



**Civil Service Board  
MINUTES**

**City Hall  
HR East Conference Room  
12:00 p.m.**

**Wednesday, May 11, 2022**

Members Present: Burnley, Roesler and Holmstrom

Members Absent: None

Staff Present: O'Toole, Hannestad and Stulken

Staff Absent:

- 1) **The meeting was called to order at 12:15 p.m. on May 11, 2022.**
- 2) **A motion was made by Alayna Holmstrom, seconded by Beth Roesler to approve the March 9, 2022.**

**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 12059000-8 Registered Nurse (9 months)
- b. Promo/Transfer 10012000-2A Assistant Police Chief (9 months)
- c. Promo/Transfer 10223000-4A Police Captain (9 months)
- d. Promo/Transfer 10224000-5A Police Lieutenant (9 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 12:21 p.m.**

Motion passed unanimously

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

The Board will meet on 7/21/2022 at 12:00 p.m. in the Human Resources 2<sup>nd</sup> Floor East Conference Room.

Respectfully submitted by Jane Hannestad, Recording Officer

**Exhibit A – May 11, 2022**  
**Reporting period: February 21, 2022 – May 1, 2022**

**Advertising:**

POSITION	POSITION
ACCOUNTANT	INFORMATION TECHNOLOGY SYSTEM ANALYST
ANIMAL CONTROL OFFICER	LEAD MAINTENANCE MECHANIC
ASSISTANT DIRECTOR OF PARKS AND RECREATION	LIBRARIAN
ASSISTANT POLICE CHIEF	LIBRARY ASSOCIATE
BRANCH LIBRARIAN	MAINTENANCE MECHANIC (3)
CHIEF OF HEALTH PROTECTION AND PREVENTION SVCS	POLICE APPLICATION SPECIALIST
CITY SERVICES TECHNICIAN	POLICE CAPTAIN
CREATIVE SPECIALIST	POLICE LIEUTENANT
DENTAL ASSISTANT	POLICE OFFICER
ENGINEERING PROJECT MANAGER/P.E.	PUBLIC HEALTH PREVENTION COORDINATOR
ENGINEERING TECHNICIAN II	REGISTERED NURSE
FIRE CAPTAIN	TALENT ACQUISITION COORDINATOR
HOUSING COMPLIANCE SUPERVISOR	WELDER

**Exhibit A – May 11, 2022**  
**Reporting period: February 21, 2022 – May 1, 2022**

**Eligibility Lists:**

POSITION	ENTRANCE LIST	PROMO/TRANSFER LIST	DATE ESTABLISHED	DATE EXPIRED	EXTEND Y/N
WATER DISTRIBUTION SYSTEM TECHNICIAN		22556000-8A	2/16/2022	5/16/2022	No
WATER DISTRIBUTION SYSTEM TECHNICIAN	22556000-8		2/16/2022	5/16/2022	No
WATER OPERATOR	22725000-7		2/16/2022	5/16/2022	N/A
LIBRARIAN	15023000-6		2/18/2022	5/18/2022	No
ELECTRICIAN		23575000-1A	2/22/2022	5/22/2022	N/A
ANIMAL CONTROL OFFICER	10089000-10		2/22/2022	5/22/2022	N/A
SYSTEM ADMINISTRATOR	07145000-3		2/22/2022	5/22/2022	N/A
DIGITAL AND PROGRAMS MANAGER	7180000-1		2/24/2022	5/24/2022	N/A
DIGITAL AND PROGRAMS MANAGER		7180000-1A	2/24/2022	5/24/2022	N/A
RECREATION PROGRAM SPECIALIST	14288000-7		2/25/2022	5/25/2022	No
LANDFILL EQUIPMENT OPERATOR	21739000-6		3/2/2022	6/2/2022	No
LICENSED PRACTICAL NURSE		12067000-5A	3/2/2022	6/2/2022	No
LEAD PARKING EQUIPMENT SERVICE TECHNICIAN		5239000-1A	3/10/2022	6/10/2022	No
PARK TECHNICIAN		14339000-8A	3/14/2022	6/14/2022	No
PARK TECHNICIAN	14339000-8		3/14/2022	6/14/2022	No
ENGINEERING TECHNICIAN		52010000-11A	3/15/2022	6/15/2022	No
INFORMATION TECHNOLOGY SYSTEM MANAGER		7062000-2A	2/16/2022	5/16/2022	N/A
LEAD MAINTENANCE MECHANIC		23578000-1A	3/24/2022	6/24/2022	No
ACCOUNTANT	05116000-3		3/30/2022	6/30/2022	N/A
COMMUNICATIONS SERVICES LEAD		08128000-2A	4/1/2022	7/1/2022	No
MAINTENANCE MECHANIC	22577000-7		4/1/2022	7/1/2022	N/A
REGISTERED NURSE	12059000-8		4/5/2022	7/5/2022	Yes, 9 mo
ASSISTANT POLICE CHIEF		10012000-2A	4/5/2022		Yes, 9 mo
IT SYSTEMS ANALYST		07135000-6A	4/6/2022	7/6/2022	No
LIBRARIAN		15023000-7A	4/13/2022	7/13/2022	N/A
CHIEF OF HEALTH PROTECTION AND PREVENTION SERVICES	12166000-1		4/15/2022	7/15/2022	N/A
ENGINEERING TECHNICIAN II		52041000-4A	4/22/2022	7/22/2022	No
WELDER	24405000-3		4/25/2022	7/25/2022	No
POLICE CAPTAIN		10223000-4A	4/25/2022		Yes, 9 mo
POLICE LIEUTENANT		10224000-5A	4/26/2022		Yes, 9 mo
TALENT ACQUISITION COORDINATOR	4039000-3		4/29/2022	7/29/2022	No
TALENT ACQUISITION COORDINATOR		4039000-3A	4/29/2022	7/29/2022	N/A

