

**Civil Service Board
MINUTES**

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

Wednesday, September 17, 2025

Members Present: Holmstrom, Disburg & Barthel
Members Absent: Roesler
Staff Present: Frey, Stulken & O'Toole
Staff Absent: None

- 1) **The meeting was called to order at 12:02 p.m. on September 17, 2025.**
- 2) **A motion was made by Doug Barthel seconded by Julia Disburg to approve the July 9, 2025 meeting minutes.**

Motion passed unanimously

- 3) **A motion was made by Doug Barthel seconded by Julia Disburg to order the personnel actions recorded as set forth in Exhibit A.**

Motion passed unanimously

- 4) **A motion was made by Doug Barthel seconded by Julia Disburg 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 Julia Disburg to extend the eligibility lists as requested for the following positions:**

- a. Entrance List 202500086A Senior Librarian (3 months)

Motion passed unanimously

A motion was made by Doug Barthel seconded by Julia Disburg that the Civil Service Board enter Executive Session to discuss personnel issues at 12:14 p.m.

Motion passed unanimously

A motion was made by Doug Barthel seconded by Julia Disburg to exit Executive Session at 12:18 p.m.

Motion passed unanimously

- 6) **A motion was made by Doug Barthel seconded by Julia Disburg to order the disciplinary actions as set forth in Exhibit C to be recorded.**

Motion passed unanimously

- 7) **Public comment**

- 8) **Having no further business, a motion was made by Doug Barthel seconded by Julia Disburg to adjourn the meeting.**

Motion passed unanimously

Meeting was adjourned at 12:19 p.m.

The Board will meet on November 12, 2025 at 12:00 p.m. in the Human Resources 2nd Floor Dakota Room.

Respectfully submitted by Mandy Frey, Recording Officer.

EXHIBIT A – September 17, 2025

Reporting period: June 23, 2025 – August 17, 2025

Advertising:

POSITION	POSITION
Digital Content Supervisor	Metro Emergency Communications Operator
Electrical Inspector	Metro Non-Emergency Communications Operator
Electrician - Water Purification	Metro Shift Lead
Equipment Operator	Police Officer
Fire Apparatus Operator	Police Records Technician
Lead Building Maintenance Worker	Police Sergeant
Lead Water Distribution System Technician/Certified	Purchasing Analyst
Library Associate	Sewer Collection Technician
Logistics Technician	Wastewater Operator
Media Relations Strategist	Water Distribution System Technician
Medical Assistant	Water Service Technician

Eligibility Lists:

POSITION	ENTRANCE LIST	PROMO/ TRANSFER LIST	DATE ESTABLISHED	DATE EXPIRED	EXTEND Y/N
Licensed Practical Nurse	202500081		6/24/2025	9/24/2025	N/A
Billing Specialist	202500082		7/3/2025	10/3/2025	N/A
Metro Shift Lead		202500091A	7/10/2025	10/10/2025	N/A
Park Maintenance Mechanic	202500085		7/14/2025	10/14/2025	N/A
Utility Services and Parking Technician	202500089		7/16/2025	10/16/2025	N/A
Lead Water Distribution System Technician		202500088A	7/18/2025	10/18/2025	N/A
Senior Librarian		202500086A	8/4/2025	11/4/2025	Y (3 mos)
Library Associate	202500098		8/15/2025	11/15/2025	N/A

EXHIBIT A – September 17, 2025
Reporting period: June 23, 2025 – August 17, 2025

Classification Plan Amendments:

EO #	GROUP	ACTION	JOB TITLE	OCC CODE	SCALE
CSP-2025-7	Midmanagement	Delete	Metro Administrator	2001	875
CSP-2025-9	Midmanagement	Add	Public Relations Manager	907	352
	Midmanagement	Add	Media Relations Strategist	908	343
CSP-2025-10	Midmanagement	Delete	Communications Strategist	157	343
	Midmanagement	Add	Marketing Strategist	178	343
	Midmanagement	Add	Digital Content Supervisor	177	351
	Midmanagement	Delete	Digital Communications Manager	167	352
	Midmanagement	Add	Digital Communications Manager	167	461

