

CIVIL SERVICE COMMISSION MEETING AGENDA



City of Lake Stevens Vision Statement

We are a thriving community that promotes a vibrant economy, preserves natural beauty, and supports an exceptional quality of life for all.

July 10, 2025 - 4:00 PM
City Hall (1812 Main St.) and [via Zoom](#)

1. **Call to Order**
2. **Roll Call**
3. **Action Items**
 - A. Approve Minutes of the May 29, 2025 Civil Service Commission Special Meeting Julie Kelch
4. **New Business**
 - A. Staffing and recruiting update Julie Kelch
5. **Adjourn**

THE PUBLIC IS INVITED TO ATTEND

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Human Resources, City of Lake Stevens ADA Coordinator, (425) 622-9400, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.

CITY OF LAKE STEVENS
CIVIL SERVICE COMMISSION SPECIAL MEETING MINUTES

May 29, 2025

Hybrid meeting via Zoom and in-person at City Hall

CALL TO ORDER: 4:04 p.m. by Chairperson Ray Mitchell

COMMISSION MEMBERS PRESENT: Ray Mitchell
Brian McManus

STAFF PRESENT: Chief Examiner/Secretary Julie Kelch, *Senior Human Resources Specialist*

Action Items:

MOTION by Brian McManus to approve the Minutes of the April 17, 2025 Civil Service Commission Meeting. Motion seconded by Ray Mitchell. Motion passed unanimously. Motion carried.

MOTION by Brian McManus to certify the Community Service Officer Continuous Testing Eligibility List. Motion seconded by Ray Mitchell. Motion passed unanimously. Motion carried.

New Business:

Staffing and Recruiting Update: Julie provided an update on the recruitment of Police Officers, Community Service Officer, and the status of the eligibility lists; and Civil Service Commissioner vacancy.

Civil Service Commissioner vacancy: Julie provided an update on the status of applications and interviews to fill the vacant Civil Service Commission vacancy.

Adjourn:

MOTION by Brian McManus to adjourn the meeting. Motion seconded by Ray Mitchell. Motion passed unanimously. Motion carried.

The meeting was adjourned at 4:16 p.m.

Respectfully Submitted:

Approved By:

Julie Kelch, Chief Examiner/Secretary
Civil Service Commission

Ray Mitchell, Chairperson
Civil Service Commission