 and subsequent replacement will create a vacancy in Police Lieutenant at the Council Bluffs Police Department. Pursuant to section 400.9 *et seq.* of the Code of Iowa, I have selected Sergeant Cory Woodward to be promoted to Police Lieutenant. This decision was made in the best interests of the CBPD and the City of Council Bluffs.

On October 24<sup>th</sup>, 2023, the Civil Service Commission for the City of Council Bluffs certified the eligibility list for Police Lieutenant. The certified eligibility list consisted of nine ranked candidates. The top four candidates had already been promoted before this recent vacancy was created. Four of the five remaining candidates on the list participated in structured oral interviews on June 5, 2025. The structured interviews were conducted and scored by Captains Ron Albers, Captain Todd Weddum, Captain Ted Roberts, and myself.

The personnel files of four candidates who participated in the interviews were reviewed. Any instances of discipline and yearly performance over the past two years were considered. Finally, the scores of the structured oral interview and rankings on the certified promotional list were considered.

Sergeant Cory Woodward joined the CBPD in 2000. He was later promoted to Sergeant in 2016. Sergeant Woodward served in the Uniform Division as a patrol officer and supervisor. He also served as the in the Police Area Representative (PAR) Unit in the Administration Division. Since November of 2023, I observed Sergeant Woodward demonstrate strong leadership skills and sound judgement. He has appropriately reviewed multiple use of force incidents and serves as a defensive tactics instructor. He assisted with the formation of the Homeless Outreach Program (HOP) and helped establish data collection and enforcement protocols. Sergeant Cory Woodward is the best candidate to assume the responsibilities of Police Lieutenant.

Attachments

Chief of Police Matt Davis  
COUNCIL BLUFFS POLICE DEPARTMENT – 1 EZRA JACKSON WAY, COUNCIL BLUFFS, IA 51503  
"An Equal Opportunity Employer"

**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**October 24, 2023**

**TO:** Civil Service Commission

**FROM:** Cori Shaw, Recruiter – Human Resources

**SUBJECT:** Police Lieutenant

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Background

The application process for Police Sergeant has been conducted and an eligibility list prepared for the Commission's consideration. There were 9 candidates.

Recommendation

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

1. Ted Roberts
2. Robert Radford
3. Gerald Wake
4. Matthew Brinkman
5. Cory Woodward
6. Edward Carlson
7. Jackie Loghry
8. Jason Bailey
9. Dale Schmitz

Expires: October 24, 2025

## Civil Service Commission Communication

Department: Human Resources  
Case/Project No.:  
Submitted by: Natalie Bouchama

Police Promotions

Commission Action: 6/25/2025

<b>Description</b>
Police Promotion Captain

<b>Background/Discussion</b>
The application process for Police Captain has been conducted and an eligibility list prepared for the Commission's consideration. There were 5 candidates.

<b>Recommendation</b>
It is the recommendation of staff that the Commission certify the eligibility list as presented below:
1. Jillian Knotek
2. Ted Roberts
3. Robert Radford
4. Ronald Albers
5. Mark Galvan

### **ATTACHMENTS:**

Description	Type	Upload Date
<a href="#">Police Captain Promotion</a>	Other	6/19/2025



## COUNCIL BLUFFS POLICE DEPARTMENT

Office of the Chief  
1 Ezra Jackson Way  
Council Bluffs, IA 51503

Office Phone: (712) 890-5260  
Fax: (712) 396-2069  
[www.councilbluffs-ia.gov](http://www.councilbluffs-ia.gov)

### MEMORANDUM

**TO:** Director Brenda Norton  
**FROM:** Chief Matt Davis *MSD*  
**DATE:** June 12, 2025  
**SUBJECT:** Police Captain Promotion

June 30<sup>th</sup>, 2025 will be Captain Todd Weddum's last day worked with the Council Bluffs Police Department (CBPD). His retirement creates a vacancy in Police Captain at the CBPD. Pursuant to section 400.9 *et seq.* of the Code of Iowa, I have selected Lieutenant Jillian Knotek to be promoted to Police Captain. This decision was made in the best interests of the CBPD and the City of Council Bluffs.

On June 26<sup>th</sup>, 2024 promotional testing procedures for Police Captain were approved by the Civil Service Commission for the City of Council Bluffs. Promotional testing was conducted by Cayler Consulting, LLC and consisted of an orientation and assessment center exercises based on a job analysis of the CBPD Police Captain. Five candidates participated in the testing procedures and their final scores were compiled according to the approved testing procedures. On August 28<sup>th</sup>, 2024, the eligibility list for Police Captain was approved by the Civil Service Commission for the City of Council Bluffs. The certified eligibility list included the five candidates who participated in the testing procedures.

