



Civil Service Board MINUTES

**City Hall
Commission Room
12:00 p.m.**

Tuesday, March 9, 2021

Members Present: Holmstrom, Elbers, Burnley and Roesler

Members Absent: None

Staff Present: Hannestad, Holsen and O'Toole

Staff Absent: None

- ▯ **The meeting was called to order at 12.:09 p.m. on March 9, 2021.**
- ▯ **A motion was made by Kimberly Elbers, seconded by Beth Roesler to approve the January 12, 2021 minutes.**
Motion passed unanimously
- ▯ **A motion was made by Beth Roesler, seconded by Kimberly Elbers to approve the 2020 Annual Report.**
Motion passed unanimously
- ▯ **A motion was made by Alayna Holmstrom, seconded by Beth Roesler to approve the Personnel Actions as set forth in Exhibit A.**
Motion passed unanimously
- ▯ **A motion was made by Kimberly Elbers, seconded by Beth Roesler to order the personnel actions recorded as set forth in Exhibit B.**
Motion passed unanimously
- ▯ **A motion was made by Beth Roesler, seconded by Alayna Holmstrom to extend the eligibility lists as requested for the following positions:**
 - a. Entrance List 16512000-2 Planning and Zoning Specialist (9 months)
 - b. Entrance List 06279000-1 Facilities Electrician/Certified (6 months)
 - c. Promo/Transfer List 23562000-3A Sewer Collection Supervisor/Certified (9 months)
 - d. Entrance List 10089000-8 Animal Control Officer (3 months)
 - e. Entrance List 03918000-4 Human Relations Specialist (9 months)
 - f. Entrance List 051200000-2 Purchasing Specialist (3 months)
 - g. Promo/Transfer list 10224000-4A Police Lieutenant (9 months)

Motion passed unanimously

A motion was made by Kimberly Elbers, seconded by Beth Roesler that the Civil Service Board enter Executive Session to discuss personnel issues at 12:22 p.m.

Motion passed unanimously

A motion was made by Beth Roesler, seconded by Kimberly to exit Executive Session at 12:25 p.m.

Motion passed unanimously

A motion was made by Alayna Holmstrom, seconded by Kimberly Elbers to order the disciplinary actions as set forth in Exhibit C to be recorded.

Motion passed unanimously

- 7) **There was no public comment**
- 8) **Having no further business, a motion was made by Kimberly Elbers, seconded by Beth Roesler to adjourn the meeting.**

Motion passed unanimously

Meeting was adjourned at 12:26 p.m.

The Board will meet on Tuesday, May 11, 2021 at 12:00 p.m. in the Commission Room-1st Floor City Hall.

Respectfully submitted by Jane Hannestad, Recording Officer

Exhibit A – March 9, 2021
Reporting period: December 28, 2020 – February 21, 2021

Advertising:

POSITION	POSITION
Animal Control Officer	Permit Technician
City Engineer	Police Evidence Technician
City Services Technician	Police Lieutenant
Engineering Project Manager/P.E.	Police Officer
Information Technology System Analyst	Purchasing Specialist
Landfill Equipment Operator	Sewer Collection Supervisor/Cert
Lead Sewer Collection Technician/Cert	Sewer Collection Technician
Maintenance Mechanic	Water Distribution System Technician

Eligibility Lists:

POSITION	ENTRANCE LIST	PROMO/TRAN SFER LIST	DATE ESTABLISHED	DATE EXPIRED	EXTEND Y/N
POLICE RECORDS CLERK	10108000-6		12/30/2020	3/30/2021	No
DENTAL ASSISTANT	12050000-10		1/5/2021	4/5/2021	N/A
ASSISTANT CITY ATTORNEY	3100000-5		1/6/2021	4/6/2021	N/A
MECHANIC	24530000-7		1/7/2021	N/A	N/A
SOCIAL WORKER			1/11/2021	N/A	N/A
PLANNING AND ZONING SPECIALIST	16512000-2		1/13/2021	4/13/2021	Yes, 9 mo
PLANNING AND ZONING SPECIALIST		16512000-2A	1/13/2021	4/13/2021	N/A
TALENT ACQUISITION COORDINATOR	04039000-2		1/15/2021	4/15/2021	N/A
FACILITIES ELECTRICIAN/CERTIFIED	06279000-1		1/15/2021	4/15/2021	Yes, 6 mo
LEAD WATER DIST SYSTEM TECH/CERTIFIED		22557000-2A	1/22/2021	4/22/2021	N/A
FIREFIGHTER	92100000-3I		1/25/2021	N/A	N/A
FIREFIGHTER		92100000-3IA	1/25/2021	N/A	N/A
SEWER COLLECTION SUPERVISOR/CERTIFIED		23562000-3A	1/25/2021	4/25/2021	Yes, 9 mo
TRANSPORTATION PLANNER			2/1/2021	N/A	N/A
TRANSPORTATION PLANNER			2/1/2021	N/A	N/A
WATER DISTRIBUTION SYSTEM TECHNICIAN	22556000-6		2/5/2021	5/5/2021	N/A
WATER DISTRIBUTION SYSTEM TECHNICIAN		22556000-6A	2/5/2021	5/5/2021	N/A
POLICE OFFICER	10228000-5IV		2/8/2021	N/A	N/A
ANIMAL CONTROL OFFICER	10089000-8		2/8/2021	5/8/2021	Yes, 3 mo
LEAD SEWER COLLECTION TECHNICIAN/CERTIFIED		23572000-4A	2/9/2021	5/9/2021	N/A
HUMAN RELATIONS SPECIALIST	03918000-4		2/10/2021	5/10/2021	Yes, 9 mo
PURCHASING SPECIALIST	051200000-2		2/19/2021	5/19/2021	Yes, 3 mo
POLICE LIEUTENANT		10224000-4A	2/19/2021	5/19/2021	Yes, 9 mo

