

On Wednesday, June 17th 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 10:03 AM.

MEMBERS PRESENT: Miranda Schuler
 Kelsey Aller
 Scott Burlingame

MEMBERS ABSENT: Terri Phillion
 Ryan Miller

Police Department Hiring Process

Chief of Police Michael Frye presented the proposed updated hiring process for Police Officers outlined in the attachment. Key points the process will now include ranking and priority hiring levels.

Commissioner Scott Burlingame motioned to approve the updated Police Department Hiring Process.

Commissioner Kelsey Aller seconded the motion

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

Motion Passes

Chapter 24 Updates

HR Director, Kelly Beck, presented the proposed updates to Chapter 24 in the City of Minot Ordinances outlined in the attachment.

Commissioner Kelsey Aller motioned to approve the updates to Chapter 24 in the City of Minot Ordinances.

Commissioner Scott Burlingame seconded the motion

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

Motion Passes

Presentation of the Proposed 2027 Annual Pay Plan and Classification Plan for the City of Minot

Kelly Beck, HR Director, along with Representatives from Herron Palmer, Hannah Hargrave and Chelsea Hamilton presented the proposed Draft of the 2027 Annual Pay Plan.

The 2027 plan implements the compensation structure built by Herron Palmer in 2026 and reviewed by the City. The 2026 Annual Pay Plan served as a transition year and ran step progression on the legacy structure while the study, the supporting market validation, and the policy direction were finalized. The 2027 plan adopts the new structure and establishes the rules governing how employees are placed in it and how they progress through it. The new structure consolidates the legacy 62-grade, 17-step table into a market-built 27-grade, 13- step structure. Salary ranges were established against multiple market sources, aged to a January 1, 2027 effective point, and built on the fixed-step principles of the federal General Schedule. The plan places each employee on the step nearest their current rate of pay, brings employees below the minimum of their assigned grade up to the minimum, and freezes employees above the maximum of their assigned grade at their current rate without reduction.

Commissioner Miranda Schuler opened up for Questions.

Commissioner Scott Burlingame motioned to approve the 2027 Annual Pay Plan Draft.
Commissioner Kelsey Aller seconded the motion
Roll Call: Aller Yes, Burlingame, Yes, Schuler, Yes.

Commissioner Miranda Schuler adjourned the meeting at 11:17 AM