On September 28, 2024, Lieutenant Ted Roberts was promoted to Police Captain. Later, on November 23<sup>rd</sup>, 2024 Lieutenant Ronald Albers was promoted to Police Captain. Captain Ted Roberts expressed interest in transferring from his current assignment in the Uniform Division to the Criminal Investigation Division to fill vacancy that will be created by Captain Weddum's retirement. Captain Albers will be transferred from the Administration Division to the Uniform Division to replace Captain Roberts. These transfers result in a Police Captain vacancy in the Administration Division.

The three remaining individuals on the certified eligibility list for Police Captain all participated in structured oral interviews for Police Captain in the Administration Division in late October and early November of 2024. Lieutenant Jillian Knotek was the second highest scoring candidate of the four who participated in those interviews. The highest scoring candidate (Captain Albers) was already promoted.

Chief of Police Matt Davis

COUNCIL BLUFFS POLICE DEPARTMENT – 1 EZRA JACKSON WAY, COUNCIL BLUFFS, IA 51503

*"An Equal Opportunity Employer"*



The personnel files of all remaining candidates who participated in the interviews were reviewed. Any instances of discipline and yearly performance over the past two years were considered. Finally, the scores of the promotional testing were considered.

Lieutenant Jillian Knotek joined the CBPD in 2008. She was promoted to Sergeant in 2016 and Lieutenant in 2021. She served in the Uniform Division and Administration Division during her years of service with the CBPD. Since November of 2023, Lieutenant Knotek demonstrated strong technical and analytical skills. While serving in the Administration Division, she assisted with the development of the Homeless Outreach Project (HOP). This involved setting up data collection protocols, the launch of a mapping program, developing project goals, collecting community feedback, and issuing a progress report. She also played a critical role in developing social media campaigns, websites, and public messaging to support recruiting efforts for sworn police officers. Her efforts were instrumental to the success of HOP and CBPD officer recruiting efforts.

While assigned to the Administration Division, Lieutenant Knotek led an initiative to review and update all Department policies on a regular basis. She developed new protocols to solicit policy input from the Citizen Police Advisory Board. Lieutenant Knotek possesses a very strong working knowledge of department data contained in the records management systems and has shared her knowledge with the Department's newly hired Management Systems Specialist. She effectively listens to policy expectations and then successfully executes tasks based on those expectations.

Lieutenant Jillian Knotek is the best candidate to address specific challenges the Administration Division faces in the coming years.

## Attachments

**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**August 28, 2024**

**TO:** Civil Service Commission

**FROM:** Cori Shaw, Recruiter – Human Resources

**SUBJECT:** Police Captain

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Background

The application process for Police Captain has been conducted and an eligibility list prepared for the Commission's consideration. There were 5 candidates.

Recommendation

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

1. Jillian Knotek
2. Ted Roberts
3. Robert Radford
4. Ronald Albers
5. Mark Galvan

Expires: August 28, 2026

Civil Service Commission Communication

Department: Human Resources  
Case/Project No.:  
Submitted by:

Approve hiring of Cayler Consulting LLC as  
testing administrator for police Sergeant and  
Lieutenant

Commission Action: 6/25/2025

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
<a href="#">Initial Proposal Cayler Consulting LLC</a>	Other	6/23/2025
<a href="#">Initial Proposal Cayler Consulting LLC</a>	Other	6/23/2025

# CAYLER

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## CONSULTING, LLC

May 29, 2025

Chief Matt Davis  
Council Bluffs Police Department  
1 Ezra Jackson Way  
Council Bluffs, IA 51503

Dear Matt:

Please accept this proposal in response to your solicitation for promotional testing services for the target rank of police lieutenant for the Council Bluffs Police Department. Appointments to this rank will have an impact on the city and department for many years to come and it would be my pleasure to work with you in assessing the abilities of your selected candidates for this position.

### **DATE OF PROPOSAL**

May 29, 2025

### **SCOPE OF SERVICES OFFERED**

#### **Assessment Centers**

Cayler Consulting, LLC will recruit two additional law enforcement administrators to assess candidates' abilities in an assessment center process for this rank. I will serve as the third assessor. I normally assess no more than five candidates per day. Depending on the number of candidates, we may have to split larger groups over two or more days. The assessment center testing process provides an accurate measurement of a candidate's competence to perform a given task, function or undertaking in a predictable manner. Cayler Consulting, LLC will gather information for this position through the use of position analysis questionnaires, and discussions with police staff. Using this information, Cayler Consulting, LLC will prepare a series of exercises as requested in your solicitation that are designed to simulate duties or tasks that might occur during a normal workday for this position. These exercises are designed to assess the candidates' ability to perform in situations that would be typical for a person filling this position. They are also designed to assess the candidates' writing ability and working knowledge of legal issues, departmental operations, personnel management, and law enforcement trends. Because specific information will be requested, the focus of the interview questions and exercises will be relevant and specific to the Council Bluffs Police Department.

