



## **Civil Service Board MINUTES**

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

**Monday, July 19, 2021**

Members Present: Holmstrom, Elbers and Roesler

Members Absent: Burnley

Staff Present: Hannestad, Holsen and O'Toole

Staff Absent: None

- 1) **The meeting was called to order at 12:13 p.m. on July 19, 2021. Kimberly Elbers presided over the meeting.**  
Motion passed unanimously
- 2) **A motion was made by Alayna Holmstrom, seconded by Beth Roesler to approve the May 11, 2021 Meeting Minutes**  
Motion passed unanimously
- 3) **A motion was made by Beth Roesler, seconded by Alayna Holmstrom to approve the Personnel Actions as set forth in Exhibit A.**  
Motion passed unanimously
- 4) **A motion was made by Alayna Holmstrom, seconded by Beth Roesler to order the personnel actions recorded as set forth in Exhibit B.**  
Motion passed unanimously
- 5) **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 52010000-9 Engineering Technician – Light & Power (9 months)
  - b. Entrance List 10108000-8 Police Records Clerk (9 months)
  - c. Entrance List 14339000-7 Park Service Worker (3 months)

Motion passed unanimously

**A motion was made by Alayna Holmstrom, seconded by Beth Roesler that the Civil Service Board enter Executive Session to discuss personnel issues at 12:20 p.m.**

Motion passed unanimously

**A motion was made by Beth Roesler, seconded by Alayna Holmstrom to exit Executive Session at 12:24 p.m.**

Motion passed unanimously

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

Motion passed unanimously

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

Motion passed unanimously

Meeting was adjourned at 12:24 p.m.

The Board will meet on Monday, September 13, 2021 at 12:00 p.m. in the Commission Room-1<sup>st</sup> Floor City Hall.

Respectfully submitted by Jane Hannestad, Recording Officer

**Exhibit A – July 19, 2021**  
**Reporting period: May 3, 2021 – June 27, 2021**

**Advertising:**

POSITION	POSITION
ASSISTANT DIRECTOR OF PLANNING AND DEVELOPMENT SERVICES	LEAD WATER OPERATOR/CERTIFIED
BRANCH LIBRARIAN	LIBRARY ASSOCIATE
CREATIVE SPECIALIST	MAINTENANCE MECHANIC
ENVIRONMENTAL ENGINEER	SAFETY AND RISK COORDINATOR
HOUSING PROGRAM SPECIALIST	UTILITY BILLING TECHNICIAN
INDUSTRIAL PRETREATMENT TECHNICIAN	WASTEWATER FACILITIES ENGINEER
LEAD WASTEWATER OPERATOR/CERTIFIED	FIRE APPARATUS OPERATOR

**Eligibility Lists:**

POSITION	ENTRANCE LIST	PROMO/TRAN SFER LIST	DATE ESTABLISHED	DATE EXPIRED	EXTEND Y/N
FACILITIES CARPENTER		6278000-1A	5/6/2021	8/6/2021	N/A
HEALTH INFORMATION TECHNOLOGY COORDINATOR	12962000-1		5/7/2021	8/7/2021	N/A
HEALTH INFORMATION TECHNOLOGY COORDINATOR		12962000-1A	5/7/2021	8/7/2021	N/A
MAINTENANCE MECHANIC	22577000-5		5/12/2021	N/A	N/A
ENGINEERING TECHNICIAN - LIGHT AND POWER	52010000-9		5/14/2021	8/14/2021	Yes, 9 mo
SOCIAL WORKER	12051000-2		5/19/2021	8/19/2021	N/A
POLICE RECORDS CLERK	10108000-8		5/20/2021	8/20/2021	Yes, 9 mo
WATER SERVICE TECHNICIAN	22721000-8		6/3/2021	9/3/2021	N/A
LICENSED PRACTICAL NURSE	12067000-1		6/10/2021	9/10/2021	N/A
PARK SERVICE WORKER	14339000-7		6/14/2021	9/14/2021	Yes, 3 mo
PARK SERVICE WORKER		14339000-7A	6/14/2021	9/14/2021	N/A
INDUSTRIAL PRETREATMENT TECHNICIAN	23541000-1		6/15/2021	9/15/2021	N/A
INDUSTRIAL PRETREATMENT TECHNICIAN		23541000-1A	6/15/2021	9/15/2021	N/A
LEAD WASTEWATER OPERATOR/CERTIFIED		23731000-4A	6/17/2021	9/17/2021	N/A
ENVIRONMENTAL SERVICES MANAGER		52551000-1A	6/17/2021	9/17/2021	N/A
MAINTENANCE MECHANIC	22577000-6		6/18/2021	9/18/2021	N/A
ASSISTANT DIRECTOR OF PLANNING AND DEV SVS	16003000-1		6/24/2021	9/24/2021	No

