

**Civil Service Board
MINUTES**

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

Wednesday, May 14, 2025

Members Present: Burnley, Roesler, Holmstrom & Barthel

Members Absent: none

Staff Present: Frey, Stulken & O'Toole

Staff Absent: None

- 1) **The meeting was called to order at 12:10 p.m. on May 14, 2025.**
- 2) **A motion was made by Alayna Holmstrom seconded by Beth Roesler to approve the March 12, 2025 meeting minutes.**
Motion passed unanimously
- 3) **A motion was made by Doug Barthel seconded by Beth Roesler to approve new chairperson-Alayna Holmstrom.**
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 A.**
Motion passed unanimously
- 5) **A motion was made by Doug Barthel seconded by Alayna Holmstrom to order the personnel actions recorded as set forth in Exhibit B.**
Motion passed unanimously
- 6) **A motion was made by Alayna Holmstrom seconded by Doug Barthel to extend the eligibility lists as requested for the following positions:**
 - a. Promo/Transfer 202500073A Police Captain (9 months)
 - b. Promo/Transfer 202500072A Police Lieutenant (9 months)
 - c. Promo/Transfer 202500045A Plans Examiner (9 months)

Motion passed unanimously

A motion was made by Beth Roesler seconded by Doug Barthel that the Civil Service Board enter Executive Session to discuss personnel issues at 12:21 p.m.

Motion passed unanimously

A motion was made by Doug Barthel seconded by Alayna Holmstrom to exit Executive Session at 12:25 p.m.

Motion passed unanimously

Exhibit A – May 14, 2025
Reporting period: February 24, 2025 – April 27, 2025

Advertising:

POSITION	POSITION
Electrical Inspection Manager	Police Captain
Engineering Technician	Police Officer
Facilities Plumber/Licensed	Police Lieutenant
Fire Captain	Purchasing Specialist
Fire Division Chief	Sewer Collection Technician (2)
Information Security Administrator	Staff Engineer/P.E (2)
Information Security Manager	Sustainability Coordinator
Landfill Equipment Operator (2)	Urban Planner
Library Associate	Water Distribution System Supervisor/Cert
Medical Assistant	Water Quality Analyst
Plans Examiner	

Eligibility Lists:

POSITION	ENTRANCE LIST	PROMO/ TRANSFER LIST	DATE ESTABLISHED	DATE EXPIRED	EXTEND Y/N
Radio Communications Specialist	202500025		2/24/2025	5/24/2025	N/A
Criminal Analyst	202500030		2/25/2025	5/25/2025	N/A
Parts & Inventory Technician	202500026		2/27/2025	5/26/2025	N/A
Water Distribution System Technician	202400028		2/27/2025	5/27/2025	N/A
Dental Hygienist	202500007		2/28/2025	5/28/2025	N/A
Vehicle/Equipment Service Worker	202500034		3/3/2025	6/3/2025	N/A
Senior Accountant	202500032		3/6/2025	6/6/2025	N/A
Lead Sewer Collection Technician		202500036A	3/6/2025	6/6/2025	N/A
Metro Non-Emergency Communications Operator	202500033		3/6/2025	6/6/2025	N/A
Engineering Project Manager	202500031	202500031A	3/17/2025	6/17/2025	N/A
Housing Program Specialist	202500035		3/18/2025	6/18/2025	N/A
Police Captain		202500073	3/20/2025	6/20/2025	Y (9 mos)
Engineering Technician	202500047		3/27/2025	6/27/2025	N/A
Police Lieutenant		202500072	3/28/2025	6/28/2025	Y (9 mos)
Landfill Equipment Operator	202500020		3/31/2025	6/31/25	N/A
Water Distribution System Supervisor		202500046A	4/2/2025	7/2/2025	N/A
Information Security Manager		202500052A	4/3/2025	7/3/2025	N/A
Plans Examiner		202500045A	4/4/2025	7/4/2025	Y (9 mos)
Sewer Collection Technician	202500048		4/4/2025	7/4/2025	N/A
Electrical Inspection Manager		202500054A	4/9/2025	7/9/2025	N/A
Library Associate	202400036		4/9/2025	7/9/2025	N/A
Dental Assistant	202500006		4/17/2025	7/17/2025	N/A
Urban Planner	202500056		4/25/2025	7/25/2025	N/A

Exhibit A – May 14, 2025
Reporting period: February 24, 2025 – April 27, 2025

Classification Plan Amendments:

EO #	GROUP	ACTION	JOB TITLE	OCC CODE	SCALE
CSP-2025-2	Midmanagement	Add	Purchasing Analyst	977	343
	General	Delete	Engineering Logistics Specialist	704	232
	General	Delete	Water Logistics Specialist	703	232
	General	Delete	Parks and Recreation Logistics Specialist	705	232
	General	Delete	Street Logistics Specialist	710	232
	General	Add	Logistics Specialist	710	232
	General	Delete	Street Logistics Technician	709	224
	General	Add	Logistics Technician	709	224
CSP-2025-4	Classified	Delete	Public Safety Legal Specialist	244	232
	Classified	Delete	Public Works Legal Specialist	241	232
	Classified	Delete	Human Relations Specialist	918	232
	Classified	Add	Legal Specialist	399	232

EXHIBIT B – May 14, 2025

Reporting Period: February 24, 2025 – April 27, 2025

New Hires:

Eligibility List #	Name	Classification	Hire Date
202400044	Allen, Jamie	Equipment Operator	2/24/2025
202500019	Taylor, Heather	Recreation Program Coordinator	3/3/2025
202500008	Quinteros, Tylor	Mechanic	3/10/2025
202400061	Potter, Jacinda	Metro Non-Emergency Communications Operator	3/17/2025
202400061	Hamann, Julie	Metro Non-Emergency Communications Operator	3/17/2025
202500021	Hammer, Evan	Park Technician	3/17/2025
202500023	Burlingame, Daniel	Police Records Technician	3/24/2025
202500013	Baumberger, Christopher	Electrician/Licensed	3/24/2025
202500019	Peterson, Wendy	Recreation Program Coordinator	3/31/2025
202500022	Lopez, Logan	Water Distribution System Technician	3/31/2025
202500032	Heggeseth, Amanda	Senior Accountant	3/31/2025
202500025	Pageler, Alexander	Radio Communications Specialist	4/7/2025
202500027	Czmowski, Michael	Environmental Health Specialist	4/7/2025
202500026	Erickson, Phillip	Parts & Inventory Specialist	4/7/2025
202500034	Braak, Dylan	Vehicle/Equipment Service Worker	4/21/2025
202500007	Prokop, Amy	Dental Hygienist	4/21/2025

Off Probation Entrance:

Eligibility List #	Name	Classification	Hire Date	Date Probation Completed
10401000-12	Bruner, Abbey	City Services Technician	2/26/2024	2/26/2025
07105000-1	Easterday, Daniel	Information Technology Application Specialist	2/26/2024	2/26/2025
16502000-2	Beavin, Sidney	Residential Plans Examiner	2/26/2024	2/26/2025
23730000-10	McCallum, Tyler	Wastewater Operator	3/4/2024	3/4/2025
111711000-8	Barr, Geoff	Equipment Operator	3/4/2024	3/4/2025
15022000-16	Seaton, Isabella	Library Associate	3/25/2024	3/25/2025
10228000-9	Gartner, Noah	Police Officer	11.13.23	3/26/2025
20546000-3	Larson, Nathan	Traffic Sign Technician	4/1/2024	4/1/2025
12097000-10	McCaffrey, Kelly	Patient Support Technician	4/1/2024	4/1/2025
52010000-13	Nilson, Caleb	Engineering Technician	4/8/2024	4/8/2025
14299000-3	Landry, Tyler	Park Development Specialist	4/15/2024	4/15/2025
14339000-12	Hanisch, Hailey	Park Technician	4/22/2024	4/22/2025
14339000-12	Lee, Corey	Park Technician	4/22/2024	4/22/2025
23570000-16	German, Mason	Sewer Collection Technician	4/22/2024	4/22/2025
08173000-1	Lockhart, Jenny	Creative Services Manager	4/22/2024	4/22/2025

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Promotions:

Eligibility List #	Name	Date Promoted	Former Classification	New Classification
202500010	Nilson, Caleb	3/3/2025	Engineering Technician	Engineering Technician II
202500036	German, Mason	3/17/2025	Sewer Collection Technician	Lead Sewer Collection Technician
202500001	Stark, Ian	4/14/2025	Fire Captain	Fire Battalion Chief
202500049	McClure, Cullen	4/14/2025	Police Sergeant	Police Lieutenant
10225000-9	Meier, Seth	4/14/2025	Police Officer	Police Sergeant

Off Probation Promotional:

Eligibility List #	Name	Date Promoted	Former Classification	New Classification	Date Completed
11712000-5A	Schmiesing, James	9/2/2024	Equipment Operator	Lead Equipment Operator	3/2/2025
52041000-8A	Orr, Carter	9/16/2024	Engineering Technician	Engineering Technician II	3/16/2025
52704000-2A	Bruner, Abbey	9/30/2024	City Services Technician	Engineering Logistics Specialist	3/30/2025
24574000-2A	Spearman, Rodney	9/30/2024	Mechanic	Lead Mechanic	3/30/2025
92070000-6	Nusbaum, Adam	10/14/2024	Firefighter	Fire Apparatus Operator	4/14/2025
92070000-6	Harris, JaRon	10/14/2024	Firefighter	Fire Apparatus Operator	4/14/2025
92070000-6	Rivera, Fernando	10/14/2024	Firefighter	Fire Apparatus Operator	4/14/2025