Exhibit A – March 9, 2021
Reporting period: December 28, 2020 – February 21, 2021

Classification Plan Amendments:

EO #	GROUP	ACTION	JOB TITLE	OCC CODE	SCALE
CSP-2021-01	Midmanagement	Delete	Crime Lab Manager	230	C52
	Classified	Add	Legal Administrative Assistant	011	B23

EXHIBIT B – March 9, 2021

Reporting Period: December 28, 2020 – February 21, 2021

New Hires:

Eligibility List #	Name	Classification	Hire Date
22725000-3	Hugo, Paul	Water Operator	12/28/2020
164118000-1	Abu, Mahamadu	Housing Clinic Coordinator	12/28/2020
12090000-1	Metzger-Nelson, Timea	Environmental Health Specialist	12/28/2020
22725000-3	Pederson, John	Water Operator	12/28/2020
11709000-1	Breske, Chase	Street Logistics Technician	1/4/2021
12097000-5	Gillette, Jalona	Patient Support Technician	1/11/2021
18070000-3	Mueller, Derek	Housing Program Specialist	1/11/2021
52010000-8	Orr, Carter	Engineering Technician	1/19/2021
52010000-8	Stahl, Trevor	Engineering Technician	1/19/2021
92100000-3I	Arango, Tristan	Firefighter	1/25/2021
92100000-3I	Bose, Derek	Firefighter	1/25/2021
92100000-3I	Broughton, Jaydn	Firefighter	1/25/2021
92100000-3I	Dahlen, Jared	Firefighter	1/25/2021
92100000-3I	Harris, JaRon	Firefighter	1/25/2021
92100000-3I	Lyons, Alyssa	Firefighter	1/25/2021
92100000-3I	Mead, Troy	Firefighter	1/25/2021
92100000-3I	Schable, Andrew	Firefighter	1/25/2021
92100000-3I	Van Hofwegen, Joshua	Firefighter	1/25/2021
92100000-3I	Van Wyhe, Natalie	Firefighter	1/25/2021
92100000-3I	Weixel, Jeffrey	Firefighter	1/25/2021
92100000-3I	Wold, Rachel	Firefighter	1/25/2021
4039000-2	Pederson, Krystal	Talent Acquisition Coordinator	2/1/2021
10228000-5IV	Miller III, Daniel	Police Officer	2/8/2021
10228000-5IV	Purcell, Justin	Police Officer	2/8/2021
10228000-5IV	Smith, Michelle	Police Officer	2/8/2021
10228000-5IV	Wills, Nathan	Police Officer	2/8/2021
15018000-4	Lien, Sharlene	Branch Librarian	2/8/2021
12099000-2	Anton, Vica	Billing Specialist	2/8/2021
08144000-1	Lawrence, Brenda	City Carrier	2/8/2021
14288000-5	Lewars, Lisa	Recreation Program Specialist	2/16/2021

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Reporting Period: December 28, 2020 – February 21, 2021

Off Probation Entrance:

Eligibility List #	Name	Classification	Hire Date	Date Probation Completed
10228000-41	Cliff, Michael	Police Officer	7/29/2019	10/29/2020
10228000-41	Shugar-Garza, Daniel	Police Officer	7/29/2019	10/29/2020
08127000-2	Conrad, Lindsey	Publishing Specialist	12/30/2019	12/30/2020
52913000-3	Fagerness, Aaron	Principal Engineer	1/6/2020	1/6/2021
23570000-7	Brockey, Blake	Sewer Collection Technician	1/27/2020	1/27/2021
92100000-2II	Cacaro, Glenn	Firefighter	1/27/2020	1/27/2021
92100000-2II	Glaser, Branden	Firefighter	1/27/2020	1/27/2021
92100000-2II	Ellens, Mark	Firefighter	1/27/2020	1/27/2021
92100000-2II	Attema, Tyler	Firefighter	1/27/2020	1/27/2021
92100000-2II	O'Mara, Daniel	Firefighter	1/27/2020	1/27/2021
92100000-2II	Rivera, Fernando	Firefighter	1/27/2020	1/27/2021
92100000-2II	Sorensen, Taylor	Firefighter	1/27/2020	1/27/2021
92100000-2II	Woodley, Sean	Firefighter	1/27/2020	1/27/2021
92100000-2II	Biggs, Andrew	Firefighter	1/27/2020	1/27/2021
23570000-8	Hammer, Derek	Sewer Collection Technician	1/27/2020	1/27/2021
10228000-4II	Gorter, Jonathan	Police Officer	10/28/2019	1/28/2021
10228000-4II	Williams, Emelia	Police Officer	10/28/2019	1/28/2021
10228000-4II	Mayberry, Brian	Police Officer	10/28/2019	1/28/2021
10228000-4II	Drey, Shayden	Police Officer	10/28/2019	1/28/2021
10228000-4II	Wynthein, Dylan	Police Officer	10/28/2019	1/28/2021
10228000-4II	Taylor, Jordan	Police Officer	10/28/2019	1/28/2021
10228000-4II	Smith, Sabrina	Police Officer	10/28/2019	1/28/2021
52914000-9	Lewis, Edward	Civil Engineer	2/10/2020	2/10/2021
07130000-2	Odens, Scott	Technical Support Specialist	2/10/2020	2/10/2021

