

MEMBERS PRESENT: Miranda Schuler
Terri Philion- via Microsoft Teams
Laurie Davis- via Microsoft Teams
Lisa Jundt, Clerk of Commission

OTHERS PRESENT: Brittany Thurston, Courtney Scott, Monica Porterfield,
David Lakefield, Stephan Podrygula

1. Presentation of the Proposed 2025 Annual Pay and Classification Plan for the City of Minot

Miranda Schuler called the meeting to order at 10:00 AM

The Proposed FY 2024 Compensation Plan and Survey Results Report was presented and reviewed. Key points for discussion included an overview of the City of Minot pay plan including structure and methodology, and the 2025 salary survey results comparing the City of Minot's base pay ranges in the respective marketplaces.

- Cost of Normal Raise - \$828,595 or 2.66%.
- Cost of Market Adjustment - \$1,452,776 or 4.66%
- Total Cost - \$2,281,371
- Turnover Rate YTD: 4.56%
- Higher than same time last year – 2.90%
- If current trend continues Annual rate should be approximately 10.94%
- Several positions in the Police Department and Public Works remain unfilled.
- Recommend Reviewing the 17- step structure of the current pay plan to determine if the structure has continued viability.

Commissioner Miranda Schuler posed the question if \$2,281,371 included only current employees or vacancies as well, to which Lisa Jundt responded this was including all approved/budgets employees

Commissioner Miranda Schuler also inquired about seeing what the projected number is for current and filled positions- will be provided.

Commissioner Miranda Schuler posed the question how many employees are on or above Step 17, Lisa Jundt answered 20-25 employees

Commissioner Laurie Davis motioned to approve/accept the 2025 City of Minot Annual Pay Plan as proposed.

Commissioner Terri Phillion seconded the motion

Roll Call: Davis Yes, Schuler Yes, Phillion Yes.

2. Request for Approval of Telework Policy

The Telework Policy was presented for approval.

Commissioner Miranda Schuler posed the question if there are any employees that are currently using teleworking, and Lisa Jundt indicated that some were in the Engineering Department.

Commissioner Miranda Schuler posed the question where the Teleworking Policy was sourced, and Brittany Thurston indicated that she had pulled from many sources to create the policy.

Commissioner Laurie Davis motioned to approve/accept the Telework Policy as proposed.

Commissioner Terri Phillion seconded the motion

Roll Call: Davis Yes, Schuler Yes, Phillion Yes.

3. Request for Approval of 2024 City of Minot Controlled Substances Policy

Updated Controlled Substances Policy was presented for approval.

Commissioner Miranda Schuler posed the question of how often are there FTA audits, Lisa Jundt indicated every 2-3 years.

Commissioner Miranda Schuler posed the question since not all employees are on the random drug testing pool who can report reasonable suspicion a fellow employee or supervisor, Lisa Jundt indicated either a fellow employee or supervisor would be able to.

Commissioner Miranda Schuler posed the question since Cannabis can be used medically under state law is it also allowed for City of Minot employees, Lisa Jundt indicated that since the City of Minot receives Federal Funding, the Federal Government considers it illegal regardless of State Law.

Minot Civil Service Commission
Tuesday, June 12, 2024
Page 3

Commissioner Laurie Davis motioned to approve/accept the 2024 City of Minot Controlled Substances Policy as proposed.
Commissioner Terri Phillion seconded the motion
Roll Call: Davis Yes, Schuler Yes, Phillion Yes.

4. Ratification of 2024 Employment Lists

2024 Employment Lists were presented for ratification.

Commissioner Laurie Davis motioned to ratify the 2024 Employment Lists.
Commissioner Miranda Schuler seconded the motion
Roll Call: Davis Yes, Schuler Yes.

5. Public Comment from Council Member Stephan Podrygula

Mr. Podrygula has noticed the increase of criticism of all Civil Services and wanted to formally express his support for all Civil Services. Mr. Podrygula also would like to see Employee Engagement Surveys in the upcoming years.

Commissioner Miranda Schuler adjourned the meeting at 10:29 AM