**Exhibit A – July 19, 2021**  
**Reporting period: May 3, 2021 – June 27, 2021**

**Classification Plan Amendments:**

<b>EO #</b>	<b>GROUP</b>	<b>ACTION</b>	<b>JOB TITLE</b>	<b>OCC CODE</b>	<b>SCALE</b>
CSP-2021-03	General	Delete	Billing Cashier	113	B23
	General	Add	Utility Billing Technician	113	B23
	General	Delete	Lead Billing Cashier	117	B31
	General	Add	Lead Utility Billing Technician	117	B31
CSP-2021-04	Midmanagement	Delete	Housing Manager	030	D61
	Midmanagement	Delete	Property Maintenance Inspection Manager	414	C51
	Midmanagement	Delete	Development Services Manager	505	D61
	Midmanagement	Add	Neighborhood Revitalization Manager	505	D61
	Midmanagement	Add	Assistant Director of Planning and Development Services	003	D72
	Midmanagement	Delete	Housing Compliance Coordinator	515	C42
	Midmanagement	Add	Housing Compliance Supervisor	515	C51
	General	Delete	Residential Plans Examiner	502	B32
	General	Add	Residential Plans Examiner	502	C41

**EXHIBIT B – July 19, 2021**  
**Reporting Period: May 3, 2021 – June 27, 2021**

**New Hires:**

Eligibility List #	Name	Classification	Hire Date
10089000-8	Bunkers, Stacia	Animal Control Officer	5/17/2021
16501000-2	Gaul, Allen	Building Inspector	5/17/2021
16511000-1	Tunge, Bradley	Plumbing Inspector	5/17/2021
05121000-2	Simon, Jill	Business Technician	5/17/2021
14339000-6	Smith, Adrian	Park Service Worker	6/1/2021
14339000-6	Brasel, Joy	Park Service Worker	6/1/2021
16063000-1	Lacok, Fletcher	Urban Planner	6/7/2021
24530000-8	Engelmann, Darwin	Fleet	6/14/2021
12962000-1	Berte, Sara	Health	6/21/2021
52010000-9	Rounds, Travis	Engineering Technician	6/21/2021

**Off Probation Entrance:**

Eligibility List #	Name	Classification	Hire Date	Date Probation Completed
10112000-5	Hayek, Samantha	Forensic Specialist I	5/26/2020	5/26/2021

**Promotions:**

Eligibility List #	Name	Date Promoted	Former Classification	New Classification
6278000-1A	Bierman, Matthew	5/17/2021	Building Maintenance Worker	Facilities Carpenter
6278000-1A	Ulerich, Scott	5/17/2021	Building Maintenance Worker	Facilities Carpenter
10225000-5A	Montgomery, Jason	5/17/2021	Police Officer	Police Sergeant
10225000-5A	Warren, Nathan	5/17/2021	Police Officer	Police Sergeant
92070000-2A	Fischer, Johnnie	5/17/2021	Firefighter	Fire Apparatus Operator
9211000-3A	Marzolf, Jason	5/31/2021	Fire Captain	Fire Battalion Chief
92070000-2A	Evertse, Mitchell	5/31/2021	Firefighter	Fire Apparatus Operator
92070000-2A	Smidt, Luke	5/31/2021	Firefighter	Fire Apparatus Operator
92070000-2A	Siebenahler, Jordan	5/31/2021	Firefighter	Fire Apparatus Operator
9207000-2A	Smith, Jeremy	5/31/2021	Firefighter	Fire Apparatus Operator
9207000-2A	Olson, Mark	5/31/2021	Firefighter	Fire Apparatus Operator
10225000-5A	Blankenfeld, Peter	6/14/2021	Police Officer	Police Sergeant
10224000-4A	Siebenborn, Andrew	6/14/2021	Police Sergeant	Police Lieutenant
9203000-3A	Rieland, Scott	6/14/2021	Fire Apparatus Operator	Fire Captain
9203000-3A	Stark, Ian	6/14/2021	Fire Apparatus Operator	Fire Captain
9203000-3A	Bosler, William	6/14/2021	Fire Apparatus Operator	Fire Captain
9203000-3A	Funke, Joseph	6/14/2021	Fire Apparatus Operator	Fire Captain

