



# MINUTES

## Civil Service Commission

8:30 AM - Tuesday, February 7, 2023  
City Hall, 1225 6th Avenue

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*\*Minutes are in draft format until approved at the next meeting\**

The Civil Service Commission of the City of Marion, Linn County, Iowa met in regular session, on Tuesday, February 7, 2023, at 8:33 a.m., at City Hall, 1225 6th Avenue, with the following members present:

PRESENT: Grant Hagen and Rachel Kadlec

ABSENT: Paul Rehn

STAFF PRESENT: Rachel Bolender, Mike Kitsmiller, and Tom Fagan

### REGULAR AGENDA

- Motion to approve the minutes from the December 6, 2022 meeting  
Moved by Kadlec, seconded by Hagen, to approve item as referenced above.  
Approved unanimously
- Motion to receive and file memo regarding the certified list for Police Sergeant and Lieutenant  
Moved by Kadlec, seconded by Hagen, to approve item as referenced above. Police Chief Kitsmiller provided a review of the testing and interview process for each position.

Commissioner Paul Rehn arrived at 8:35 a.m.

Kitsmiller continued to discuss the testing and interview process for Sergeant and Lieutenant.

Approved unanimously

- Motion to approve certified list for Police Sergeant as follows:
  - Nicole Hotz
  - Adam Paulsen
  - Jimmie Hunter
  - Joe Chapman
  - Thomas Peterson
  - Jeff Gilson
  - Spenser Hartman
  - Michael Pope
  - Karl Djerf

- Amanda Clark

Moved by Hagen, seconded by Kadlec, to approved item referenced above.  
Approved unanimously

- Motion to approve certified list for Police Lieutenant as follows:
  - Chris Ward
  - Mike Rozek
  - Jeff Hartwig
  - James Hancox
  - Mark Kjormoe
  - Cory Berning

Moved by Kadlec, seconded by Hagen, to approve item referenced above.  
Approved unanimously

- Motion to receive and file memo regarding resignation and interim promotion  
Moved by Kadlec, seconded by Hagen, to approve item referenced above. Police Chief Mike Kitsmiller reviewed the resignations and the interim promotion in the police department.  
Approved unanimously
- Motion to exhaust certified list for firefighter  
Moved by Hagen, seconded by Kadlec, to approve item referenced above. Fire Chief Tom Fagan stated staff will be bringing forward a hiring schedule at the next meeting. Kadlec asked how many firefighters are needed. Fagan stated six new positions are included in the budget for fiscal year 2024 and there are a few others that will be leaving.  
Approved unanimously

### **COMMISSIONER COMMENTS**

- Grant Hagen stated he will not be seeking reappointment and his term is up on March 31. Commission Clerk Rachel Bolender asked if commissioners know anyone who may be interested to complete an application.

Bolender reminded the group that police officer testing is coming up on February 25 and March 1. Rehn and Kadlec stated they will be able to attend.

### **ADJOURN**

- Moved by Kadlec, seconded by Hagen to adjourn the meeting at 8:55 a.m.

Prepared by:  
Rachel Bolender, Civil Service Commission Clerk