**Exhibit A – May 11, 2022**  
**Reporting period: February 21, 2022 – May 1, 2022**

**Classification Plan Amendments:**

<b>EO #</b>	<b>GROUP</b>	<b>ACTION</b>	<b>JOB TITLE</b>	<b>OCC CODE</b>	<b>SCALE</b>
CSP-2022-3	Midmanagement	Add	Assistant Director of Parks and Recreation	300	D63
	Midmanagement	Delete	Parks and Recreation Administrative Manager	301	C52

# EXHIBIT B – May 11, 2022

Reporting Period: February 20, 2022 – May 1, 2022

**New Hires:**

Eligibility List #	Name	Classification	Hire Date
7135000-5	Klinkel, Kory	IT System Analyst	2/22/2022
20702000-1	Noess, Trey	Utility Locator	2/22/2022
20702000-1	Staggs, Jacob	Utility Locator	2/22/2022
10089000-9	Stanton, Colin	Animal Control Officer	2/28/2022
6277000-2	Entinger, Landon	Facilities HVAC Technician	2/28/2022
2357000-12	Wise, Shawn	Sewer Collection Technician	2/28/2022
7130000-5	Nackerud-Knutson, Shay	Technical Support Specialist	2/28/2022
23730000-9	Kierst, Roxanne	Wastewater Operator	3/14/2022
7180000-1	Frock, Joshua	Digital Programs Manager	3/15/2022
12051000-4	Anderson, Adam	Care Coordinator	3/21/2022
20702000-1	Selken, Kyle	Utility Locator	3/21/2022
22725000-7	Bongungu, Jordy	Water Operator	3/21/2022
164111000-1	Krenz, Ronald	Electrical Inspector	3/28/2022
52964000-2	Schmidt, Michael	Staff Engineer	4/4/2022
21739000-6	Doty, Dale	Landfill Equipment Operator	4/4/2022
11711000-5	Weber, Landen	Equipment Operator	4/4/2022
1428800-7	Cukic, Aleksander	Recreation Program Specialist	4/18/2022

**Off Probation Entrance:**

Eligibility List #	Name	Classification	Hire Date	Date Probation Completed
3100000-5	Laurenz, Cheryl	Assistant City Attorney	3/1/2021	3/1/2022
06279000-1	Mergen, Bryan	Facilities Electrician / Certified	3/1/2021	3/1/2022
10108000-6	Weber, Baleigh	Police Records Clerk	3/8/2021	3/8/2022
3918000-4	Meier, Lindsey	Human Relations Specialist	3/15/2021	3/15/2022
10111000-5	Bennett, Hannah	Police Evidence Technician	3/15/2021	3/15/2022
21739000-5	Bawek, Benjamin	Landfill Equipment Operator	3/29/2021	3/29/2022
16410000-6	Deuter, Karmen	Permit Technician	3/29/2021	3/29/2022
23570000-10	Hierholzer, Micah	Sewer Collection Technician	4/5/2021	4/5/2022
23570000-10	Lorang, Solomon	Sewer Collection Technician	4/5/2021	4/5/2022
051200000-2	Larson, Olivia	Purchasing Specialist	4/5/2021	4/5/2022
52968000-1	Nellore, Vishnuvardhan	Engineering Project Manager	4/5/2021	4/5/2022
10401000-3	Mac Arthur, Kathy	City Services Technician	4/6/2021	4/6/2022
3011000-1	Senger, Tammy	Legal Administrative Assistant	4/16/2021	4/16/2022
52968000-1	Comes, Chad	Engineering Project Manager	4/26/2021	4/26/2022
22577000-4	Strutz, Justin	Water Distribution System Technician	4/26/2021	4/26/2022

## EXHIBIT B – May 11, 2022

Reporting Period: February 20, 2022 – May 1, 2022

### Promotions:

Eligibility List #	Name	Date Promoted	Former Classification	New Classification
10225000-6A	Nachreiner, Cody	2/21/2022	Police Officer	Police Sergeant
05131000-3	Fogarty, Tanya	2/21/2022	Accountant	Senior Accountant/CPA
7062000-2	Sherman, Brian	2/21/2022	IT System Analyst	IT System Manager
23575000-1A	Faber, Ryan	3/7/2022	Maintenance Mechanic	Electrician
11712000-3A	Voigt, Jonathan	3/7/2022	Equipment Operator	Lead Equipment Operator
4164000-1a	Mustic, Sabina	3/21/2022	Librarian	Training and Development Coordinator
05239000-1	Negrete, Joseph	4/4/2022	Building Maintenance Worker	Lead Parking Equipment Service Technician
23578000-1A	Hoing, John	4/4/2022	Maintenance Mechanic	Lead Maintenance Mechanic
08128000-2A	Kolb, Kevin	4/18/2022	Creative Specialist	Communications Services Lead
07135000-6A	Kayl, Shaun	4/18/2022	Police Application Specialist	IT System Analyst

