

**SOLON CIVIL SERVICE COMMISSION**  
**December 19, 2013 – 6:09 P.M.**

**PRESENT:** Commission Members Caplan, Doberstyn and Huml, Human Resources Coordinator Vest, City Engineer Busch, and Secretary Perry

**APPROVAL OF MINUTES AND PAYROLL**

The Minutes of December 10, 2013 were not available for approval.

Mr. Doberstyn moved to approve the payroll of December 13, 2013. Mr. Huml seconded the motion.

Roll Call:	Aye:	Caplan, Doberstyn, Huml
	Nay:	None The Motion Carried

**REVIEW OF PAYROLL CHANGE/RATE SHEETS**

The Commission reviewed the available Payroll Change/Rate Sheets. Two sheets for employees of the Art Center receiving raises retro from January 2013 were questioned. The Commission requested Director Schneider clarify his intentions before the Commission will approve the forms.

**REVIEW OF DEPARTMENTAL APPROPRIATIONS AND EXPENDITURES**

The Commission reviewed the report for the period ending November 30, 2013. No action was taken by the Commission.

**CORRESPONDENCE**

Memo to Auxiliary Mike Mulica from Lt. Tonelli dated December 10, 2013 regarding departmental charges. No action was taken by the Commission.

Memo to Auxiliary Mike Mulica from Chief Viland dated December 10, 2013 regarding departmental charges. No action was taken by the Commission.

**RULES AND REGULATIONS REVIEW**

This item was tabled until the vendor is available for a presentation.

**ENGINEERING DEPARTMENT**

City Engineer Busch introduced Jacob Lyndon who was present to take a Non-Competitive Examination for the position of Project Engineer. Mr. Huml explained the process and the examination was administered.

Mr. Huml moved to approve the hiring of Jacob Lyndon based upon his performance during the examination and the recommendation of City Engineer Busch. Mr. Doberstyn seconded the motion.

Roll Call:	Aye:	Caplan, Doberstyn, Huml
	Nay:	None The Motion Carried

**POLICE DEPARTMENT**

Chief Viland was contacted by phone for additional input regarding his request to have the recent Lieutenant's Promotional Examination modified to approval for one year as opposed to two years. Chief Viland said it was to keep the two examinations consistent because the Sergeant's examination was approved for one year. Following discussion the consensus was to leave the examination as is. Chief Viland noted he is actively seeking out alternative methods of testing for promotional examinations.

**WATER RECLAMATION**

Human Resources Coordinator Vest distributed a letter from Kevin Bing who announced his resignation as a Wastewater Operator effective January 4, 2014. Director Solanics, through Ms. Vest, asked for permission to begin advertising for this position.

Mr. Huml moved to approve the posting of the Wastewater Operator position in Water Reclamation. Mrs. Caplan seconded the motion.

Roll Call:           Aye:           Caplan, Doberstyn, Huml  
                  Nay:           None                   The Motion Carried

**CLOSING**

There being no further business to conduct, Mr. Huml moved to adjourn at 6:59 p.m. Mr. Doberstyn seconded the motion.

Roll Call:           Aye:           Caplan, Doberstyn, Huml  
                  Nay:           None                   The Motion Carried

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