



Richfield Civil Service Commission Agenda

March 27, 2026 -- 8:00 AM

**Richfield Municipal Center
Bartholomew Conference Room
6700 Portland Avenue South
Meeting #298**

- 1. Call to Order**
- 2. New Commissioner Welcome**
- 3. Approval of the Agenda**
- 4. Approval of Minutes**
 - a. Approval of the minutes from December 17, 2025**
- 5. Presentations**
 - a. 2025 RFD Annual Update**
 - b. 2026 RFD Outlook**
- 6. Regular Business Items**
- 7. Other Business**
 - a. Commission Meeting Agenda Updates and Meeting Procedures**
- 8. Adjournment**

Auxiliary aids for individuals with accessibility needs are available upon request. Requests must be made at least 96 hours in advance to the City Clerk at 612-861-9739.

Materials relating to these agenda items can be found in the Civil Service Commission agenda packet located at the main table within the conference room. The Civil Service Commission agenda packet is also available electronically on the City of Richfield's website.

RICHFIELD FIRE CIVIL SERVICE COMMISSION

MEETING #297
DECEMBER 16, 2025

MEMBERS PRESENT:

Jeffrey Bruzek	President
James Frechette	Vice President
Mary Stratton	Secretary

OTHERS PRESENT:

Jenell Brooks	Fire Chief
Tim Haider	Captain
Kevin O'Connell	Lieutenant
Brian Wienholz	Lieutenant
Mark Butler	Firefighter
Charlie Keis	Firefighter
Joseph Schneider	Firefighter
Alex Crofford	Firefighter
Ryan Wolf	Firefighter
Tracie Bohlsen	Firefighter
Joe Ewald	Captain
Dave Buzicky	
Cesar Garcia	Firefighter
Josh Nelson	IAFF
Austin Yantes	Firefighter
Tori Baird	Firefighter
Andrew Chapeau	Firefighter
Chris Wachtler	
Amy Zenanko	HR Generalist 2
Maya Lissick	HR Generalist
Katie Rodriguez	City Manager
Mary Tietjen	City Attorney

I. CALL TO ORDER

The meeting was called to order by President Bruzek at 8:03 a.m.

**II. APPROVAL OF MINUTES OF THE CIVIL SERVICE COMMISSION MEETING OF
November, 24 2025**

J/Frechette motion, M/Stratton second to approve the minutes.

Motion carried 3-0

III. CERTIFY THE DEPUTY CHIEF ELIGIBLE REGISTER

Commissioners and attendees discussed the eligible roster, including questions about minimum qualifications, scoring, and interpretation of "firefighting experience" requirements. Staff and union representatives clarified the process timeline. J/Bruzek motion to approve, J/Frechette and M/Stratton nay.

Motion rejected 1-2 (Bruzek, Aye; Frechette, Nay; Stratton, Nay)

Secretary Stratton stated the city needs to readdress the wording of the posting in the new posting and correct the qualification timeframe. Secretary Stratton acknowledged that time is of the essence.

Vice President Frechette stated that the firefighters need to have trust in the process.

IV. OTHER BUSINESS

None.

V. ADJOURNMENT

M/Frechette, S/Stratton to adjourn the Civil Service Commission meeting at 9:02 a.m.

Motion carried 3-0

Draft by:

Administrative Assistant

Submitted by:
Jenell Brooks
Fire Chief

Date of Approval:

Jeffrey Bruzek, President

James Frechette, Vice President

**Britnie Thomas (Appointed at Council
Meeting November 25, 2025)**



Civil Service Commission Meeting 3/27/2026

Agenda Section: Other Business

Agenda Item: 7.a.

Report Prepared By:

Katie Rodriguez, City Manager

Department Director:

Katie Rodriguez, City Manager

Item for Consideration:

Commission Meeting Agenda Updates and Meeting Procedures

EXECUTIVE SUMMARY

One of the goals of the City Council has been to better leverage the power of residents serving on commissions to help improve city operations and build a thriving community. The City Clerk and the Executive Department, which oversee agenda management and commission recruitment, have been working with the staff liaisons for city commissions for several years to improve processes based on best practices. This has included implementing annual training for commissioners and commission chairs, ensuring that agendas and minutes are regularly updated on the City website and creating a pool of alternates to quickly fill any vacancies. Please see the attached one-page summaries for commissioners and chairs, developed as part of the training.

The effort to provide more consistency across commissions in agenda management accelerated recently due to the City's new agenda management software. The first phase of the implementation focused on the City Council and commissions are now being added to the software program. Most of the commissions that have specific missions guided by state law, the City charter or code, have modeled their agendas and meeting processes fairly close to the City Council protocols. This includes posting the agendas online with staff reports that provide more information on agenda items requiring a vote. The practice allows for more transparency for any interested stakeholders and residents ahead of the meeting.

