

## MINUTES

### WILLMAR POLICE COMMISSION

Tuesday, May 20, 2014

A meeting of the Willmar Police Civil Service Commission was held on Tuesday, May 20, 2014. Members present were: President Dennis Anfinson, Vice President Cassie Akerson, and Secretary Kathy Schwantes. City Administrator Charlene Stevens, Police Chief David Wyffels and Administrative Assistant Sue Edwards were also present.

The meeting was called to order by President Anfinson at 3:50 p.m.

A motion was made by Commissioner Akerson, seconded by Commissioner Schwantes, to approve the April 17, 2014 minutes as submitted. **Motion carried.**

City Administrator Stevens updated the Commission on the Police Chief hiring. After receiving the results of the in-basket and psychological testing, two of the three candidates will be contacted for interviews in the next couple of weeks. She explained that the process is taking longer than she had anticipated. She also informed the Commission that Captain Felt has agreed to act as interim Chief, following the retirement of Chief David Wyffels.

City Administrator Stevens asked the Commission to consider staying consistent with the language from the Settlement and Release Agreement between the City of Willmar, Law Enforcement Labor Services, Inc., and Marilee Dorn, amending the City of Willmar Police Civil Service Commission Findings of Fact, Conclusions and Order, dated December 19, 2013, Order, paragraph 1, to read as follows:

1. IT IS HEREBY FOUND that Marilee Dorn is separated from employment with the City of Willmar, effective the date of this Order.

Commissioner Schwantes made a motion, seconded by Commissioner Akerson, to amend the order as stated. **Motion carried.**

Chief Wyffels presented the Commission with the background investigations completed on the top four candidates on the police officer eligibility register. He explained that we would be hiring two candidates at this time. After reviewing the backgrounds, Commissioner Akerson made a motion, seconded by Commissioner Schwantes, to certify the names of Jeffrey Liebl, Marco Vazquez, Nicholas Walther and Kurtis Syvertsen to the appointing authority, with the recommendation to offer the police officer positions to Jeffrey Liebl and Marco Vazquez, upon successful completion of psychological and physical testing. **Motion carried.**

Chief Wyffels provided the Commission with the final results of the sergeant's promotional testing process. He explained that interviews were conducted on all seven candidates, with the top candidate being Officer Craig Lange. After discussion, Commissioner Schwantes made a motion, seconded by Commissioner Anfinson, to establish the eligibility register by

certifying the names as presented, and to recommend Officer Lange for the position of Sergeant to the appointing authority, contingent upon passing a physical examination.  
**Motion carried.**

Miscellaneous

Commissioner Akerson complimented the Detective Division for their work on the completed backgrounds; Chief Wyffels will pass along the message.

Reminder there will be a retirement open house celebration for Chief Wyffels and Sgt. Asmus on May 30<sup>th</sup>.

There being no further business, a motion to adjourn was made by Commissioner Schwantes, seconded by Commissioner Akerson. Meeting was adjourned at 4:31 p.m.

Secretary Kathy Schwantes  
by Sue Edwards