

Minot Civil Service Commission
Thursday, January 15, 2026
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On Wednesday, January 14 2026 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 Philion
 Scott Burlingame
 Kelsey Aller

MEMBERS ABSENT: Ryan Miller

ASSISTANT CITY MANAGER

HR Director Kelly Beck presented the proposed Job Description and Grade for Assistant City Manager. Proposed at Grade 91.

Brittany Thurston from HR addressed questions from the Commission.

Commissioner Scott Burlingame motioned to Approve as presented.

Commissioner Terri Philion seconded the motion.

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

Motion Passes

CITY CLERK

HR Director Kelly Beck presented the proposed Job Description and Grade for City Clerk. Proposed at a Grade 68.

Chairman Schuler addressed the letter the Commission received for this Grade to be at a Grade 70 or 71 instead of a Grade 68.

Brittany Thurston, Human Resources, helped address the Commissioners questions.

Tom Joyce, City Manager, addressed the Commission.

Commissioner Scott Burlingame motioned to accept at Grade 68

Commissioner Terri Philion seconded the motion

Roll Call: Aller Yes, Schuler No, Burlingame No, Philion No.

Motion Fails

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Commissioner Terri Philion motioned to approve at a Grade 69
Commissioner Scott Burlingame seconded the motion
Roll Call: Aller Yes, Schuler Yes, Burlingame Yes, Philion Yes.
Motion Passes

FINANCE MANAGER

HR Director Kelly Beck presented the proposed Job Description and Grade for Finance Manager. Proposed at Grade 72.

Jenna Zelinski, Comptroller, Presented the proposed Job Description and Grade for Finance Manager.

HR Director Kelly Beck addressed Grade questions.

Commissioner Scott Burlingame motioned to approve as presented
Commissioner Kelsey Aller seconded the motion
Roll Call: Aller Yes, Schuler Yes, Burlingame Yes, Philion Yes.
Motion Passes

Commissioner Miranda Schuler adjourned the meeting at 3:48 PM