

**MARATHON COUNTY CIVIL SERVICE COMMISSION**  
**AMENDED MEETING MINUTES**

HR Conference Room– Marathon County Courthouse  
November 10, 2022 at 11:00 a.m. – 1:00 p.m.

<b>Members</b>	<b>Present</b>	<b>Absent</b>
Kelly Zagrzebski, Chair	X	
Ann Werth, Vice Chair	X	
Dave Piehler, Secretary	X	
Roger Luce	X	
Kelly Hladovcak	X	

STAFF/GUESTS: Chief Billeb, Molly Adzic, Trista Murphy, Lt. Will Stuart

1. **Call to Order and Roll Call:** The meeting was called to order by Chair Zagrzebski. Roll call was taken as indicated above.
2. Public Comment Period: None
3. **Approval of the October 21, 2022, Civil Service Commission Meeting Minutes:** Motion by Hladovcak, second by Werth to approve the minutes. Motion carried unanimously.
4. Educational Presentation/Discussion:
  - a. Tour of Detective Bureau/Narcotics Task Force by Lieutenant Will Stuart – Lt. Stuart gave a tour and explained to members how the Task Force includes members of local law enforcement, i.e., the DA's office, Wausau PD, Everest Metro, Lincoln County Sheriff's office, as well as a dedicated FBI agent. Their jurisdiction effectively has no boundaries. They can take the investigations across county, state, and sometimes national lines. Lt. Stuart emphasized that the goal of the task force is to identify organizational hierarchy. Arresting street dealers doesn't make an impact on shutting down organizations. The Central Wisconsin Task Force recently assisted with the arrest of an Arizona man Levi Bagne, the head of a trafficking organization that moved large quantities of methamphetamine from Arizona to Wisconsin.
5. Piehler presented a suggestion to amend Civil Service Commission Rule 6.3.4.1 relating to qualifications of Chief Deputy to read as follows: An Associate's Degree or Bachelor's Degree in Law Enforcement, Criminal Justice, Police Science or a related field from an accredited college or university, or the equivalent, as determined by the Commission.

Discussion: Comments made in favor and questions asked and answered.

**Action:** Motion by Piehler, Second by Luce to amend the Rule 6.3.4.1 to include the phrase "or the equivalent, as determined by the Commission." Motion carried on a roll call vote, unanimously.
6. Policy on determining the date on which length of service is determined for purposes of eligibility for promotion: The Civil Service Commission agrees a consistent timing of meeting qualifications on promotions. The question is whether the deadline should be the of posting the notice of the development of the new list vs. the date of the written exam  

Discussion: Comments made in favor of both alternatives, and questions asked and answered.

**Action:** Motion by Piehler, second by Werth to use the date of test as the date for determining length of service. Motion carried on a roll call vote, unanimously.
7. Piehler presented proposals to adopt Civil Service Rule 4.7 and 4.8 to address the Commission's role in performance evaluations. The proposed rules were:

Rule 4.7 Approve the method, criteria, and frequency of performance evaluations of all sworn personnel. (Marathon County Code §5.06)

Rule 4.8 At the discretion, investigate and enter such markings as it may deem proper regarding the efficiency of any deputy sheriff, provide for the investigation of the individual efficiency of deputy sheriffs or of the efficiency of all deputy sheriffs, or recommend action by superior officers or by the Sheriff or Chief Deputy. (Marathon County Code § 5.06)

Discussion: Comments made in favor and questions asked and answered.

**Action:** Motion by Luce, Second by Hladovcak to adopt Rules 4.7 and 4.8 as written above. The motion was adopted unanimously.

**Follow Through:** Staff will update the rules, add the date originally adopted and the date amended to the top of the rules, and post the revised rules on the County's web site.

8. **Closed session:** Motion by Piehler, seconded by Luce, to convene into closed session pursuant to Wis. Stats., Section 19.85(1)(c) for the Civil Service Commission to prepare for upcoming promotional interviews. Roll call vote to go into closed session. Motion carried unanimously.

Interview questions were established and essay questions developed for upcoming promotional opportunities to create new eligibility lists for the positions of Detective, Lieutenant, Captain, and Chief Deputy.

9. **Return to open session:** Motion by Hladovcak, seconded by Zagrzebski, to return to open session. Roll call vote to return to open session. Motion carried unanimously.
9. Announcements: None
10. Adjourn. Motion by Piehler, second by Luce to adjourn. Motion carried unanimously. Meeting adjourned at 1:30 p.m.

Minutes prepared by Trista Murphy, Human Resources, edited by David A. Piehler, Secretary