

***Civil Service Board  
MINUTES***

**City Hall  
Human Resources – Dakota Conference Room  
12:00 p.m.**

**Wednesday, January 15, 2025**

Members Present: Burnley, Roesler & Barthel

Members Absent: Alayna Holmstrom

Staff Present: Frey and Stulken

Staff Absent: O'Toole

- 1) **The meeting was called to order at 12:07 p.m. on January 15, 2025.**
- 2) **A motion was made by Doug Barthel seconded by Beth Roesler to approve the November 13, 2024 meeting minutes.**  
Motion passed unanimously
- 3) **A motion was made by Doug Barthel seconded by Beth Roesler to order the personnel actions recorded as set forth in Exhibit A.**  
Motion passed unanimously
- 4) **A motion was made by Beth Roesler seconded by Doug Barthel to order the personnel actions recorded as set forth in Exhibit B.**  
Motion passed unanimously
- 5) **A motion was made by Doug Barthel seconded by Beth Roesler to extend the eligibility lists as requested for the following positions:**
  - a. Entrance List 202400005 Police Records Technician (6 months)
  - b. Promo/Transfer List 202400005A Police Records Technician (6 Months)Motion passed unanimously
- 6) **Public comment**
- 7) **Having no further business, a motion was made by Doug Barthel seconded by Beth Roesler to adjourn the meeting.**

Motion passed unanimously

Meeting was adjourned at 12:22 p.m.

The Board will meet on March 12, 2025 at 12:00 p.m. in the Human Resources 2<sup>nd</sup> Floor Dakota Room.

Respectfully submitted by Mandy Frey, Recording Officer

**Exhibit A – January 15, 2025**  
**Reporting period: October 7, 2024 – December 29, 2024**

**Advertising:**

POSITION	POSITION
Application Support Manager	Metro Non-Emergency Communications Operator
Building Inspection Manager	Park Caretaker (3)
Building Inspector	Park Forestry Caretaker
Chemist	Park Technician (6)
Custodial Worker	Parking Patrol
Electrician	Plumbing Inspector
Engineering Technician	Police Officer
Environmental Technician	Police Records Technician
Equipment Operator	Police Records Technician
Facilities HVAC Technician	Senior Assistant City Attorney-Finance
Human Resources Payroll Analyst	Sewer Collection Supervisor
Landfill Equipment Operator (2)	Vehicle/Equipment Service Worker
Lead Equipment Operator	Water Distribution System Technician
Library Associate (2)	Water Service Technician (2)
Mechanic (2)	

**Exhibit A – January 15, 2025**  
**Reporting period: October 7, 2024 – December 29, 2024**

**Eligibility Lists:**

POSITION	ENTRANCE LIST	PROMO/ TRANSFER LIST	DATE ESTABLISHED	DATE EXPIRED	EXTEND Y/N
Mechanic	24530000-14		10/8/2024	1/8/2025	N/A
Mechanic		24530000-14A	10/8/2024	1/8/2025	N/A
City Services Technician	10401000-13		10/18/2024	1/18/2025	N/A
Police Records Technician	202400005		10/21/2024	1/21/2025	Yes, 6 months
Police Records Technician		202400005A	10/21/2024	1/21/2025	Yes, 6 months
Library Associate	15022000-18		10/21/2024	1/21/2025	N/A
Metro Communications Operator	2024-1		10/21/2024	N/A	N/A
District Park Supervisor		202400007A	10/30/2024	1/30/2025	N/A
District Park Supervisor	202400007		10/30/2024	1/30/2025	N/A
Recreation Program Coordinator		202400006A	11/1/2024	2/1/2025	N/A
Recreation Program Coordinator	202400006		11/1/2024	2/1/2025	N/A
Police Officer	202400010		11/4/2024	N/A	N/A
Building Inspection Manager		202400014A	11/5/2024	2/5/2025	N/A
Human Resources Payroll Analyst		202400021A	11/5/2024	2/5/2025	N/A
Metro Non-Emergency Communications Operator	202400010		11/6/2024	2/6/2024	N/A
Metro Non-Emergency Communications Operator		202400010A	11/6/2024	2/6/2024	N/A
Engineering Technician	202400016		11/6/2024	2/6/2025	N/A
Water Service Technician	202400015		11/12/2024	2/12/2025	N/A
Landfill Equipment Operator	202400017		11/12/2024	2/12/2025	N/A
Police Records Technician	202400026		11/25/2024	2/25/2024	N/A
Application Support Manager		202400033A	12/2/2024	3/2/2025	N/A
Park Forestry Caretaker		202400039A	12/4/2024	3/4/2024	N/A
Park Forestry Caretaker	202400039		12/4/2024	3/4/2024	N/A
Park Caretaker		202400034A	12/4/2024	3/4/2024	N/A
Park Caretaker	202400034A		12/4/2024	3/4/2024	N/A
Chemist	202400024		12/4/2024	3/4/2025	N/A
Park Technician	202400035		12/5/2024	3/5/2024	N/A
Plumbing Inspector	202400030		12/6/2024	3/6/2025	N/A
Environmental Technician		202400023A	12/9/2024	3/29/2025	N/A
Vehicle/Equipment Service Worker	202400025		12/10/2024	3/10/2025	N/A
Sewer Collection Supervisor		202400045A	12/16/2024	3/16/2025	N/A
Senior Assistant City Attorney	202400027		12/17/2024	3/17/2025	N/A

