



CITY OF SOUTH ST. PAUL MEETING AGENDA

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

Monday, August 4, 2025

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MEETING MINUTES**
 - A. Civil Service Meeting Minutes of July 7th, 2025
- 4. NEW BUSINESS**
 - A. Approve Eligible Register 2025-02
 - B. Waiver of Certification
 - C. Certification of Eligibles to Appointing Authority
- 5. STAFF UPDATES:**
- 6. ADJOURNMENT**



AGENDA REPORT

DATE:

August 4, 2025

DEPARTMENT:

Police

PREPARED BY:

Brian Wicke

AGENDA ITEM NUMBER:

3.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Civil Service Meeting Minutes of July 7th, 2025

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve as submitted.

OVERVIEW

Approval of Meeting Minutes for the regular meeting held on July 7th, 2025.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. 2025 0707 Regular Meeting Minutes

South St. Paul Civil Service Meeting

DATE/ PLACE/ TIME:

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

RECORDER:

Brianna Rosburg

PERSONS ATTENDING:

Commissioner John Lagoo
Commissioner James Woodburn
Commissioner Kay Francis
Chief Brian Wicke
Commander Mike Running
Commander Dan Salmey
Officer James Silda
Officer Eric Peot
CSO Todd Waters
CSO Hunter Fox

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

Motion to approve the agenda for the regular meeting of Monday, July 7th, 2025, was made by Commissioner Francis and seconded by Commissioner Lagoo. Motion passed (3-0)

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

The Chief provided an update regarding the eligibility register for sworn officers. CSO Colin Conway has been approved to transition into the police officer position later this summer. With this move, the current eligibility list has been exhausted.

The IC-POET cadet application period has closed, with over 100 applications received. Initial interview panels will meet in person with applicants next week. From these interviews, a minimum of 16 applicants who score at least 60% of the available points in the first round will advance to the final round of interviews. Following the final interviews, candidates will be ranked and presented to the commission at the regular August meeting.

The Chief continued the staff update by introducing the new Community Service Officer, Hunter Fox. CSO Fox provided the commission with a brief overview of his background. The Chief also noted that an additional CSO position has been posted and will remain open for two weeks.

The department recently wrapped up Kaposia Days, which went extremely well. Commander Dan Salmey led the effort and has established a strong framework for managing future events of this nature.

The Community Response Team (CRT) officers are doing an outstanding job being proactive—locating offenders, conducting interviews, and performing crosswalk and distracted driving enforcement.

Commissioner Francis would like to thank everyone for all the hard work during Kaposia Days.

There was no other business before the Commission.

A motion to adjourn the meeting was made by Commissioner Francis and seconded by Commissioner Lagoo. Motion passed (3-0). The meeting was adjourned at 10:41 AM.

Rosburg / 2116

NEXT MEETING DATE:

Monday, August 4th, 2025
City Hall Council Chambers
10:00 AM



AGENDA REPORT

DATE:

August 4, 2025

DEPARTMENT:

Police

PREPARED BY:

Brian Wicke

AGENDA ITEM NUMBER:

4.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Approve Eligible Register 2025-02

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve Eligible Register as submitted.

OVERVIEW

Pursuant to Commission direction, the Department has been accepting applications for the position of Police Officer since late 2023, having established and exhausted multiple eligible registers. During the spring of 2025, the Department briefed the Commission about an innovative program to expand the applicant base in public safety hiring called Intensive Comprehensive Peace Officer Education & Training (ICPOET). As applicants for this program had not 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.

Applicants meeting eligibility requirements were invited in for initial interviews, weighted at 30%, the week of July 7th, 2025. Approximately fifty applicants presented for interviews, with the remainder failing to schedule or show for their selected interview slot. Upon completion of initial interviews, fifteen applicants scored above 60% and were invited back for final interviews, weighted at 70%, which took place the week of July 14th, 2025.

Upon completion of final interviews, nine applicants achieved a total weighted score of greater than 60% and any applicable veterans preference points have been applied. The list presented before you today for approval is the final eligible register, with applicants ranked in order of finish.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. 2025-2 FINAL Eligible Register as of 20250804



AGENDA REPORT

DATE:

August 4, 2025

DEPARTMENT:

Police

PREPARED BY:

Brian Wicke

AGENDA ITEM NUMBER:

4.B.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Waiver of Certification

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Allow Applicant Josh Colvin to waive certification.

OVERVIEW

Applicant Josh Colvin has contacted department staff during the background process to advise that, after consultation with his current employer, he has been advised they are not willing to release him from his current employment contract at this time. Applicant Colvin indicated that while he is not able to accept an appointment at this time should it be offered, he would like to retain his status on the eligible register for consideration of future appointments.

Rule 14 (d) of the Commission states:

"The Commission may (on a case-by-case basis) allow an eligible person to waive his or her right to be certified for a particular appointment without prejudice to his or her standing on the Eligible Register. If the Commission allows a candidate to waive his or her right to certification, the next name standing highest on the Eligible Register shall be certified to the Appointing Authority, so that three names are certified.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. Colvin - Waiver of appointment request

From: [Josh Colvin](#)
To: [Brian Wicke](#)
Subject: Waiver of appointment request
Date: Tuesday, July 29, 2025 9:51:24 AM

Chief Wicke,

Due to my contractual obligations with my current employer, I am requesting to waive my right to be certified for appointment for the upcoming meeting at the civil service commission on August 4th, 2025. I would however, like to reserve my standing for consideration of future employment.

If you have any questions or need anything else from me, please reach out.

Thank you,
Josh Colvin

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AGENDA REPORT

DATE:

August 4, 2025

DEPARTMENT:

Police

PREPARED BY:

Brian Wicke

AGENDA ITEM NUMBER:

4.C.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Certification of Eligibles to Appointing Authority

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Certify the top eligible candidates to the appointing authority.

OVERVIEW

Eligible Register 2025-02 was approved by the Commission earlier in the agenda on August 4th, 2025. In order for the appointing authority to make conditional employment offers, the top candidates eligible for appointment must be certified by the Commission.

SOURCE OF FUNDS

N/A

ATTACHMENTS

None