

Urbandale Civil Service Commission Minutes
Wednesday, January 10, 2018

The Urbandale Civil Service Commission met at 9:00 a.m. on Wednesday, January 10, 2018 at the Urbandale City Hall, 3600 86th Street. Answering roll call were the following Commissioners: Janet Trentmann (via teleconference), Jim Trotter and Cliff Swartz. Absent: none. Also present were Human Resources Analyst Kate Kanne, Director of Engineering and Public Works Dave McKay, Assistant Director of Public Works Tim Stovie, Chief Deputy City Clerk Nicole Lunders, City Clerk Deb Mains

Chair Swartz read the CHARACTER COUNTS! statement.

Trotter moved, seconded by Trentmann to approve the agenda as posted. On roll call, Ayes: Trotter, Trentmann, Swartz. Nays: none. Motion carried.

Trotter moved, seconded by Trentmann to approve the December 16, 2017 Commission minutes as written. On roll call, Ayes: Trotter, Trentmann, Swartz. Nays: none. Motion carried.

Following a review of the recruitment process, Trotter moved, seconded by Trentmann to approve the Certified List for Heavy Equipment Operator. On roll call, Ayes: Trotter, Trentmann, Swartz. Nays: none. Motion carried.

Following discussion, Trotter moved, seconded by Trentmann to approve the written test, with a pass rate of 70% and approve the final ranking process for the certified list for Sewer System Operator I. On roll call, Ayes: Trotter, Trentmann, Swartz. Nays: none. Motion carried.

Discussion was held regarding State law that changed Civil Service Commission term lengths from six years to 4 years, which would adjust Commissioner terms as follows: Swartz term expired 04-01-2017, Trentmann term expires 04-01-2019, and Trotter term expires 04-01-2021. Chair Swartz advised that he has served for a long period of time and would step down if the Mayor finds a replacement.

Other discussion included the appointment of Rob Johansen as Chief of Police; staffing at the Police Department; and Fire Department staffing.

With no further business to come before the Commission, the meeting was adjourned at 9:10 a.m.

Clifford Swartz, Chair

Attest: _____
Debra Mains, City Clerk