

CITY OF MASON CITY

**CIVIL SERVICE COMMISSION  
MINUTES**

The Mason City Civil Service Commission met on Wednesday, January 8, 2025, at 10:30 a.m. in the Human Resources Conference Room, City Hall, Mason City, Iowa.

**Commissioners Present:** Mike Svejda; Patty Holmgaard-Ott

**Commissioners Absent:** Jodi Korth

**Others present:** Perry Buffington, Director of Human Resources; Mikkiah Reindl, Commission Clerk

**Agenda/January 8, 2025**

Moved by Commissioner Svejda and seconded by Commissioner Holmgaard-Ott to accept the agenda.

Discussion: None.

On roll call, the vote was as follows: Yea, all (motion was declared carried).

**Approve Minutes December 23, 2024, Meeting**

Moved by Commissioner Svejda and seconded by Commissioner Holmgaard-Ott to approve the minutes.

Discussion: None

On roll call, the vote was as follows: Yea, all (motion was declared carried).

**Development Services Department**

**Request permission to exhaust the current external Administrative Assistant Housing/Safety list of candidates.**

Moved by Commissioner Holmgaard-Ott and seconded by Commissioner Svejda to exhaust the current external Administrative Assistant Housing/Safety list of candidates with rollover existing.

Discussion: Director Buffington stated the current list expires in March, and when there are 3 or fewer candidates interested, it can be requested that the list be exhausted and a new one be established with rollover.

On roll call, the vote was as follows: Yea, all (motion was declared carried).

**Development Services Department**

**Request permission to establish an external Administrative Assistant Housing/Safety list of candidates with rollover of existing.**

Moved by Commissioner Svejda and seconded by Commissioner Holmgaard-Ott to establish an external Administrative Assistant Housing/Safety list of candidates with rollover existing.

Discussion: Director Buffington stated the position was posted internally and no candidates applied, so he asks permission to establish an external list with the rollover of the two existing.

On roll call, the vote was as follows: Yea, all (motion was declared carried).

**Finance Department**

**Requests permission to establish an internal Intermediate Accounting Clerk list of candidates.**

Moved by Commissioner Svejda and seconded by Commissioner Holmgaard-Ott to establish an internal Intermediate Accounting Clerk list of candidates.

Discussion: Director Buffington stated the current employee accepted a promotion to payroll, and there is no current internal list, so he asks permission to have one established.

On roll call, the vote was as follows: Yea, all (motion was declared carried).

**Finance Department**

**Request permission an external Intermediate Accounting Clerk list of candidates.**

Moved by Commissioner Holmgaard-Ott and seconded by Commissioner Svejda to establish an external Intermediate Accounting list of candidates.

Discussion: Director Buffington stated that in the event no candidates apply or pass the required test, he requests permission to establish an external list of candidates if necessary.

On roll call, the vote was as follows: Yea, all (motion was declared carried).

**Adjournment**

Moved by Commissioner Svejda and seconded by Commissioner Holmgaard-Ott to adjourn the meeting.

On roll call, the vote was as follows: Yea, all (motion was declared carried).

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Mikkiah Reindl, HR Records Specialist

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Mike Svejda, Commission Chair