

On Wednesday, September 17th 2025 a Civil Service Commission Meeting was held in the City Council Chambers, City Hall (10 3rd Ave SW). Miranda Schuler called the meeting to order at 10:13 AM.

MEMBERS PRESENT: Miranda Schuler
 Terri Philion
 Scott Burlingame

POLICE CAPTAIN ASSESSMENT CENTER PROCESS

Captain Jason Sundbakken from the Minot Police Department presented the New Police Captain Assessment Center Process which will now include Sergeants being able to test for Captain.

Commissioner Scott Burlingame motioned to approve the new Police Captain Assessment Center Process as proposed.

Commissioner Terri Philion seconded the motion

Roll Call: Burlingame Yes, Schuler Yes, Philion Yes.

PROGRAM MANAGEMENT ANALYST

Chief Michael Frye from the Minot Police Department presented the Job Description and Pay Grade for the new Program Management Analyst for the Police Department.

Commissioner Scott Burlingame motioned to approve the new Program Management Analyst as proposed

Commissioner Terri Philion seconded the motion

Roll Call: Burlingame Yes, Schuler Yes, Philion Yes.

SENIOR OFFICER & MASTER OFFICER PROMOTIONS

Chief Michael Frye from the Minot Police Department presented the proposed Promotion requirements for the Senior Officer & Master Officer.

Commissioner Scott Burlingame motioned to amend to clarify the Disciplinary action verbiage to "Any formalized written disciplinary actions within 6 months, or suspension within 1 year" for Senior & Master Officer Promotion.

Commissioner Terri Philion seconded the motion

Roll Call: Burlingame Yes, Schuler Yes, Philion Yes.

Commissioner Scott Burlingame motioned to approve the amended
Commissioner Terri Phillion seconded the motion
Roll Call: Burlingame Yes, Schuler Yes, Phillion Yes.

HIRING PROCEDURE FOR POLICE OFFICER

Chief Michael Frye from the Minot Police Department presented the proposed new hiring procedure for Police Officer and wanted to pivot from what was originally sent over in the documents. Chief Michael Frye wanted to propose the changing of Hiring Procedure for any Lateral Law Enforcement Experience to forego the Written & Physical Exam and keep the Hiring Procedure for New Hires without any previous Law Enforcement Experience.

Commissioner Scott Burlingame motioned to amend keeping the Written & Physical Exam for New Hires without prior Law Enforcement Experience.
Commissioner Terri Phillion seconded the motion
Roll Call: Burlingame Yes, Schuler Yes, Phillion Yes.

Commissioner Scott Burlingame motioned to approve the amended
Commissioner Terri Phillion seconded the motion
Roll Call: Burlingame Yes, Schuler Yes, Phillion Yes.

CEMETERY SUPERINTENDENT TO CEMETERY MANAGER

HR Director Kelly Beck presented the new Cemetery Manager Job Description and Pay Grade for Ratification.

Commissioner Terri Phillion motioned to ratify the new Cemetery Manager Job Description & Pay Grade
Commissioner Scott Burlingame seconded the motion
Roll Call: Burlingame Yes, Schuler Yes, Phillion Yes.

ADMINISTRATIVE BUSINESS ANALYST

HR Director Kelly Beck presented the new Administrative Business Analyst Job Description and Pay Grade for Ratification.

Commissioner Scott Burlingame motioned to ratify the new Administrative Business Analyst Job Description & Pay Grade
Commissioner Teri Phillion seconded the motion
Roll Call: Burlingame Yes, Schuler Yes, Phillion Yes.

RATIFICATION OF QUARTER 3 2025 EMPLOYMENT LISTS

HR Director Kelly Beck presented the Quarter 3 2025 Employment Lists for Ratification.

Administrative Business Analyst- September 2025
Administrative Clerk- August 2025
Airport Facility Technician- August 2025
Airport Facility Technician- June 2025
Airport Operation Technician- July 2025
Building & Grounds Worker- August 2025
Bus Driver- August 2025
Bus Driver- July 2025
Cemetery Manager- August 2025
Deputy Police Chief- August 2025
Dispatch Shift Supervisor- June 2025
Dispatcher- June 2025
Equipment Operator, Lead- July 2025
Financial Clerk- June 2025
Heavy Equipment Operator- August 2025
Heavy Equipment Operator- July 2025
Light Equipment Operator- August 2025
Light Equipment Operator- June 2025
Property Assessment Specialist- July 2025
Public Works Lab Technician- August 2025
Fire Captain- September 2025

Commissioner Scott Burlingame motioned to ratify the Quarter 3 2025 Employment Lists
Commissioner Teri Phillion seconded the motion
Roll Call: Burlingame Yes, Schuler Yes, Phillion Yes.

ADDITIONAL MEMBERS TO CIVIL SERVICE COMMISSION

HR Director Kelly Beck presented adding an additional 2 Members to the Civil Service Commission

Commissioner Scott Burlingame motioned to approve as presented
Commissioner Teri Phillion seconded the motion
Roll Call: Burlingame Yes, Schuler Yes, Phillion Yes.

COMMENTS

Lisa Olson, City Council Member, spoke on the proposed Hiring Procedure for Police Officers. She said they hired Chief Frye to bring in new and said to Civil Service that this change is worth considering.

Commissioner Miranda Schuler adjourned the meeting at 11:44am