EXHIBIT B – September 17, 2025

Reporting Period: June 23, 2025 – August 17, 2025

New Hires:

Eligibility List #	Name	Classification	Hire Date
202500056	DePrenger, Sydney	Urban Planner	6/23/2025
202500060	Ostabutey, Augustina	Water Quality Analyst	6/23/2025
202500069	Larson, Aiden	Information Security Administrator	6/23/2025
202500063	Zens, KC	Purchasing Specialist	6/30/2025
202500059	Rowley, Troy	Facilities Plumber	7/7/2025
202500066	Bongungu, Jordy	Staff Engineer	7/21/2025
202500057	Strickland, Thomas	Sustainability Coordinator	7/28/2025
202500081	Xaisongkham, Josie	Licensed Practical Nurse	8/11/2025

Off Probation Entrance:

Eligibility List #	Name	Classification	Hire Date	Date Probation Completed
12051000-5	Albright, Teagan	Care Coordinator	6/24/2024	6/24/2025
23570000-16	Bohnenkamp, Melissa	Sewer Collection Technician	6/24/2024	6/24/2025
11711000-9	Feist, Mathew	Equipment Operator	7/8/2024	7/8/2025
23730000-11	Gassama, Sarjo	Wastewater Operator	7/8/2024	7/8/2025
16410000-9	Uhrich, Amanda	Permit Technician	7/22/2024	7/22/2025
21711000-2	Seney, Barry	Equipment Operator	7/22/2024	7/22/2025
24530000-13	Peters, Brenton	Mechanic	7/29/2024	7/29/2025
16410000-9	Waagmeester, Elizabeth	Permit Technician	7/29/2024	7/29/2025
20240000-1	Ringling, Kobi	Employee Relations Coordinator	8/5/2024	8/5/2025
0713000-9	Svoboda, Ethin	Technical Support Specialist	8/5/2024	8/5/2025
12097000-12	Peters, Tamara	Patient Support Technician	8/5/2024	8/5/2025
22721000-11	Kucera, Dave	Water Service Technician	8/12/2024	8/12/2025

Promotions:

Eligibility List #	Name	Date Promoted	Former Classification	New Classification
202500045	Beavin, Sidney	6/23/2025	Residential Plans Examiner	Plans Examiner
202500080	Merry, Heather	6/23/2025	Metro Non-Emergency Communications Operator	Metro Emergency Communications Operator
202500080	Naibose, Samuel	6/23/2025	Metro Non-Emergency Communications Operator	Metro Emergency Communications Operator
10225000-9	Hansen, Jacob	6/23/2025	Police Officer	Police Sergeant
202500075	Giles, LeNora	7/7/2025	Metro Shift Lead	Metro Supervisor
202500075	Logan, Robyn	7/7/2025	Metro Advanced Communications Operator	Metro Supervisor
202500091	Ross, Vincent	7/21/2025	Metro Emergency Communications Operator	Metro Shift Lead
202500088	Wilson, Jordan	8/4/2025	Water Distribution System Technician	Lead Water Distribution System Technician

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Off Probation Promotional:

Eligibility List #	Name	Date Promoted	Former Classification	New Classification	Date Completed
10225000-9	Gooch, Logan	1/6/2025	Police Officer	Police Sergeant	7/6/2025
10225000-9	Devlin, Bridget	1/20/2025	Police Officer	Police Sergeant	7/6/2025
202400049	Gould, Mark	2/3/2025	Equipment Operator	Lead Equipment Operator	8/3/2025
202400006	Jackson, Reis	2/17/2025	Vehicle/Equipment Service Worker	Mechanic	8/17/2025
202400047	Mueller, Derek	2/17/2025	Housing Program Specialist	Building Inspector	8/17/2025
92070000-6	Cacaro, Glenn	2/17/2025	Firefighter	Fire Apparatus Operator	8/17/2025

