

**Civil Service Board
MINUTES**

City Hall
Commission Room
12:00 p.m.

Monday, September 13, 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 12:18 p.m. on September 13, 2021.**

Motion passed unanimously

- 2) **A motion was made by Beth Roesler, seconded by Alayna Holmstrom to approve the July 13, 2021 Meeting Minutes**

Motion passed unanimously

- 3) **A motion was made by Kimberly Elbers, 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 Kimberly Elbers to extend the eligibility lists as requested for the following positions:**

- a. Promo/Transfer List 16415000-2A Property Maintenance Inspector (9 months)

- b. Entrance List 19235000-3 Parking Patrol (9 months)

Motion passed unanimously

A motion was made by Kimberly Elbers, seconded by Alayna Holmstrom that the Civil Service Board enter Executive Session to discuss personnel issues at 12:24 p.m.

Motion passed unanimously

A motion was made by Kimberly Elbers, seconded by Alayna Holmstrom to exit Executive Session at 12:26 p.m.

Motion passed unanimously

A motion was made by Kimberly Elbers, seconded by Alayna Holmstrom 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 Kimberly Elbers, seconded by Alayna Holmstrom to adjourn the meeting.**

Motion passed unanimously

Meeting was adjourned at 12:35 p.m.

The Board will meet on Monday, December 6, 2021 at 12:00 p.m. in the Commission Room-1st Floor City Hall.

Respectfully submitted by Jane Hannestad, Recording Officer

Exhibit A – September 13, 2021
Reporting period: June 28, 2021 – August 22, 2021

Advertising:

POSITION	POSITION
CUSTODIAL WORKER	PUBLIC HEALTH LABORATORY MANAGER
DENTAL ASSISTANT	RECREATION PROGRAM SPECIALIST
FIRE PROTECTIVE EQUIPMENT TECHNICIAN	REGISTERED NURSE
LABORER	SOCIAL WORKER
LEAD WASTEWATER OPERATOR/CERTIFIED	TECHNICAL SUPPORT SPECIALIST
LIBRARIAN	URBAN PLANNER
PARKING PATROL	UTILITY ADMINISTRATOR
POLICE OFFICER	WASTEWATER FACILITIES ENGINEER
POLICE SERGEANT	WASTEWATER OPERATOR
PRINCIPAL ENGINEER	WATER DISTRIBUTION SYSTEM TECHNICIAN
PROPERTY MAINTENANCE INSPECTOR	WATER OPERATOR

Eligibility Lists:

POSITION	ENTRANCE LIST	PROMO/TRANSFER LIST	DATE ESTABLISHED	DATE EXPIRED	EXTEND Y/N
LEAD WATER OPERATOR		22726000-1A	6/22/2021	9/22/2021	No
SAFETY AND RISK COORDINATOR	04930000-1		6/30/2021	9/30/2021	N/A
CREATIVE SPECIALIST	08127000-4		6/30/2021	9/30/2021	N/A
HOUSING PROGRAM SPECIALIST		18070000-4A	7/9/2021	10/9/2021	N/A
ENVIRONMENTAL ENGINEER		22906000-1A	7/12/2021	10/12/2021	N/A
FIRE APPARATUS OPERATOR		92070000-3A	7/13/2021	7/13/2023	No
BRANCH LIBRARIAN		15018000-5A	7/15/2021	10/15/2021	N/A
CUSTODIAL WORKER	06285000-7		7/26/2021	10/26/2021	N/A
FIREFIGHTER	92100000-3II		7/26/2021	N/A	N/A
POLICE OFFICER	1028000-6I		8/2/2021	N/A	N/A
LIBRARY ASSOCIATE	15022000-7		8/6/2021	11/6/2021	No
WASTEWATER FACILITIES ENGINEER		23539000-2	8/11/2021	11/11/2021	N/A
WATER OPERATOR	22725000-4		8/13/2021	11/3/2021	N/A
PROPERTY MAINTENANCE INSPECTOR		16415000-2A	8/16/2021	11/16/2021	Yes, 9 mo
PARKING PATROL	19235000-3		8/18/2021	11/18/2021	Yes, 9 mo
UTILITY ADMINISTRATOR		52013000-1A	8/23/2021	11/23/2021	N/A
WASTEWATER OPERATOR	23730000-8		8/20/2021	11/20/2021	N/A

Classification Plan Amendments:

EO #	GROUP	ACTION	JOB TITLE	OCC CODE	SCALE
CSP-2021-05	Midmanagement	Add	Senior Assistant City Attorney	101	D63
CSP-2021-06	General	Delete	Park Service Worker	339	B22
	General	Add	Park Technician	339	B24