An assessment center process:

- Levels the playing field by providing all candidates an equal opportunity to demonstrate their competency
- Provides for an objective, disinterested view from professional evaluators
- Places the candidate in a controlled environment
- Establishes a reliable prediction of performance through the use of a definable set of measurements of a candidate's competence
- Builds multi-layered tasks --- ability to measure a candidate's competency in several areas at once
- Defeats a candidate's ability to hide behind a one-dimensional talent
- Mirrors real world scenarios in a controlled manner

Each assessment exercise is designed to measure the candidate's level of competence within three or more of 11 Critical Management Dimensions (competencies). Management Dimensions are those elements of competence that are relevant within the specific function of supervising and managing operations or personnel. (i.e.: What important abilities and skills are required in order to fulfill the position?)

**Critical Management Dimensions are identified as:**

**Analysis:** The determination of core elements. Relating and comparing information from different sources, identifying issues, securing relevant information and identifying relationships.

**Consensus Building:** The utilization of interpersonal skills to influence the collective opinion and solicit general agreement.

**Decisiveness:** Readiness to make decisions, render judgments, take action or commit oneself.

**Development of Subordinates:** Developing the skills and competencies of subordinates through training and development activities related to current and future jobs.

**Follow-up:** The act of tracking action taken and plans made. This tracking is made for the efficiency and assessment of action steps taken.

**Initiative:** Actively attempts to influence events to achieve goals; self-starting rather than passively accepting. Taking action to achieve goals beyond what is necessarily called for; originating action. Following through energetically.

**Judgment:** The capacity to make high quality decisions which are based on logical assumptions and which reflect factual information. A conclusion based on a discriminating appraisal of known information.

**Leadership:** Utilizing appropriate interpersonal styles and methods of communication in order to set a course or vision for an organization. To guide individuals or groups toward task accomplishment or acceptance of an idea demonstrating "big picture" thinking; vision.



**Oral Communication Skills:** Effective expression in individual or group situations, whether spontaneous or when given time for preparation (includes both verbal and non-verbal cues).

**Planning and Organization:** Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignments of personnel and appropriate allocation of resources or assets. A process of order; a method worked out beforehand.

**Written Communication Skills:** Clear expression of ideas in writing.

At the conclusion of the assessment center, Chief Cayler and the other assessors will meet with you and other appropriate individuals and go over the outcome of the process and discuss their views on each of the candidates. A final written report will also be generated, discussing the process and the results of the assessment center.

The scope of services you seek includes developing and executing an assessment center process for the rank of police lieutenant. Once specific dates are locked in, we can discuss the recruitment of assessors, number of candidates for each rank, etc.

## **COMPANY/CONSULTANT BACKGROUND**

Chief Cayler served in law enforcement for 34 years, with the last 30+ years in the capacity of Chief of Police for the city of Carroll. He holds a Master's Degree in Criminal Justice Administration and a Bachelor's Degree in Sociology/Criminal Justice. He also served as the administrator of the Carroll City/County Communications center for 28 years. Chief Cayler served on the National Advisory Policy Board and as a member of the North Central Working Group for the CJIS Division of the FBI for many years. He is a past president of the Iowa Police Executive Forum (now the Iowa Police Chiefs Association), and Chairman of the Region V Drug Task Force for over 10 years. Chief Cayler was also the long-time Chairman of both the Carroll County E911 Service Board and the Carroll County Emergency Management Commission. In addition to these duties, Chief Cayler served as an adjunct professor of Criminal Justice at Buena Vista University from 2000 – 2012, and most recently served as interim city manager in Carroll for approximately five months.

Approximately twenty-nine (29) years ago Chief Cayler began providing consulting services to cities, primarily in the area of recruitment, screening and selection of police chiefs and assisting cities with internal promotional testing. In recent years these services have also included screening and selection of fire chiefs, finance directors and city administrators, as well as conducting fire department promotional assessments. In August of 2013 he established Cayler Consulting, LLC. He retired as Chief of Police in Carroll on June 8, 2015 and was one of the longest serving chiefs in Iowa.

Chief Cayler has been married for forty-three (43) years (Sandy (BSN/RN/ARNP)), and has two adult children, Amy Kitt (MBA) and Kristen Menke (PhD).