# EXHIBIT B – July 19, 2021

Reporting Period: May 3, 2021 – June 27, 2021

## Off Probation Promotional:

Eligibility List #	Name	Date Promoted	Former Classification	New Classification	Date Completed
2257800-1A	Granum, Darin	12/14/2020	Maintenance Mechanic	Lead Maintenance Mechanic	6/14/2021

## Transfers: None to report

Eligibility List #	Name	Date Transferred	Former Classification	New Classification

## Off Probation – Transfers: None to report

Eligibility List #	Name	Date Transferred	Former Classification	New Classification	Date Completed

## Reassignments/Reclassifications:

Name	Date	Former Classification	New Classification
Campbell, Robin	5/17/2021	Billing Cashier	Utility Billing Technician
Dayton, Lisa	5/17/2021	Billing Cashier	Utility Billing Technician
Hein, Kristy	5/17/2021	Billing Cashier	Utility Billing Technician
Nord, Jodi	5/17/2021	Billing Cashier	Utility Billing Technician
Penrod, Andrena	5/17/2021	Billing Cashier	Utility Billing Technician
Meyer, Lynn	5/17/2021	Lead Billing Cashier	Lead Utility Billing Technician

**EXHIBIT B – July 19, 2021**  
**Reporting Period: May 3, 2021 – June 27, 2021**

**Separations:**

Name	Separation Date	Hire Date	MOU	Classification
Aldrich, Brady	5/7/2021	11/5/2018	Parks & Recreation	Park Service Worker
Herrboldt, Kent	5/12/2021	3/14/2005	Fire	Fire Apparatus Operator
Bruhn, Garrett	5/14/2021	1/26/2015	Police	Police Officer
Schmitz, Thomas	5/14/2021	12/2/1996	Police	Police Sargent
Cook, Benjamin	5/17/2021	2/19/2013	Police	Police Officer
Deneui, Darren	5/19/2021	7/7/2014	Police	Police Officer
Ward, Thomas	5/21/2021	1/3/1995	Police	Police Sargent
Schillerstrom, Timothy	5/22/2021	8/7/1995	Fire	Fire Captain
Enstad, Collin	5/27/2021	3/4/2019	Human Resources	Safety & Risk Coordinator
Schneider, Dan	5/28/2021	3/19/2021	Fire	Fire Captain
Skallberg, Jason	6/8/2021	2/18/2020	Police	Police Officer
Lubbers, Trent	6/11/2021	1/15/1990	Engineering	Utilities Operations Administrator
Benson, Toby	6/11/2021	12/4/1995	Police	Police Lieutenant
White, Kyle	6/11/2021	4/6/2020	Parks & Recreation	Park Service Worker
Adams, Terry	6/14/2021	9/26/1994	Electric Light	Engineering Technician
Lowe, Todd	6/15/2021	1/16/1996	Fire	Fire Captain
Simon, Jeremy	6/17/2021	2/13/2017	Police	Police Officer
Blake, Kyle	6/20/2021	6/27/2011	Parks & Recreation	Park Service Worker
Boysen, Kelly	6/25/2021	5/14/1990	Housing	Property Maintenance Inspection Manager

**Separations within Probation Period:**

Name	Separation Date	Hire Date	MOU	Classification
Nelson, Kandie	5/3/2021	6/1/2020	Utility Billing	Billing Cashier
Marbach, Joshua	5/7/2021	10/19/2020	Housing	Housing Development Specialist
Gerry, Joseph	5/20/2021	7/20/2020	Police	Police Officer
Lohfink, Lauren	6/2/2021	7/13/2020	Communications	Creative Specialist