The City Council and most of the more formal commissions also include an open forum where people can address the council or commission members on any topic at the beginning of the meeting. Typically, there is a time limit for the speakers and the policymakers are there to listen. There is not a back and forth conversation with the speakers. This allows for feedback and maintains an orderly environment for the policymakers to discuss their business items amongst themselves before voting.

Staff recommend the following agenda format, which is very similar to the City Council agenda (attached is an example agenda for this meeting using the new format):

1. Call to Order
2. Open Forum

Participants can share their comments in person, by voicemail, or email, and may also request to participate virtually. For more information on submitting comments, refer to the Civil Service Commission Agenda and Minutes page on

www.richfieldmn.gov/182/Civil-Service-Commission

3. Approval of the Agenda
4. Approval of Minutes
5. Presentations
6. Regular Business Items
7. Other Business
8. Adjournment

Further, staff recommend that speakers at the open forum are limited to 3 minutes, and 5 minutes if they are speaking on behalf of a group. This is also consistent with City Council procedures.

Please note that if the recommendation is approved, the Civil Service Commission page on the City's website will provide instructions for people to email the staff liaison who will pass messages on to all commissioners.

RECOMMENDED ACTION

By motion: approve the new agenda format and meeting procedures.

HISTORICAL CONTEXT

Provided in the Executive Summary

EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS

The recommendation to improve agenda and meeting processes is most aligned with the strategic priority of Operational Excellence and the desired outcome of Focused City Leadership. Agenda and meeting processes that are rooted in best practices provide policymakers with comprehensive staff information and stakeholder feedback in a timely and efficient manner, resulting in informed decisions.

POLICIES (RESOLUTIONS, ORDINANCES, REGULATIONS, STATUTES, ETC.)

CRITICAL TIMING ISSUES

The City Clerk and Executive Department staff are currently adding commissions to the agenda management software.

FINANCIAL IMPACT

There is no financial impact to implement the recommended changes.

LEGAL CONSIDERATIONS

Because the Civil Service Commission oversees some personnel decisions in the Fire Department, it is critically important that their discussions and actions are consistent with all relevant human resources laws. The City Attorney, Mary Tietjen, will be available to present further information and answer questions at the meeting.

ALTERNATIVE RECOMMENDATION(S)

Modify the staff recommended agenda and meeting procedures.

ATTACHMENTS

1. Commission Roles and Best Practices

2. Commission Chair Reminders and Best Practices
3. EXAMPLE 2026-03-27 Civil Service Commission Agenda

Commission Roles and Best Practices

City of Richfield

Open meeting reminders

Avoid serial meetings

- Do not discuss commission business outside a properly noticed meeting, including group emails, “reply all” emails, etc.

Quorum awareness

- If a quorum of commissioners is present at an event outside the scope of your regular and special meetings, do not discuss commission business.

Email and electronic communication

- One-way informational emails are okay, back and forth deliberation in emails is not.
- Your electronic commission communication is considered public data and accessible via data request.

Quorum

A majority or more of the commission membership, required to conduct official business.

*****If a quorum is involved and city business is being discussed, it should occur at a properly noticed public meeting*****

Commissioner

- Attend and participate in regular and special meetings
- Engage in discussion and deliberation
- Provide recommendations to the City Council based on discussion
- Act in the best interest of the city of Richfield as a whole

Commission Secretary (if designated by bylaws)

- Ensures official records are accurate
- Assists in procedural requirements when necessary (noting attendance, meeting start and end time, etc.)
- Details votes and prepares minutes for approval

Commission Chair/Vice Chair/President/Vice President

- Calls meetings to order and adjourns meetings
- Presides over meetings and maintains meeting order
- Recognizes speakers and facilitates discussion
- Sign approved minutes or official documents (if applicable)
- Coordinates with staff liaison to prepare agenda materials
- Vice Chair/Vice President performs the duties of the Chair

Staff Liaison

- Coordinates with Chair/President to prepare agenda materials
- Provides professional expertise
- Prepares reports and background materials for discussion
- Supports compliance with city policies and applicable state laws

Commission meeting best practices

Read packet in advance

Ask clarifying questions

Respect procedure and process

Respect time limits

Respect orderly discussion

Sturgis Parliamentary Procedure Motions Chart

The motions below are listed in order of precedence. A motion can be introduced if it is **higher** on the chart than the pending motion.

