



**SAINT PETER POLICE CIVIL SERVICE COMMISSION
AGENDA AND NOTICE OF THE SPECIAL MEETING
August 23, 2023 Time: 3:00 PM
Saint Peter Community Center —Governor’s Room**

- I. Call to Order
- II. Approval of the Agenda
- III. Approval of the Minutes of August 25th, 2022 meeting
- IV. Old Business
 - a. None
- V. New Business
 - a. Police Officer Candidate Recruitment
 - i. Certify List of Eligible Candidate and recommend the hiring of the top candidate to the City Council
- VI. Reports
 - a. Police Officer Resignation
 - b. Review current employee roster
 - c. Police Reserve Update
- VII. Adjournment

The following minutes have not yet been adopted by the Civil Service Commission. While draft minutes may be made available to the public, meeting minutes do not become official documents until they have been formally adopted by action of the Commission at a regular meeting.

**SAINT PETER POLICE CIVIL SERVICE COMMISSION
MEETING MINUTES**

August 25, 2022 Time: 3:30 PM

Saint Peter Community Center- Governor's Room

MEMBERS PRESENT: Joan Easton & Dennis Blankensop

OTHERS PRESENT: Matthew Grochow, Chief of Police

CALL TO ORDER: Secretary Easton called the meeting to order at 3:33 PM

APPROVAL OF THE AGENDA: Member Blankensop made a motion to approve the agenda as stated. Secretary Easton seconded the motion. With all in favor, motion passed.

MOTION TO AMEND THE MINUTES: Chief Grochow requested a change to correct the minutes. Member Blankensop motioned to amend the minutes. Secretary Easton seconded the motion. With all in favor, motion passed.

APPROVAL TO ACCEPT AMENDED MINUTES: Member Blankensop made a motion to approve the July 28, 2022 minutes as amended. Secretary Easton seconded the motion. With all in favor, motion passed.

PATROL OFFICER RECCOMENDATION: Chief Grochow detailed information on the Police Officer recruitment process, recommending the certification of the top candidate and approval of the provisional hire, Tyler Hokanson. Member Blankensop made a motion to approve the provisional hire of Tyler Hokanson upon the successful completion of both the physical and psychological exams. Secretary Easton seconded the motion. With all in favor, motion passed.

ADJOURNMENT: Secretary Easton made a motion to adjourn the meeting. Member Blankensop seconded the motion. With all in favor, the meeting was adjourned at 3:38 PM.

Meeting adjourned.

Megan Ruble, Secretary
Civil Service Commission

ATTEST:

Matthew Grochow,
Chief of Police



Police Department Memorandum

TO: Civil Service Commission

DATE: 08/17/2023

FROM: Matt Grochow
Chief of Police

RE: Police Officer Hiring/Certification of Top
Candidate/ Selection of Candidate

The Saint Peter Police Department recently completed a recruitment process that included scoring of five applications and three oral interviews of candidates. As a result Austin Buss was determined to be the top candidate and chosen to move forward with a background investigation which has been successfully completed.

During the oral interviews it was determined to go forward with the top candidate.

The Civil Service Commission will be provided additional information on this process at your meeting and may be asked to take action related to this recruitment process.

We ask that you certify Austin Buss as the top candidate.

MG/mm

2023 REPORT OF
SAINT PETER POLICE DEPARTMENT PERSONNEL

<u>EMPLOYEE NAME</u>	<u>POSITION</u>	<u>BADGE #</u>
MATTHEW GROCHOW	Chief of Police	1921
KEITH RUFFING	Patrol Sergeant	1922
JOSHUA KLASEUS	Patrol Sergeant	1919
WILLIAM GERHART	Detective	1914
DAVID KRZMARZICK	Detective	1918
JONATHAN HUGHES	School Liaison Officer	1917
ROMAN HAGEN	Patrol Officer	1924
JULIE ULRICH	Patrol Officer	1912
SARA DAILY	Patrol Officer	1923
JASON SQUIRES	Patrol Officer	1915
TRAVIS SANDLAND	Patrol Officer	1910
WILLIAM REINBOLD	Patrol Officer	1913
TYLER HOKANSON	Patrol Officer	1916
JANET IRELAND	Community Service Officer	1909
MALINDA MEYER	Office Services Supervisor	1900
AMBER SCHOTT	Communications	1900
TAMARA CALDWELL	Communications	1900
WILLIAM JENSEN	Communications	1900
TARAN SMITH	Communications	1900
LISA BOEHLKE	Communications (Part-Time)	1900
MIRIAM ANDREE	Communications (Part-Time)	1900