



**THE CITY COUNCIL OF WATERLOO, IOWA
WORK SESSION TO BE HELD AT
Harold E. Getty Council Chambers
Monday, November 4, 2024
3:45 PM**

RULES FOR WORK SESSION PUBLIC COMMENT

Iowa Code Chapter 21 gives the public the right to attend council meetings, but it does not require cities to allow public participation except during public hearings. The city council shall not receive any public comment during a work session.

Roll Call

Agenda, as proposed or amended.

Approval of Minutes of the October 7, 2024 Council Work Session minutes, as proposed or amended.

3:45 p.m. Discussion of a moratorium on hobby farms.

Submitted by: Dave Boesen, Ward 2 Council Member

**Approx. 4:00 Discussion of the Building Blocks software with Tolemi.
p.m.**

Submitted by: Quentin Hart, Mayor

ADJOURNMENT

Kelley Felchle
City Clerk

October 7, 2024

Council Work Session
Harold E. Getty Council Chambers
4:40 p.m.

Roll Call.

Mayor Quentin Hart in the Chair. Roll Call: Mr. Boesen, Mr. Nichols, Ms. Creighton-Smith, Mr. Chiles, Mr. Simon, Ms. Wilder and Mr. Feuss. Ms. Creighton-Smith joined via Zoom.

Approval of Agenda, as proposed or amended.

Feuss/Chiles

that the agenda as proposed be approved. Voice vote-Ayes: Seven. Motion carried.

Discussion on Civil Service Procedures.

Missy Gearhart, Assistant Human Resources Director, provided an overview of the current Civil Service process. She explained that positions first go to a personnel requisition meeting, followed by approval by the Civil Service Commission. If approved, the position is posted for two to three weeks. Applications are reviewed by department heads and managers, HR schedules interviews and the selection process begins. Interviewed candidates are scored, and the scoring list must be approved by the Civil Service Commission at their next monthly meeting. Department heads are unable to make a job offer until the list is certified. The state code was updated as of July 1, 2024, with Senate File 2205, which allows the city council to suspend the Civil Service process. She requested that the council consider suspending the Civil Service process for critical employees as it slows down the recruitment and hiring process. She stated that she has spoken with several other cities who have already suspended the Civil Service process or are in the process of making a decision on what works best for them. Those that have suspended the process are seeing a four to six week faster process in hiring.

Mr. Chiles questioned the advantages of the Civil Service process.

Missy Gearhart explained that she believes the Civil Service was created initially to help prevent nepotism and favoritism in the workplace. Human Resources is involved with each step of the process, which helps to prevent that from happening by making sure there is a fair and equitable selection process.

Mr. Boesen questioned who sits on the Personnel Requisition Committee.

Mayor Hart listed the five committee members and explained that the committee works to ensure each open position is fully vetted.

Mr. Boesen commented that he believes special meetings of the Civil Service Commission could be held, or additional members could be added and questioned the driving factor for changing the process.

The council and Mayor discussed potential changes to the Civil Service process with Missy

Gearhart.

Ms. Creighton-Smith shared that it would be good to look at Cedar Rapids and Des Moines to get additional examples of how larger communities process a large volume of candidates through the Civil Service process.

Mayor Hart reiterated that all candidates would be fully vetted and the proposal to suspend the process is to shave a few weeks off of the timeline.

Ray Feuss commented that the recommendation for hire would still require the council's approval.

ADJOURNMENT

Feuss/Boesen

that the council adjourn at 5:11 p.m. Voice vote-Ayes: Seven. Motion carried.

Kelley Felchle
City Clerk