IF YOU WANT TO:	THEN YOU SAY:	Can your motion interrupt a speaker?	Does the motion need a 2nd?	Is the motion debatable?	Can the motion be amended?	What type of vote is required?
Adjourn the meeting	I move that we adjourn	No	Yes	No	No	Majority
Take a break	I move to recess for ____ minutes	No	Yes	Yes	Yes	Majority
Register a complaint	I rise to a question of privilege	Yes	No	No	No	None
Lay aside a motion temporarily	I move that the main motion be postponed temporarily	No	Yes	No	No	Varies
Close debate and vote immediately	I move to close debate	No	Yes	No	No	2/3
Limit or extend debate	I move to limit debate to ...	No	Yes	Yes	Yes	2/3
Postpone action to a certain time	I move to postpone the motion until ...	No	Yes	Yes	Yes	Majority
Refer the matter to a committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
Modify the wording of a motion	I move to amend the motion by	No	Yes	Yes	Yes	Majority
Make a motion	I move that ...	No	Yes	Yes	Yes	Majority

Incidental Motions: No order of precedence. Arise incidentally and are decided immediately.

IF YOU WANT TO:	THEN YOU SAY:	Can your motion interrupt a speaker?	Does the motion need a 2nd?	Is the motion debatable?	Can the motion be amended?	What type of vote is required?
Appeal a decision	I appeal from the decision of the chair	Yes	Yes	Yes	No	Majority
Suspend the rules	I move to suspend the rule	No	Yes	No	No	2/3
Enforce the rules	Point of Order	Yes	No	No	No	None
Ask a Parliamentary question	Parliamentary inquiry	Yes	No	No	No	None
Divide a motion	I request that the motion be divided ...	No	No	No	No	None
Demand a recorded vote	I call for a division of the assembly	Yes	No	No	No	None

Restorative Main Motions: No order of precedence. Introduce only when nothing else is pending.

IF YOU WANT TO:	THEN YOU SAY:	Can your motion interrupt a speaker?	Does the motion need a 2nd?	Is the motion debatable?	Can the motion be amended?	What type of vote is required?
Amend a previous action	I move to amend the motion that was ...	No	Yes	Varies	Yes	Varies
Reconsider a motion	I move to reconsider ...	Yes	Yes	Yes	No	Majority
Cancel a previous action	I move to rescind ...	No	Yes	Yes	No	Majority
Resume consideration (take the matter from the table)	I move to resume consideration of ...	No	Yes	No	No	Majority

excerpt from "Sturgis Standard Code of Parliamentary Procedure" by Alice Sturgis

Commission Chair Reminders and Best Practices

City of Richfield

Commission Chair Best Practices

Start the meetings on time, state the start and end time for the meeting minutes

Encourage all commission members to contribute

Remain neutral when facilitating discussion

Pause and ask staff for any support if needed

Managing Discussion

- Recognize commissioners before they speak
- Keep discussion focused on agenda item and current motion
- Redirect off-topic discussion back to the motion
- Prevent individuals from dominating discussion

Motions and Voting

- Motion > Second > Discussion > Vote
- Restate the motion before the vote
- Announce results of the vote

Open Forum (if applicable)

- Ensure speakers are aware of any rules or time limits before starting open forum
- If you/vice chair receive a comment via email, you should loop in your staff liaison to decide how to proceed
- Any public comment emails should be noted in the applicable meeting minutes

Running the meeting

- Call the meeting to order and adjournment
- Follow the agenda
- Open and close discussion when applicable
- Call for motions and seconds
- Call the votes and announce results

Options to redirect

- “Lets bring the discussion back to the motion on the table”
- “Can we clarify how this impacts the motion?”
- “Does anyone have a different viewpoint they’d like to share?”
- “Is there any additional discussion before we move to a vote?”
- “That’s a good point—lets place that on a future agenda”



EXAMPLE Civil Service Commission Agenda

March 27, 2026 -- 8:00 AM

**Richfield Municipal Center
Bartholomew Conference Room
6700 Portland Avenue South
Meeting #298**

- 1. Call to Order**
- 2. New Commissioner Welcome**
- 3. Open Forum**

Participants can share their comments in person, by voicemail, or email, and may also request to participate virtually. For more information on submitting comments, refer to the Civil Service Commission Agenda and Minutes page on www.richfieldmn.gov/182/Civil-Service-Commission
- 4. Approval of the Agenda**
- 5. Approval of Minutes**
 - a. Approval of the minutes from December 17, 2025**
- 6. Presentations**
 - a. 2025 RFD Annual Update**
 - b. 2026 RFD Outlook**
- 7. Regular Business Items**
- 8. Other Business**
 - a. Commission Meeting Agenda Updates and Meeting Procedures**
- 9. Adjournment**

Auxiliary aids for individuals with accessibility needs are available upon request. Requests must be made at least 96 hours in advance to the City Clerk at 612-861-9739.

Materials relating to these agenda items can be found in the Civil Service Commission agenda packet located at the main table within the conference room. The Civil Service Commission agenda packet is also available electronically on the [City of Richfield's website](#).