

MINUTES  
WILLMAR POLICE COMMISSION  
Friday, May 12, 2023

A meeting of the Willmar Police Civil Service Commission was held on Friday, May 12, 2023, at the Law Enforcement Center in Willmar.

Present were Police Civil Service Commission members President Earline Schulstad, Vice President Mike Kubesh, and Secretary Lilbon Clark. Police Chief Jim Felt and Administrative Assistant Sue Edwards were also present.

The meeting was called to order by Commissioner Schulstad at 11:08 a.m.

A motion was made by Commissioner Kubesh, seconded by Commissioner Schulstad, to approve the April 21, 2023 minutes as submitted. **Motion carried.**

Chief Felt informed the Commission that he was looking for direction on how they would like to proceed with the police officer hiring process. Discussion followed on possible changes in order to speed up the process, as there is a limited pool of applicants and numerous openings for police officers throughout the state, with many departments offering hiring incentives.

After further discussion, a motion was made by Commissioner Kubesh, seconded by Commissioner Schulstad, to proceed with the police officer hiring process as follows:

- Waive the written test.
- Advertise on the MN POST website, the City of Willmar website, and the WPD Facebook page.
- Testing process will consist of an oral examination, successful completion of a background investigation, along with passing a psychological and physical test.
- Preference points given for veterans, as required under MN statutes, with an application form available for such preference.
- Résumés and cover letters will be required, along with the application.
- Leave the deadline open until all vacancies are filled.

**Motion carried.**

Miscellaneous:

Chief Felt informed the Commission that CSO Bryan Almejo had turned in a resignation letter, as he will be moving to St. Cloud to continue his education in Criminal Justice.

Janelle Hansen has been hired as a secretary to replace Kim Becker-Stenglein and will start on May 25<sup>th</sup>. Katie Laughlin is back, working part-time, to help out with the transition and training.

Ross Smeby finished his police officer field training and will be back working forensics; still working out what his schedule will be working the road.

The Police Department received a grant through the MN Chief's Association for a Community Canine Program. CSO Meghan Dimler will be heading up a Willmar Community Canine Program to begin this summer.

Discussion on future positions within the department, minimum qualifications / requirements for Police Chief, and possibly having two Lieutenant positions versus one Captain position. Along with the FBI National Academy and School of Police Staff and Command, which are ten-week programs, Northwestern University is now offering a three-week intensive Executive Management Program, which is one of the requirements for the Chief's position.

There being no further business, a motion to adjourn was made by Commissioner Schulstad, seconded by Commissioner Kubesh. The meeting was adjourned at 11:45 a.m.

/s/ Sue Edwards