## **References (cities where Cayler Consulting has provided services)**

Sam Kooiker, City Manager  
City of Sheldon  
(712) 324-4651  
[sam@cityofsheldon.com](mailto:sam@cityofsheldon.com)

Chief Jeremy Logan  
Oelwein Police Department  
(319) 283-4311  
[jlogan@oelweinpolice.org](mailto:jlogan@oelweinpolice.org)

Perry Buffington, Human Resource Director  
City of Mason City  
(641) 424-7130  
[pbuffington@masoncity.net](mailto:pbuffington@masoncity.net)

Kelly Hayworth, City Administrator  
City of Coralville  
(319) 248-1700  
[mfunke@coralville.org](mailto:mfunke@coralville.org)

Karen Jennings, Human Resource Administrator  
City of Iowa City  
(319) 356-5025  
[Karen-jennings@iowa-city.org](mailto:Karen-jennings@iowa-city.org)

Travis Goedken, City Manager  
City of Decorah  
(563) 382-3651  
[citymanager@decorahia.org](mailto:citymanager@decorahia.org)

Jill Petermeier, Human Resources Director  
City of Marshalltown  
(641) 754-5704  
[jpetermeier@marshalltown-ia.gov](mailto:jpetermeier@marshalltown-ia.gov)

Aaron Kooiker, City Manager  
City of Carroll  
(712) 792-1000  
[Akooiker@cityofcarroll.com](mailto:Akooiker@cityofcarroll.com)

## **FEES FOR SERVICES**

**ASSESSMENT CENTER FEE.** Cayler Consulting charges two thousand five hundred (\$2,500) dollars for the preparation and administration of a (one-day) assessment center process. Cayler Consulting, LLC will also be reimbursed for all reasonable expenses for meals, mileage, hotels,



office supplies, copies, etc. Mileage will be reimbursed at the maximum allowable IRS rate (currently \$.70/mi). When I recruit outside individuals to serve as assessors, I have the city pay each of these assessors a stipend in the amount of \$450/day, plus expenses, for their involvement in this process. I will send a separate bill for my services and expenses. Anticipated expenses are shown in the estimate below. I normally limit the number of candidates tested to five each day. If additional days are required due to a larger number of candidates, these days will be billed at \$750 per day, plus expenses for the consultant, and \$450 per day, plus expenses, for each of the assessors I recruit. The estimate below is based on a one-day assessment center with a maximum of five candidates.

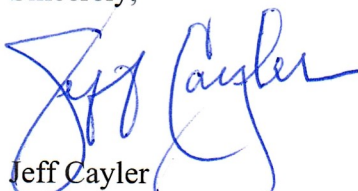
• Meals	(2 assessors and consultant)	\$ 75
• Mileage	(2 assessors and consultant)	\$ 750
• Hotel	(3 assessors, one night)	\$ 375
• Printing & supplies		\$ 100
• Stipends (2 assessors x one day x \$450/day)		\$ 900
• Assessment Center - develop & administer		\$2,500

**Cayler Consulting, LLC estimated cost:                      \$4,700**

I hope this information is useful. Please let me know if you are interested in proceeding with this assessment and I will prepare a contract/agreement. It takes several weeks to gather information and draft exercises, so please let me know as soon as possible.

Please let me know if you have any questions. Thank you for your consideration of this proposal.

Sincerely,

  
Jeff Cayler  
Chief of Police (retired)  
Cayler Consulting, LLC



Chief Matt Davis  
Council Bluffs Police Department  
1 Ezra Jackson Way  
Council Bluffs, IA 51503

Dear Matt:

Please accept this proposal in response to your solicitation for promotional testing services for the target rank of police sergeant for the Council Bluffs Police Department. Appointments to this rank will have an impact on the city and department for many years to come and it would be my pleasure to work with you in assessing the abilities of your selected candidates for this position.

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Perry Buffington, Human Resource Director  
City of Mason City  
(641) 424-7130  
[pbuffington@masoncity.net](mailto:pbuffington@masoncity.net)

Kelly Hayworth, City Administrator  
City of Coralville  
(319) 248-1700  
[mfunke@coralville.org](mailto:mfunke@coralville.org)

Karen Jennings, Human Resource Administrator  
City of Iowa City  
(319) 356-5025  
[Karen-jennings@iowa-city.org](mailto:Karen-jennings@iowa-city.org)

Travis Goedken, City Manager  
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(563) 382-3651  
[citymanager@decorahia.org](mailto:citymanager@decorahia.org)

Jill Petermeier, Human Resources Director  
City of Marshalltown  
(641) 754-5704  
[jpetermeier@marshalltown-ia.gov](mailto:jpetermeier@marshalltown-ia.gov)

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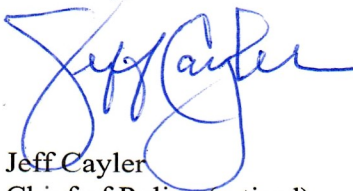
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• Draft and grade written examination		\$ 750
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Chief of Police (retired)  
Cayler Consulting, LLC