**Classification Plan Amendments:**

EO #	GROUP	ACTION	JOB TITLE	OCC CODE	SCALE
CSP-2024-16	Midmanagement	Add	Real Estate Specialist	069	C42
	General	Delete	Real Estate Specialist	069	C42
CSP-2024-17	Midmanagement	Add	Application Support Manager	189	C52
	Midmanagement	Add	Payroll and Benefits Manager	931	C52
	Midmanagement	Delete	Information Technology Support Supervisor	138	C51
	Midmanagement	Add	Information Technology Support Manager	138	C52
	Midmanagement	Delete	Business Application Specialist	152	C42

# EXHIBIT B – January 15, 2025

Reporting Period: October 7, 2024 to December 29, 2024

## New Hires:

Eligibility List #	Name	Classification	Hire Date
18070000-6	Siferd, Joshua	Housing Program Specialist	10/7/2024
15022000-17	Bott, Megan	Library Associate	10/15/2024
15022000-17	Sigl, Jennifer	Library Associate	10/15/2024
08176000-1	Aden, Brooke	Digital Content Coordinator	10/15/2024
14289000-1	Rogers, Deena	Recreation Center Coordinator	10/15/2024
22113000-4	Dobrich, Kimberlee	Utility Services & Parking Technician	10/21/2024
12027000-1	Roggenbauer, Jaimie	Public Health Program Manager	10/21/2024
2024-1	Barron, Chaundra	Metro Communications Operator	10/21/2024
2024-1	Walker, Samuel	Metro Communications Operator	10/21/2024
2024-1	Nester, Kortni	Metro Communications Operator	10/21/2024
2024-1	Zimmerman, Jamie	Metro Communications Operator	10/21/2024
2024-1	Andrades-Zamora, Kim	Metro Communications Operator	10/21/2024
2024-1	West, Hunter	Metro Communications Operator	10/21/2021
14288000-12	Lange, Grayson	Recreation Program Specialist	10/28/2024
14288000-12	Wallace, Stanley	Recreation Program Specialist	10/28/2024
14283000-1	Trolson, Nathan	Building Maintenance Worker	10/28/2024
07045000-5	Dixon, Slater	Civic Analytics Analyst	10/28/2024
07130000-9	Somsawat, Virgil	Technical Support Specialist	10/28/2024
15022000-17	Holden, Megan	Library Associate	10/28/2024
10089000-18	Lewis, Sultan	Animal Control Officer	10/28/2024
10228000-10	Ekanger, Brent	Police Officer	11/4/2024
10228000-10	Hodges, Wyatt	Police Officer	11/4/2024
10228000-10	Schincke, Seth	Police Officer	11/4/2024
10228000-10	Kuol Arop, Ring	Police Officer	11/4/2024
10228000-10	Scott, Cory	Police Officer	11/4/2024
10228000-10	Cahill, Matthew	Police Officer	11/4/2024
10228000-10	Johnson, Kimberly	Police Officer	11/4/2024
10228000-10	Castro, Christopher	Police Officer	11/4/2024
10228000-10	Bahr, Kaylie	Police Officer	11/4/2024
10228000-10	Brandt, Quentin	Police Officer	11/4/2024
10228000-10	McCormick, Bailey	Police Officer	11/4/2024
10228000-10	Johnson, Christian	Police Officer	11/4/2024
10228000-10	Handel, Gwyneth	Police Officer	11/4/2024
10228000-10	Vultaggio, Jason	Police Officer	11/4/2024
10228000-10	Grant, Peyton	Police Officer	11/4/2024
10228000-10	Johnson, Brett	Police Officer	11/4/2024
10228000-10	Loffredo, Luciano	Police Officer	11/4/2024