Transfers: None to report

Eligibility List #	Name	Date Transferred	Former Classification	New Classification

Off Probation Transfers:

Eligibility List #	Name	Date Transferred	Former Classification	New Classification	Date Completed
202400023	Kunkel, Wade	12/23/2024	Water Quality Analyst	Environmental Technician	6/23/2025
202400005	Schreier, Madeline	1/6/2025	Metro Emergency Communications Operator	Police Records Technician	7/6/2025
202400004	Larson, Olivia	2/17/2025	Purchasing Specialist	Street Logistics Specialist	8/17/2025

Reassignments/Reclassifications:

Name	Date	Former Classification	New Classification
Brown, Jourdyn	7/7/2025	Communications Strategist	Public Relations Manager
Rykhus, Brianna	8/4/2025	Communications Strategist	Marketing Strategist
Murtha, Justine	8/4/2025	Digital Communications Manager (C52)	Digital Communications Manager (D61)

EXHIBIT B – September 17, 2025

Reporting Period: June 23, 2025 – August 17, 2025

Separations:

Name	Separation Date	Hire Date	MOU	Classification
Clemens, Samuel	6/27/2025	6/26/2000	Police	Police Officer
Kimball, Eric	6/27/2025	6/26/2000	Police	Police Officer
McCulloch, Lacey	6/30/2025	4/24/2023	PW/Water	Utility Services and Parking Technician
Bauman, Chris	7/11/2025	7/21/2003	Police	Police Officer
Lancto, Maria	7/11/2025	1/4/2023	Planning & Development Services	Urban Planner
Gerry, Howard	8/6/2025	1/10/2005	Facilities Management	Lead Building Maintenance Worker
Prins, Colby	8/8/2025	11/27/2017	PW/Water	Lead Water Distribution System Technician
Bentaas, Dirk	8/11/2025	11/16/1998	Library	City Carrier/Library
Fessler, Steven	8/15/2025	4/1/2002	Fire	Fire Division Chief
Ideker, Andrew	8/15/2025	11/30/2020	PW/Water	Water Distribution System Tech

Separations within Probation Period:

Name	Separation Date	Hire Date	MOU	Classification
Palm, Jayden	6/29/2025	2/18/2025	Fire/Metro	Metro Emergency Communications Operator
Lange, Grayson	7/3/2025	10/24/2024	Parks and Recreation	Recreation Program Specialist
McCormick, Bailey	7/6/2025	11/4/2024	Police	Police Officer
Nestor, Kortni	7/9/2025	10/21/2024	Fire/Metro	Metro Emergency Communications Operator
Dietz, Jennifer	7/11/2025	6/9/2025	Health	Medical Assistant
Naibose, Samuel	7/12/2025	12/23/2024	Fire/Metro	Metro Emergency Communications Operator
Melendez, Kymberli	7/17/2025	5/19/2025	Fire/Metro	Metro Emergency Communications Operator
Hintz-Stahl, Dominick	7/28/2025	6/3/2024	Police	Police Officer
Ebdrup, Alex	7/30/2025	6/16/2025	PW/Water Reclamation	Sewer Collection Technician
Henrich, Emma	8/1/2025	6/2/2025	Police	Police Records Technician
Stefanyuk, Artem	8/11/2025	1/6/2025	Fire	Firefighter
Toovey, Cole	8/11/2025	5/19/2025	Police	Police Officer
McLain, James	8/12/2025	8/12/2024	Parks and Recreation	Recreation Program Specialist
Xaisongkham, Josie	8/14/2025	8/11/2025	Health	Licensed Practical Nurse
Bott, Megan	8/17/2025	10/15/2024	Library	Library Associate
Boulet, Olivia	8/17/2025	6/16/2025	Fire/Metro	Metro Non-Emergency Communications Operator

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Layoffs: None to report

Name	Date	MOU	Classification

Leave of Absence: None to report

Name	Separation Date	Hire Date	MOU	Classification

DRAFT