Promotions:

Eligibility List #	Name	Date Promoted	Former Classification	New Classification
22557000-2A	Christensen, Justin	2/8/2021	Water Distribution System Technician	Lead Water Distribution System Technician Certified
23562000-3A	Hochstein, Shad	2/8/2021	Lead Sewer Collection Technician Certified	Sewer Collection Supervisor
16512000-2	Kruetzfeldt, Amy	2/8/2021	Permit Technician	Planning and Zoning Specialist

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Off Probation Promotional:

Eligibility List #	Name	Date Promoted	Former Classification	New Classification	Date Completed
92070000-2A	Funke, Joseph	6/29/2020	Firefighter	Fire Apparatus Operator	12/29/2020
9203000-2A	Wagner, Daniel	6/29/2020	Fire Apparatus Operator	Fire Captain	12/29/2020
92070000-2	Kurvink, Nicholas	7/13/2020	Firefighter	Fire Apparatus Operator	1/13/2021
10225000-4A	Walker, Matthew	7/13/2020	Police Officer	Police Sergeant	1/13/2021
10225000-4A	Meyer, Jason	7/27/2020	Police Officer	Police Sergeant	1/27/2021

Transfers:

Eligibility List #	Name	Date Transferred	Former Classification	New Classification
92100000-3IA	Haffeman, Dustin	1/25/2021	Police Evidence Technician	Firefighter
92100000-3IA	Hatch, Dylan	1/25/2021	Safety And Risk Coordinator	Firefighter

Off Probation – Transfers:

Eligibility List #	Name	Date Transferred	Former Classification	New Classification	Date Completed
23900000-7A	Hybertson, Patrick	8/10/2020	Animal Control Officer	Laborer	2/10/2021

Reassignments/Reclassifications:

Name	Date	Former Classification	New Classification
Gasca, Michaela	12/28/2020	Social Worker (B25)	Social Worker (B31)
Kinder, Tracy	12/28/2020	Electrician	Electrician/Licensed
Sohl, Lauri	1/11/2021	GIS Manager	Civic Analytics Manager
Krause, Chelsea	1/11/2021	GIS Analyst	Civic Analytics Analyst
Winterfeld, Bret	1/11/2021	GIS Analyst	Civic Analytics Analyst
VanDeBerg, Darin	1/11/2021	GIS Analyst	Civic Analytics Analyst
Brynjulson, Austin	1/11/2021	GIS Specialist	Civic Analytics Specialist
Schmunk, Joseph	1/11/2021	GIS Specialist	Civic Analytics Specialist
Anderson, Chris	1/11/2021	GIS Specialist	Civic Analytics Specialist
Profir, Aileen	1/11/2021	GIS Specialist	Civic Analytics Specialist

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Separations:

Name	Separation Date	Hire Date	MOU	Classification
Vargo, Clark	1/10/2021	2/11/2019	Fire	Firefighter
Faris, Paul	1/19/2021	1/23/1989	PW/Water Reclamation	Sewer Collection Technician/Certified
Dykstra, Doug	1/29/2021	4/10/1995	PW/Water Reclamation	Lead Sewer Collection Technician/Certified
Himes, John	1/30/2021	1/16/2018	Sanitary Landfill	Landfill Equipment Operator
Studenski, Justin	2/3/2021	4/19/2010	Parks & Recreation	Park Caretaker
Aamold, Edward	2/5/2021	8/28/2017	Police	Crime Lab Manager
Goodroad, Brad	2/12/2021	1/3/1994	Fire	Fire Chief
Clauson, Michael	2/17/2021	3/1/2004	Fire	Fire Battalion Chief
Lund, Jann	2/19/2021	12/6/1999	Health	Patient Support Technician

Separations within Probation Period:

Name	Separation Date	Hire Date	MOU	Classification
Jost, Bethany	12/29/2020	4/6/2020	Attorney	Human Relations Specialist
Zulu, Tarlue	1/15/2021	7/20/2020	Police	Police Officer
Pass, Kevin	2/9/2021	1/25/2021	Fire	Firefighter