## EXHIBIT B – January 15, 2025

**Reporting Period: October 7, 2024 to December 29, 2024**

24530000-14	Stencel, Codey	Mechanic	11/18/2024
10401000-13	Steele, Sarah	City Services Technician	12/2/2024
15022000-18	Thorson, Emily	Library Associate	12/2/2024
18070000-6	Raymond, Shawn	Housing Program Specialist	12/2/2024
20575000-1	Rains, Brian	Electrician	12/2/2024
1428800-11	Gregorio, Oscar	Recreation Program Specialist	12/23/2024
202400010	Naibose, Samuel	Metro Non-Emergency Communications Operator	12/23/2024
202400010	Olmstead, Amanda	Metro Non-Emergency Communications Operator	12/23/2024

### Off Probation Entrance:

Eligibility List #	Name	Classification	Hire Date	Date Probation Completed
22725000-12	Pearson, Brian	Water Operator	10/16/2023	10/16/2024
24735000-5	Hanisch, Ty	Vehicle/Equipment Service Worker	10/16/2023	10/16/2024
11711000-7	Sundvold, Mason	Equipment Operator	10/16/2023	10/16/2024
21737000-7	Selchert, Tammy	Landfill Scale Operator	10/16/2023	10/16/2024
10089000-16	Brown, Kevin	Animal Control Officer	10/16/2023	10/16/2024
06285000-15	Klingbille, Tara	Custodial Worker	10/23/2023	10/23/2024
9103000-2	Hamann, Andrew	Fire Protective Equipment Technician	10/30/2023	10/30/2024
10112000-6	Watkins, Grace	Forensic Specialist	10/30/2023	10/30/2024
10228000-9	Vert, Marcus	Police Officer	07.31.23	10/31/2024
10228000-9	Gentile, Cady	Police Officer	07.31.23	10/31/2024
10228000-9	Erickson, Alfonso	Police Officer	07.31.23	10/31/2024
10228000-9	Aguirre, Ruben	Police Officer	07.31.23	10/31/2024
10228000-9	Mc Carthy, Garret	Police Officer	07.31.23	10/31/2024
9205000-1	Seward, Eric	Fire Marshall	11/6/2023	11/6/2024
15022000-15	Hill, Molly	Library Associate	11/6/2023	11/6/2024
6285000-15	Ferguson, William	Custodial Worker	11/13/2023	11/13/2024
6285000-15	Johnson, Caleb	Custodial Worker	11/13/2023	11/13/2024
07045000-4	Borson, Melanie	Civic Analytics Analyst	11/13/2023	11/13/2024
22575000-5	Schneekloth, Riley	Electrician	11/20/2023	11/20/2024
22556000-12	Ackerman, Joshua	Water Distribution System Technician	11/20/2023	11/20/2024
12059000-14	Hermanson, McKayla	Registered Nurse	11/27/2023	11/27/2024
03101000-5	Engel, Amanda	Senior Assistant City Attorney	12/18/2023	12/18/2024
03101000-5	Mulder, Amber	Senior Assistant City Attorney	12/18/2023	12/18/2024
21737000-8	Fahy, Melissa	Landfill Scale Operator	12/18/2023	12/18/2024
16415000-3	Parsons, Jonathan	Property Maintenance Inspector	12/26/2023	12/26/2024
07135000-9	Buss, Anthony	Information Technology System Analyst	12/26/2023	12/26/2024

