

CITY OF MASON CITY

**CIVIL SERVICE COMMISSION  
MINUTES**

The Mason City Civil Service Commission met on Thursday, January 30, 2025, at 8:15 a.m. in the Human Resources Conference Room, City Hall, Mason City, Iowa.

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

**Commissioners Absent:** NA

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

**Agenda/January 30, 2025**

Moved by Commissioner Korth and seconded by Commissioner Svejda to accept the agenda.

Discussion: None.

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

**Approve Minutes of January 21, 2025 meeting**

Moved by Commissioner Svejda and seconded by Commissioner Korth to approve the minutes.

Discussion: None

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

**Finance Department**

**Certify the Internal Intermediate Accounting Clerk list of candidates.**

Moved by Commissioner Svejda and seconded by Commissioner Korth to certify the Internal Intermediate Accounting Clerk list of candidates.

Discussion: Director Buffington stated that with the filling of the analyst position it opened up the intermediate accounting clerk position internally. 3 people applied for the position, and one passed with the required 70%. Buffington asks that 1 person be certified on the new list.

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

**Development Services Department**

**Certify the External Administrative Assistant – Housing/Safety list of candidates with rollover of existing.**

Moved by Commissioner Korth and seconded by Commissioner Holmgaard-Ott to certify the External Administrative Assistant – Housing/Safety list of candidates with rollover of existing.

Discussion: Director Buffington stated the list was exhausted early with only having 3 candidates remaining, this is allowed under the current commission regulations. 72 people applied, 36 showed for testing, and 22 passed with the required 70% or above. Buffington requests that the 22 passing and 2 rollovers be placed on the new external list.

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

**Adjournment**

Moved by Commissioner Holmgaard-Ott and seconded by Commissioner Korth 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