### Off Probation Promotional:

Eligibility List #	Name	Date Promoted	Former Classification	New Classification	Date Completed
14338000-3A	Dubanoski, Edward	8/23/2021	Park Technician	Park Caretaker	2/23/2022
22726000-1A	Ackland, Jesse	9/6/2021	Water Operator	Lead Water Operator	3/9/2022
92070000-3	Hanssen, Tony	9/6/2021	Firefighter	Fire Apparatus Operator	3/9/2022
92070000-3	Paszkiwicz, Phillip	9/6/2021	Firefighter	Fire Apparatus Operator	3/9/2022
92070000-3	Buys, Nathan	9/6/2021	Firefighter	Fire Apparatus Operator	3/9/2022
16415000-2	Christensen, Justin	9/20/2021	Lead Water Distribution System Technician Certified	Property Maintenance Inspector	3/20/2022
16415000-2	Sisson, Justin	9/20/2021	Engineering Technician	Property Maintenance Inspector	3/20/2022
09209000-2A	Small, Robert	9/20/2021	Fire Apparatus Operator	Fire Inspector	3/20/2022

### Transfers:

Eligibility List #	Name	Date Transferred	Former Classification	New Classification
22556000-8A	Strutz, Justin	3/7/2022	Maintenance Mechanic	Water Distribution System Technician
07145000-3A	Williams, Matthew	3/7/2022	Information Technology System Analyst	System Administrator

# EXHIBIT B – May 11, 2022

Reporting Period: February 20, 2022 – May 1, 2022

**Off Probation – Transfers:**

Eligibility List #	Name	Date Transferred	Former Classification	New Classification	Date Completed
22556000-6	Lewis, Joshua	3/8/2021	Maintenance Mechanic	Water Distribution System Technician	9/8/2021
23541000-1	Andersen, Tyler	7/12/2021	Lead Wastewater Operator	Industrial Pre-Treatment Technician	1/12/2022
18070000-4	Heiter, Travis	7/26/2021	Property Maintenance Inspector	Housing Program Specialist	1/26/2022
22556000-7A	Herda, Andrew	10/4/2021	Water Service Technician	Water Distribution System Technician	4/4/2022

**Reassignments/Reclassifications:**

Name	Date	Former Classification	New Classification
Nelson, Jacqueline	3/25/2022	Parks & Recreation Administrative Manager	Recreation Manager
Metzger-Nelson, Timea	4/4/2022	Environmental Health Specialist	Environmental Health Specialist Certified

**Separations:**

Name	Separation Date	Hire Date	MOU	Classification
Haiar, James	3/5/2022	1/3/1994	Fire	Fire Captain
Elliot, Margarette	3/9/2022	8/31/2009	Parks & Recreation	Parks & Recreation Geo Data Specialist
Fritz, Danielle	3/11/2022	7/16/2018	Library	Library Associate
Luther, Nicholas	3/15/2022	3/3/2003	Fire	Fire Captain
DeCoursey, Kayla	3/16/2022	10/29/2018	Health	Registered Nurse
Mader, Kirby	3/17/2022	4/13/2020	Fleet	Welder
Allender, Kenneth	3/25/2022	4/11/2016	Engineering	Engineering Project Manager
Clare, Dominique	4/8/2022	10/8/2020	Communications	Communications Coordinator
Siferd, Joshua	4/10/2022	7/20/2020	Police	Police Officer
Schleicher, Carin	4/15/2022	2/14/2005	Library	Library Associate
Michaels, Mary	4/28/2022	5/26/2016	Health	Public Health Prevention Coordinator
Dirksen, Harlan	4/23/2022	4/1/2002	Fire	Fire Apparatus Operator
Roettger, Alan	4/22/2022	3/6/1995	Housing	Housing Compliance Supervisor
Eben, Andrea	4/23/2022	7/2/2018	Health	Mental Health Counselor



# EXHIBIT B – May 11, 2022

Reporting Period: February 20, 2022 – May 1, 2022

**Separations within Probation Period:**

Name	Separation Date	Hire Date	MOU	Classification
Ochsner, Scotty	2/25/2022	11/8/2021	Planning & Development Services	Electrical Inspector
Perez, Israel	3/3/2022	8/2/2021	Police	Police Officer
Lundberg, Zachary	3/4/2022	2/14/2022	Police	Police Officer
Jensen, Brandin	4/5/2022	1/24/2022	Fire	Firefighter
Carrero, Ignacio	4/18/2022	2/14/2022	Police	Police Officer