## EXHIBIT B – January 15, 2025

Reporting Period: October 7, 2024 to December 29, 2024

### Promotions:

Eligibility List #	Name	Date Promoted	Former Classification	New Classification
07105000-3A	Cape, Joel	10/14/2024	Technical Support Specialist	Application Specialist
19234000-1A	Wrotenbery, Scott	10/14/2024	Parking Patrol	Lead Parking Patrol
92070000-6	Nusbaum, Adam	10/14/2024	Firefighter	Fire Apparatus Operator
92070000-6	Harris, JaRon	10/14/2024	Firefighter	Fire Apparatus Operator
92070000-6	Rivera, Fernando	10/14/2024	Firefighter	Fire Apparatus Operator
14284000-1	Smith, Adrian	10/28/2024	Park Technician	Lead Building Maintenance Worker
202400002	Ellens, Mark	10/28/2024	Firefighter	Fire Inspector
52913000-7A	Miller, Troy	10/28/2024	Engineering Project Manager	Principal Engineer
11552000-4A	Ness, Jason	10/28/2024	Lead Equipment Operator	Street Maintenance Supervisor
24530000-14A	Hanisch, Ty	10/28/2024	Vehicle/Equipment Service Worker	Mechanic
202400007	Ward, Logan	11/11/2024	Park Caretaker	District Park Supervisor
202400006	Livermore, Adam	11/11/2024	Park Caretaker	Recreation Program Coordinator
202400021	Doughten, Tasha	11/11/2024	Payroll/Benefits Specialist	HR Payroll Analyst
11712000-5A	Heald, Ryan	11/25/2024	Equipment Operator	Lead Equipment Operator
202400014	Kirkwold, Paul	12/9/2024	Building Inspector	Building Inspection Manager
202400045	Faris, Jon	12/23/2024	Lead Sewer Collection Technician Certified	Sewer Collection Supervisor
202400039	Moxnes, Michael	12/23/2024	Park Technician	Park Forestry Caretaker
202400034	Schoenfelder, Ty	12/23/2024	Park Technician	Park Caretaker
202400034	Bartels, Ty	12/23/2024	Park Technician	Park Caretaker
202400034	Marden, Kirby	12/23/2024	Park Technician	Park Caretaker
202400033	Carpenter, Holly	12/23/2024	IT System Analyst	Application Support Manager

### Off Probation Promotional:

Eligibility List #	Name	Date Promoted	Former Classification	New Classification	Date Completed
92030000-5A	Smith, Jeremy	4/15/2024	Fire Apparatus Operator	Fire Captain	10/15/2024
92070000-5A	Glaser, Branden	4/15/2024	Firefighter	Fire Apparatus Operator	10/15/2024
07188000-1A	Raethz, Philip	4/29/2024	Mechanic	Vehicle Technologist	10/29/2024
08174000-1A	Vanderbush, Jill	4/29/2024	Engineering Logistics Technician	Communications Project Manager	10/29/2024
52010000-13A	Gacke, Ethan	3/18/2024	Sewer Collection Technician	Engineering Technician	11/17/2024
22602000-5A	Kunkel, Wade	5/27/2024	Water Service Technician	Water Quality Analyst	11/20/2024
04039000-5A	Quissell, Chad	6/3/2024	Training Facility/Emerg. Mgmt Coordinator	Talent Acquisition Coordinator	12/3/2024

## EXHIBIT B – January 15, 2025

Reporting Period: October 7, 2024 to December 29, 2024

### Transfers:

Eligibility List #	Name	Date Transferred	Former Classification	New Classification
23570000-21A	Kierstein, Daniel	10/28/2024	Park Technician	Sewer Collection Technician
52912000-1A	Vanderbush, Jill	10/28/2024	Project Manager-Communications	Project Manager-Engineering
20575000-1	Schneekloth, Riley	10/28/2024	Electrician-PW/Water	Electrician-PW/Light, Power, Traffic
22556000-15A	Gleich, Joe	11/25/2024	Mechanic	Water Distribution System Technician
202400023	Kunkel, Wade	12/23/2024	Water Quality Analyst	Environmental Technician