Transfers:

Eligibility List #	Name	Date Transferred	Former Classification	New Classification
202500031	Schettler, Danaca	4/14/2025	Traffic Engineer P.E.	Engineering Project Manager P.E.
202500031	Buteyn, Isaac	4/14/2025	Staff Engineer	Engineering Project Manager P.E.

Off Probation Transfers:

Eligibility List #	Name	Date Transferred	Former Classification	New Classification	Date Completed
20546000-4A	Schwartz, Austin	9/2/2024	Sewer Collection Technician	Traffic Sign Technician	3/2/2025
21711000-3A	Haviland, Amanda	9/30/2024	Equipment Operator-Landfill	Equipment Operator	3/30/2025

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Reassignments/Reclassifications:

Name	Date	Former Classification	New Classification
Hoiland, Austin	3/31/2025	Parks & Recreation Logistics Specialist	Logistics Specialist
Meyer, Lynn	3/31/2025	Water Logistics Specialist	Logistics Specialist
Larson, Olivia	3/31/2025	Street Logistics Specialist	Logistics Specialist
Bruner, Abbey	3/31/2025	Engineering Logistics Specialist	Logistics Specialist
Duncan, Aaron	3/31/2025	Street Logistics Specialist	Logistics Specialist
Scherbring, Kara	3/31/2025	Business Analyst	Purchasing Analyst
Dekker, David	3/31/2025	Business Analyst	Purchasing Analyst
Newman, Matthew	3/31/2025	Business Analyst	Purchasing Analyst
Wilson, Michelle	4/14/2025	Public Safety Legal Specialist	Legal Specialist
Meier, Lyndsey	4/14/2025	Human Relations Specialist	Legal Specialist

Separations:

Name	Separation Date	Hire Date	MOU	Classification
Beckman, Cole	5/16/2024	7/7/2008	Fire	Emergency Vehicle Technician
Denning, Julie	2/24/2025	01/01/24	Fire/Metro	Metro Emergency Communications Operator
Person, Lee	2/28/2025	5/21/2012	Police	Criminal Analyst
Allard, Laura	2/28/2025	7/11/2022	Library	Library Associate
Schmidt, Albert	3/14/2025	10/1/2012	Planning & Development Services	Urban Planner
Genzlinger, Roxanne	4/9/2025	1/1/2024	Finance	Business Technician
Kippes, Larry	4/11/2025	8/29/2005	Planning & Development Services	Electrical Inspection Manager
Dykstra, Robert	4/11/2025	4/1/2002	Fire	Fire Battalion Chief
Lerdal, Peter	4/11/2025	3/28/1983	Parks and Recreation	Park Maintenance Mechanic
Bruxvoort, Christine	4/11/2025	6/26/2000	Police	Police Officer
Allison, Madeline	4/11/2025	8/28/2023	Health	Registered Nurse
Wynthein, Joan	4/15/2025	2/20/2001	Police	Police Records Technician
Brummet, Cameron	4/24/2025	01/23/23	Fire	Firefighter
Fangmann, Kaitlyn	4/26/2025	2/14/2022	Police	Police Officer

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Separations within Probation Period:

Name	Separation Date	Hire Date	MOU	Classification
Hernes, Hannah	2/25/2025	1/6/2025	Fire/Metro	Metro Non-Emergency Communications Operator
Harrison, Rex	3/11/2025	6/3/2024	Police	Police Officer
Nilson, Kerry	3/14/2025	8/19/2024	PW/Engineering	Engineering Project Manager
Laue, Steven	3/20/2025	12/30/2024	PW/Landfill	Landfill Equipment Operator
Burlingame, Daniel	4/2/2025	3/24/2025	Police	Police Records Technician
Hamann, Julie	4/2/2025	3/17/2025	Fire/Metro	Metro Non-Emergency Communications Operator
Eggert, Hunter	4/7/2025	1/6/2025	Fire	Firefighter

Layoffs:

Name	Date	MOU	Classification
Ali, Saliya	4/18/2025	Health	Community Engagement & Health Equity Coordinator
Kommes, Shelby	4/25/2025	Health	Public Health Prevention Coordinator
Ahmed, Nayeema	4/25/2025	Health	Public Health Administrator

Leave of Absence: Nothing to report

Name	Separation Date	Hire Date	MOU	Classification