



CITY OF SOUTH ST. PAUL MEETING AGENDA

Council Chambers
125 3rd Avenue North
South St. Paul, MN 55075

Monday, July 7, 2025

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MEETING MINUTES**
 - A. Civil Service Meeting Minutes of June 2nd, 2025.
- 4. OLD BUSINESS**
 - A. Hiring Process Update
- 5. STAFF UPDATES:**
- 6. ADJOURNMENT**

South St. Paul Civil Service Meeting

DATE/ PLACE/ TIME:

Monday, June 2nd, 2025
City Hall Council Chambers
10:00 AM

RECORDER:

Brian Wicke

PERSONS ATTENDING:

Commissioner John Lagoo
Commissioner James Woodburn
Commissioner Kay Francis
Chief Brian Wicke
Commander Dan Salmey
Sgt. Matthew Case

Commissioner Woodburn called the meeting to order at 10:00AM.

Motion to approve the agenda for the regular meeting of Monday, June 2nd, 2025, was made by Commissioner Lagoo and seconded by Commissioner Francis. Motion passed (3-0)

Motion to approve the civil service regular meeting minutes for May 6th, 2025, was made by Commissioner Francis and seconded by Commissioner Lagoo. Motion passed (3-0).

Chief Wicke advised the commission that after the agenda had been distributed, information as received that the ICPOET program wasn't funded by the legislature but that the Office of Justice Programs was intending to use available funding to continue with grant solicitations again this year. He explained the changes made to the Police Cadet position description after receiving feedback from last months meeting and recommended to the commission that a new classification of Police Cadet be approved by the commission, and that they adopt the position description.

Commissioner Francis inquired as to the length of time a cadet will be required to serve with the City of South St. Paul if afforded this opportunity and the Chief spoke to challenges in enforcing any sort of employment contract. Commissioner Woodburn spoke to similar challenges in public education with employment contracts.

Motion to Establish Civil Service Classification – Police Cadet was made by Commissioner Francis and seconded by Commissioner Lagoo. Motion passed (3-0).

Motion to adopt the Police Cade Position Description was made by Commissioner Lagoo, seconded by Commissioner Francis. Motion passed (3-0).

Chief Wicke provided the department update, highlighting the following areas:

- Officers Coello and Schmidt were recognized in early May by Mothers Against Drunk Driving for their efforts in combatting impaired driving.

- In mid-May, departmental staff laid a wreath at the MN Peace Officers Memorial in honor of fallen Sgt. Cory Slifko and Officer Leo Pavlak. Event was attended by both departmental staff as well as the Slifko and Pavlak families.
- Sgt. Deal, Officers Harris and Christensen were recognized for their efforts in delivering a healthy baby girl in response to woman in labor call in March of this year at the Dakota County EMS awards luncheon.
- Staff participated in a new outreach opportunity called “Pickelball with the Police” recently. While lightly attending, a great opportunity to connect with a different group of residents.

Commission Woodburn inquired as to preparations for Kaposia Days and Commander Salmey briefed the Commission on preparations underway. Commissioner Woodburn inquired as to traffic challenges along the 15th Avenue North roadway and Commander Salmey advised of efforts undertaken previously, and currently to gain a change in driver behavior.

There was no other business before the Commission.

A motion to adjourn the meeting was made by Commissioner Lagoo and seconded by Commissioner Francis. Motion passed (3-0). The meeting was adjourned at 10:31 AM.

Wicke / 2101

NEXT MEETING DATE:

Monday, July 7th, 2025
City Hall Council Chambers
10:00 AM



AGENDA REPORT

DATE: July 7, 2025
DEPARTMENT: Police
PREPARED BY: Brian Wicke
AGENDA ITEM NUMBER: 4.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Hiring Process Update

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Informational Update

OVERVIEW

During the November 6th, 2023 regular meeting, the Commission directed the Police Department to begin taking continual applications for the position of police officer due to the challenges that exist surrounding public safety hiring. Since that time, the department has established and exhausted numerous eligible registers while hiring eight officers.

During the spring of 2025, the Department briefed the Commission about an innovative program to expand the applicant base in public safety hiring that was gaining traction across the state called Intensive Comprehensive Peace Officer Education & Training (ICPOET). As the applicants for this program had not yet met the traditional requirements for peace officer hiring, a new classification was created within Civil Service called "Police Cadet" and formally adopted by the Commission during the regular meeting on June 2nd, 2025.

The Department began taking applications from eligible candidates on June 16th, 2025, with the posting closing on July 2nd, 2025 after receiving approximately one hundred applications.

Department staff have screened applications for eligibility and all applicants meeting minimum requirements have been invited for initial interviews set to take place the week of July 7th, 2025.

The top sixteen applicants obtaining a minimum of sixty-percent of available points during the initial interviews will be invited back for final interviews set to take place the week of July 14th, 2025. Following final interviews, the applicants obtaining a minimum of sixty-percent of total available points will be placed in order of finish on a final eligible register to be presented before the Commission for adoption. Consistent with Commission direction, the initial interviews are to be weighted at thirty-percent while the final interviews are weighted at seventy-percent. Any applicable CSO / Reserve and Veteran's Preference points will be added to the final weighted score of applicants on the final eligible register.

SOURCE OF FUNDS

N/A

ATTACHMENTS

None