### Off Probation Transfers:

Eligibility List #	Name	Date Transferred	Former Classification	New Classification	Date Completed
14339000-12A	Bartels, Ty	4/15/2024	Landfill Environmental Technician	Park Technician	10/15/2024

### Reassignments/Reclassifications:

Name	Date	Former Classification	New Classification
Fletcher, Roy	10/14/2024	Real Estate Specialist (GN 342)	Real Estate Specialist (MM 342)
Anderson, Matthew	10/14/2024	Real Estate Specialist (GN 342)	Real Estate Specialist (MM 342)
Miles, Lori	10/28/2024	Human Resources Payroll Analyst	Payroll and Benefits Manager
Schnaible, Matthew	10/28/2024	Information Technology Support Supervisor	Information Technology Support Manager
Taborda, Dawn	10/28/2024	Business Application Specialist	Senior Accountant
Economo, Jonathan	10/28/2024	Business Application Specialist	Application Specialist
Radack, Zachary	10/28/2024	Emergency Vehicle Technician	Emergency Vehicle Technician Certified

## EXHIBIT B – January 15, 2025

Reporting Period: October 7, 2024 to December 29, 2024

### Separations:

Name	Separation Date	Hire Date	MOU	Classification
Lohr, John	1/26/2024	07/17/95	Police	Police Captain
Pottebaum, Kathy	10/11/2024	04/08/96	Human Resources	Payroll/Benefits Specialist
Busse, Brian	10/11/2024	05/27/03	PW/Street	Equipment Operator
Gunn, Lori	10/11/2024	10/18/99	Health	Medical Assistant
Starr, Matthew	10/11/2024	02/22/00	Police	Police Officer
Warrington, Butch	10/11/2024	02/01/99	Planning & Development Services	Chief Building Official
Kruse, Rick	10/11/2024	05/22/06	PW/Water	Water Distribution System Technician
Gillen, Chad	10/11/2024	02/22/00	Police	Police Officer
Umthun, Justin	10/13/2024	10/26/20	Police	Police Officer
Hillestad, Maynard (Mick)	10/13/2024	09/06/05	Planning & Development Services	Plumbing Inspector
Miller, Christopher	10/18/2024	03/18/91	PW/Engineering	Engineering Tech II
Hendrix, Robert	10/18/2024	10/30/06	PW/Fleet	Lead Mechanic
Sturges, Joshua	10/18/2024	12/04/17	PW/Water	Water Service Technician
Pearson, Jean	10/18/2024	08/22/11	Parks & Recreation	Recreation Program Coordinator
Tooley, Matthew	11/1/2024	01/01/24	Fire	Radio Communications Analyst- Metro
Marino, Patrick	11/8/2024	06/26/00	Police	Police Officer
Brown, Daniel	11/15/2024	11/18/02	PW/Fleet	Mechanic
Klemisch, Ricky	11/15/2024	02/16/93	Parks & Recreation	Park Forestry Caretaker
Schmidt, Denise	11/22/2024	03/24/08	Library	Library Associate
Berkness, Eric	11/22/2024	01/24/11	Facilities Management	Building Maintenance Worker
Borden, Brian	11/27/2024	09/03/13	Library	Library Associate
Haukoos, David	12/6/2024	01/05/15	Facilities Management	Custodial Worker
Taylor, Zachary	12/15/2024	07/26/21	Fire	Firefighter

### Separations within Probation Period:

Name	Separation Date	Hire Date	MOU	Classification
Groenhoff, Keisha	10/30/2024	11/13/2023	Police	Police Records Technician
Allwine, Destini	11/14/2024	2/12/2024	Police	Police Officer
Bennett, Austin	11/30/2024	6/3/2024	Police	Police Officer
Houfek, Thomas	12/8/2024	2/12/2024	Police	Police Officer
Loffredo, Luciano	12/12/2024	11/4/2024	Police	Police Officer
Fisher, Lucas	12/19/2024	6/3/2024	Police	Police Officer

### Leave of Absence: Nothing to report

Name	Separation Date	Hire Date	MOU	Classification