

On Wednesday, December 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 3:00 PM.

MEMBERS PRESENT: Miranda Schuler
 Terri Phillion
 Scott Burlingame (via Teams)
 Kelsey Aller
 Ryan Miller

HR PROGRAM MANAGER AND HR PAYROLL AND HRIS MANAGER

HR Director Kelly Beck presented the proposed Job Descriptions and Grades for HR Program Manager and HR Payroll and HRIS Manager

Commissioner Ryan Miller motioned to approve the new HR Program Manager and HR Payroll and HRIS Manager Job Descriptions and Pay Grade as proposed.
Commissioner Kelsey Aller seconded the motion
Roll Call: Phillion Yes, Aller Yes, Miller Yes, Burlingame Yes, Schuler Yes.

RATIFICATION OF QUARTER 3 2025 EMPLOYMENT LISTS

HR Director Kelly Beck presented the Quarter 4 2025 Employment Lists for Ratification.

Light Equipment Operator- September 2025
Airport Operations Tech- October 2025
Dispatcher- December 2025
Dispatcher- September 2025
Firefighter- October 2025
GIS Tech- October 2025
Grant Manager- November 2025
Light Equipment Operator- December 2025
Property Maintenance Superintendent- October 2025

Commissioner Terri Phillion motioned to ratify the Quarter 4 2025 Employment Lists
Commissioner Ryan Miller seconded the motion
Roll Call: Phillion Yes, Aller Yes, Miller Yes, Burlingame Yes, Schuler Yes.

Commissioner Miranda Schuler adjourned the meeting at 3:05 PM