EXHIBIT B – September 13, 2021
Reporting Period: June 28, 2021 – August 22, 2021

New Hires:

Eligibility List #	Name	Classification	Hire Date
12051000-2	Miles, Tamara	Social Worker	7/6/2021
10108000-8	Van Houten, Kelly	Police Records Clerk	7/19/2021
22113000-1	Horn, Amy	Utility Billing Technician	7/19/2021
14339000-7	Geis, Joseph	Park Service Worker	7/26/2021
14339000-7	Marden, Kirby	Park Service Worker	7/26/2021
14339000-7	Moody, Michael	Park Service Worker	7/26/2021
92100000-3II	Bream, Jeffry	Firefighter	7/26/2021
92100000-3II	Christian, Kevin	Firefighter	7/26/2021
92100000-3II	Eslinger, Joshua	Firefighter	7/26/2021
92100000-3II	Greenfield, Matthew	Firefighter	7/26/2021
92100000-3II	Grieve, Tyler	Firefighter	7/26/2021
92100000-3II	Hoiland, Logan	Firefighter	7/26/2021
92100000-3II	Janssen, Jason	Firefighter	7/26/2021
92100000-3II	Johnson, Hudson	Firefighter	7/26/2021
92100000-3II	Lane, Jonathan	Firefighter	7/26/2021
92100000-3II	Nation, Tyler	Firefighter	7/26/2021
92100000-3II	Nordquist, Kole	Firefighter	7/26/2021
92100000-3II	Pedersen, Daren	Firefighter	7/26/2021
92100000-3II	Reeves, Keegan	Firefighter	7/26/2021
92100000-3II	Schulz, Nathan	Firefighter	7/26/2021
92100000-3II	Shum, Michael	Firefighter	7/26/2021
92100000-3II	Taylor, Zachary	Firefighter	7/26/2021
92100000-3II	Thies, Joel	Firefighter	7/26/2021
92100000-3II	Venard, Tanner	Firefighter	7/26/2021
16003000-1	Smith, Kevin	Assistant Director of Planning & Dev Svcs	8/2/2021
10228000-6I	Ivancevic, Aleksandar	Police Officer	8/2/2021
10228000-6I	Knodel, Brady	Police Officer	8/2/2021
10228000-6I	Lanning, Kasey	Police Officer	8/2/2021
10228000-6I	Lorenzo, Zachary	Police Officer	8/2/2021
10228000-6I	Mechaley, Sierra	Police Officer	8/2/2021
10228000-6I	Miller, Wade	Police Officer	8/2/2021
10228000-6I	Myers, Cory	Police Officer	8/2/2021
10228000-6I	Myers, Logan	Police Officer	8/2/2021
10228000-6I	Pearson, Christopher	Police Officer	8/2/2021
10228000-6I	Perez, Israel	Police Officer	8/2/2021
10228000-6I	Pulizzi, Peter	Police Officer	8/2/2021
10228000-6I	Stefanyuk, Vasiliy	Police Officer	8/2/2021
10228000-6I	Strubel, Richard	Police Officer	8/2/2021
10228000-6I	Vargyai, Rachel	Police Officer	8/2/2021

EXHIBIT B – September 13, 2021
Reporting Period: June 28, 2021 – August 22, 2021

10228000-6I	Wipf, Zacharia	Police Officer	8/2/2021
12067000-1	Bennett, Natalie	Licensed Practical Nurse	8/2/2021
22721000-8	Powell, Cory	Water Service Technician	8/9/2021
22577000-6	Berkelo, David	Maintenance Mechanic	8/9/2021
16410000-6	Lanning, Nicholas	Permit Technician	8/16/2021

Off Probation Entrance:

Eligibility List #	Name	Classification	Hire Date	Date Probation Completed
03241000-1	Ricketts, Angela	Public Works Legal Specialist	8/3/2020	8/3/2021
04039000-1	Dertien, David	Human Resources Coordinator	8/17/2020	8/17/2021
10228000-4III	Hernandez, Emilio	Police Officer	2/18/2020	5/18/2021
10228000-4III	Millard, Mason	Police Officer	2/18/2020	5/18/2021
10228000-4III	Hayes, Joseph	Police Officer	2/18/2020	5/18/2021
10228000-4III	Anderson, Isaac	Police Officer	2/18/2020	5/18/2021
10228000-4III	Zoellner, Andrew	Police Officer	2/18/2020	5/18/2021
10228000-4III	Pollema, Tanner	Police Officer	2/18/2020	5/18/2021
10228000-4III	Jock, Matthew	Police Officer	2/18/2020	5/18/2021
10228000-4III	Juelfs, Jacob	Police Officer	2/18/2020	5/18/2021
10228000-4III	Buhr, Samuel	Police Officer	2/18/2020	5/18/2021
10228000-4III	Bennett, Aaron	Police Officer	2/18/2020	5/18/2021
10228000-4III	Skallberg, Jason	Police Officer	2/18/2020	5/18/2021
03241000-1	Ricketts, Angela	Public Works Legal Specialist	8/3/2020	8/3/2021
04039000-1	Dertien, David	Human Resources Coordinator	8/17/2020	8/17/2021

Promotions:

Eligibility List #	Name	Date Promoted	Former Classification	New Classification
52551000-1A	Peterson, Joshua	6/28/2021	Principal Engineer	Environmental Services Manager
23731000-4A	Groen, Jesse	6/28/2021	Wastewater Operator	Lead Wastewater Operator
22726000-1A	Huber, Victor	7/12/2021	Water Operator	Lead Water Operator Certified
10224000-4A	Butler, Nicholas	7/26/2021	Police Sergeant	Police Lieutenant
10225000-5A	DeBoer, Jason	7/26/2021	Police Officer	Police Sergeant
22906000-1	Lewis, Edward	7/26/2021	Staff Engineer	Environmental Engineer
15018000-5	Bents, Stephanie	8/9/2021	Librarian	Branch Librarian

EXHIBIT B – September 13, 2021
Reporting Period: June 28, 2021 – August 22, 2021

Off Probation Promotional:

Eligibility List #	Name	Date Promoted	Former Classification	New Classification	Date Completed
22557000-2A	Christensen, Justin	2/8/2021	Water Distribution System Technician	Lead Water Distribution System Technician Certified	8/8/2021
16512000-2	Kruetzfeldt, Amy	2/8/2021	Permit Technician	Planning and Zoning Specialist	8/8/2021
23572000-4A	Amen, Daniel	2/22/2021	Sewer Collection Technician	Lead Sewer Collection Technician	8/22/2021
23572000-4A	Waldron, Austin	2/22/2021	Sewer Collection Technician	Lead Sewer Collection Technician	8/22/2021
9207000-2A	Mydland, Matthew	2/22/2021	Firefighter	Fire Apparatus Operator	8/22/2021
9207000-2A	Pugliese, Travis	2/22/2021	Firefighter	Fire Apparatus Operator	8/22/2021
9203000-2A	Tracy, Benjamin	2/22/2021	Fire Apparatus Operator	Fire Captain	8/22/2021
9203000-2A	Skoglund, Christopher	2/22/2021	Fire Apparatus Operator	Fire Captain	8/22/2021

Transfers:

Eligibility List #	Name	Date Transferred	Former Classification	New Classification
23541000-1	Andersen, Tyler	7/12/2021	Lead Wastewater Operator	Industrial Pre-Treatment Technician
18070000-4	Heiter, Travis	7/26/2021	Property Maintenance Inspector	Housing Program Specialist

Off Probation – Transfers: None to report

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

EXHIBIT B – September 13, 2021
Reporting Period: June 28, 2021 – August 22, 2021

Reassignments/Reclassifications:

Name	Date	Former Classification	New Classification
Heiter, Travis	6/28/2021	Planning and Zoning Specialist	Property Maintenance Inspector
Kirkwold, Paul	6/28/2021	Residential Plans Examiner (B32)	Residential Plans Examiner (C41)
Roettger, Alan	6/28/2021	Housing Compliance Coordinator	Housing Compliance Supervisor
Tobias, Matthew	6/28/2021	Development Services Manager	Neighborhood Revitalization Manager
Allenstein, Keith	6/28/2021	Assistant City Attorney	Senior Assistant City Attorney
Bengford, Paul	6/28/2021	Assistant City Attorney	Senior Assistant City Attorney
Brown, Daniel J	6/28/2021	Assistant City Attorney	Senior Assistant City Attorney
Sage, Ryan	6/28/2021	Assistant City Attorney	Senior Assistant City Attorney
Svennes, Sharla	6/28/2021	Assistant City Attorney	Senior Assistant City Attorney
Laurenz Bogue, Cheryl	6/28/2021	Assistant City Attorney	Senior Assistant City Attorney
Waldron, Austin	7/26/2021	Lead Sewer Collection Technician	Lead Sewer Collection Technician Certified
Hansen, Alan	8/9/2021	Park Service Worker	Park Technician
Bushby, Landon	8/9/2021	Park Service Worker	Park Technician
Scheepstra, Tanya	8/9/2021	Park Service Worker	Park Technician
Haugen, Kelly	8/9/2021	Park Service Worker	Park Technician
Rehfeldt, Justin	8/9/2021	Park Service Worker	Park Technician
Fritz, Elaine	8/9/2021	Park Service Worker	Park Technician
Hermanson, Jeremy	8/9/2021	Park Service Worker	Park Technician
Urban, Katie	8/9/2021	Park Service Worker	Park Technician
Scholten, Alexander	8/9/2021	Park Service Worker	Park Technician
Smidt, Kellen	8/9/2021	Park Service Worker	Park Technician
Dubanoski, Edward	8/9/2021	Park Service Worker	Park Technician
Moxnes, Michael	8/9/2021	Park Service Worker	Park Technician
Montgomery Porter, Sara	8/9/2021	Park Service Worker	Park Technician
Mueller, Caleb	8/9/2021	Park Service Worker	Park Technician
Clayton, Pace	8/9/2021	Park Service Worker	Park Technician
Druse, Austin	8/9/2021	Park Service Worker	Park Technician
Ferrie, Jamie	8/9/2021	Park Service Worker	Park Technician
Schmidt, Joseph	8/9/2021	Park Service Worker	Park Technician
Brasel, Joy	8/9/2021	Park Service Worker	Park Technician
Schoenfelder, Ty	8/9/2021	Park Service Worker	Park Technician
Geis, Joseph	8/9/2021	Park Service Worker	Park Technician
Marden, Kirby	8/9/2021	Park Service Worker	Park Technician
Moody, Michael	8/9/2021	Park Service Worker	Park Technician
Smith, Adrian	8/9/2021	Park Service Worker	Park Technician

EXHIBIT B – September 13, 2021
Reporting Period: June 28, 2021 – August 22, 2021

Separations:

Name	Separation Date	Hire Date	MOU	Classification
Boadwine, Craig	7/6/2021	10/5/2009	Water Rec	Parts Worker
Kayl, Christopher	7/8/2021	9/8/1998	Technology	Technical Support Specialist
Gruhlke, Kimberly	7/9/2021	12/5/2016	Facilities	Custodial Worker
Stevenson, Kimberly	7/9/2021	4/10/2017	Library	Library Associate
Larson, James	7/9/2021	12/2/1996	Police	Police Officer
Lindekugel, Rebecca	7/9/2021	1/21/2014	Planning & Development Services	Permit Technician
Barber, Joseph	7/20/2021	4/12/2008	Water	Lead Water Operator Certified
Ackerman, Michael	7/23/2021	5/2/2011	Fire	Fire Protection Equipment Technician
Gorter, Jonathan	7/29/2021	10/28/2019	Police	Police Officer
Wilson, Jordan	7/29/2021	5/5/2014	Water	Water Dist System Technician
Schultze, Emily	7/30/2021	3/26/2018	Health	Registered Nurse
Noordmans, Bethany	7/31/2021	6/9/2014	Library	Library Associate
Van Dyken, Jacob	8/2/2021	7/31/2017	Police	Police Officer
Vaernhoej, Jennifer	8/5/2021	11/28/2005	Police	Police Officer
Leibel, Shanna	8/13/2021	5/14/2018	Parks & Recreation	Recreation Program Specialist
Estes, Kathryn	8/13/2021	5/11/2018	Health	Patient Support Technician
Serbus, Chuck	8/20/2021	5/19/1994	Engineering	Subdivision/Site Plan Checker
Helm, Jeffery	8/20/2021	1/2/1997	Fire Rescue	Fire Division Chief
Cottrill, Darla	8/20/2021	8/19/1991	Public Works Administration	Administrative Assistant
Blake, Lynn	8/20/2021	5/4/1998	Parks & Recreation	Park Caretaker
Murray, Tyler	8/20/2021	5/23/2016	Fleet	Vehicle/Equipment Service Worker

Separations within Probation Period:

Name	Separation Date	Hire Date	MOU	Classification
Mendez, Rosa	7/6/2021	4/12/2021	Health	Dental Assistant
Reinders, Amanda	7/16/2021	10/5/2020	Health	Registered Nurse
Landa, Kaden	7/27/2021	10/26/2020	Police	Police Officer