

**SAINT PETER POLICE CIVIL SERVICE COMMISSION  
AGENDA AND NOTICE OF THE ANNUAL MEETING**

**February 7, 2022 Time: 3:30 p.m.**

**Saint Peter Community Center —Governor's Room**

**As authorized in State Statute, one member will be attending from a remote public location at  
4190 E Palm Canyon Drive, Palm Springs, CA.**

- I. Call to Order
- II. Approval of the Agenda
- III. Election of Officers
- IV. Approval of the Minutes of September 16, 2021
- V. Old Business
  - a. None
- VI. 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
- VII. Reports
  - a. Police Officer Resignation
  - b. Review current employee roster
  - c. Part-time Communications Technician Recruitment
- VIII. Adjournment

As provided for in M.S. 13D.02, Subd. 1(A) one member of the Civil Service Commission will be allowed to participate from a remote public location. Other member(s) will be in person in the meeting room. The remote participant will attend via GoToMeeting software which is accessible as follows:

Join from your computer, tablet or smartphone <https://global.gotomeeting.com/join/308422909>

Join from your phone United States (Toll Free): 1 877 309 2073 - One-touch:

<tel:+18773092073,,308422909#>

Access Code: 308-422-909

**SAINT PETER POLICE CIVIL SERVICE COMMISSION**  
**MINUTES OF THE SPECIAL MEETING**  
**September 16, 2021**  
**7:30 AM**  
**SAINT PETER COMMUNITY CENTER, GOVENOR'S ROOM**

MEMBERS PRESENT: Dennis Blankensop, & Megan Ruble

OTHERS PRESENT: Matthew Grochow, Chief of Police & Todd Prafke, City Administrator

CALL TO ORDER: Chief Grochow called the meeting to order at 07:54 AM.

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

APPROVAL TO ACCEPT MINUTES: Secretary Ruble made a motion to approve the August 17th, 2021 minutes. Member Blankensop seconded the motion. With all in favor, motion passed.

CERTIFICATION OF PATROL OFFICE CANDIDATE: Chief Grochow presented information on the results of the Police Officer recruitment, recommending the certification of the top candidate. Member Blankensop made a motion to certify the top candidate, Secretary Ruble seconded the motion. With all in favor, motion passed.

APPROVAL OF PROVISIONAL HIRE: Member Blankensop made a motion to present a conditional offer of employment to Mr. Jason Squires contingent upon the successful conclusion of both the physiological and physical exams. Secretary Ruble seconded the motion. With all in favor, motion passed.

PATROL SERGEANT PROMOTION RECOMMENDATION: Chief Grochow described the selection process by the two internal candidates including an application and the oral interview board. Chief Grochow and interview board recommended the promotion of Officer Keith Ruffing to Patrol Sergeant. A motion was made by Secretary Ruble to recommend the promotion of Officer Ruffing. Member Blankensop seconded the motion. With all in favor, motion passed.

REOPENING PATROL OFFICER CANDIDATE RECRUITMENT/SCHOOL RESOURCE & RESERVE OFFICER UPDATE: Chief Grochow discussed the timeline of the reopened Patrol Officer process. City Administrator Prafke updated the Civil Service Commission on meetings with school officials regarding the clarification of roles of the School Resource Officer. Chief Grochow reported on the School Resource Officer assignment of Officer Ryan Eberhart and updated the Commission on the Police Reserve numbers and recruitment efforts.

ADJOURNMENT: There being no further business, Secretary Ruble made a motion to adjourn the meeting. Member Blankensop seconded the motion. With all in favor, the meeting was adjourned at 8:20 A.M.

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Megan Ruble, Secretary  
Civil Service Commission

ATTEST:

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Matthew Grochow  
Chief of Police



## Police Department Memorandum

**TO:** Civil Service Commission

**DATE:** 02/01/22

**FROM:** Matt Grochow  
Chief of Police

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

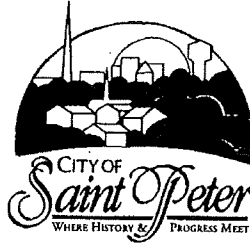
The Saint Peter Police Department recently completed a recruitment process that included scoring of an application and a subsequent oral interview. As a result, Travis Sandland was determined to be the top candidate and chosen to move forward with a background investigation which has been successfully concluded.

During the oral interview it was determined to go forward with the top candidate, and continue the Police Patrol Officer Position application process.

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 Travis Sandland as the top candidate.

MG/mm



TO: Todd Prafke, City Administrator  
FROM: Saint Peter Police Civil Service Commission  
DATE: February 7, 2022  
SUBJECT: Patrol Officer Recruitment

The Saint Peter Police Civil Service Commission has completed the recruitment and selection process to fill the position of Police Patrol Officer for the City of Saint Peter. An application review and oral examination were used as testing instruments. The Saint Peter Civil Service Commission certifies the top candidate as follows:

Travis Sandland

The Saint Peter Civil Service Commission recommends the appointment of Travis Sandland to the position of Police Patrol Officer for the City of Saint Peter contingent upon the results of entry level psychological and physical examinations.

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Saint Peter Police Civil Service Commission

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Matthew Grochow, Chief  
Saint Peter Police Department

**REPORT OF**  
**SAINT PETER POLICE DEPARTMENT PERSONNEL**

<u>EMPLOYEE NAME</u>	<u>POSITION</u>	<u>BADGE #</u>
MATTHEW GROCHOW	Chief of Police	1921
PAUL HAGEN	Patrol Sergeant	1920
KEITH RUFFING	Patrol Sergeant	1922
WILLIAM GERHART	Detective	1914
DAVID KRZMARZICK	Detective	1918
RYAN EBERHART	School Liaison Officer	1911
JONATHAN HUGHES	School Liaison Officer	1917
JOSHUA KLASEUS	Patrol Officer	1919
GRANT CHRISTENSEN	Patrol Officer	1916
ROMAN HAGEN	Patrol Officer	1924
JULIE ULRICH	Patrol Officer	1912
SARA DAILY	Patrol Officer	1923
JASON SQUIRES	Patrol Officer	1915
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