

MINUTES

Grand Forks Civil Service Commission
April 10, 2025, Scheduled Meeting

Chairperson LaHaise called the Grand Forks Civil Service Commission meeting to order at 9:30 AM. Commissioners Reitmeier, Svoboda, and Hodnefield were present.

APPROVAL OF MINUTES

A motion was made by Commissioner Hodnefield to approve the minutes from the March 13, 2025, Grand Forks Civil Service Commission meeting. The motion to approve was seconded by Commissioner Svoboda. A vote was taken, and all were in favor, motion carried.

SELECTION CRITERIA CHANGE

The Building Safety department requested to change the selection criteria for the Building Inspector, Senior position as it was an administrative oversight in January. This position was requested to be an automatic promotion based on criteria and budget approval. The following outlines the change requested:

Current Criteria:

3042	Building Inspector, Senior	Non-Exempt	Interview: 75% - Department 25% - HR
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Proposed Criteria:

3042	Building Inspector, Senior	Non-Exempt	Automatic upon Department certification and budget approval: <ul style="list-style-type: none">• Possession of, or ability to obtain within one year an ICC building Plans Examiner Certification• Possession of, or ability to obtain within one year an ICC Building Inspector Certification <p>*Note both Residential and Commercial must be obtained for the above requirements*</p>
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Brandon Boespflug, Building Safety Director, was present to answer any questions and explain the importance of career ladders and retaining employees. A motion was made by Commissioner Reitmeier to approve the change to the selection criteria for the Building Inspector, Senior position. The motion to approve was seconded by Commissioner Svoboda. A vote was taken, and all were in favor, motion carried.

REASSIGNMENT REGISTERS

Mechanic – Central Garage

The Public Works department, Central Garage division recommended establishing the Mechanic position Reassignment Register at 98.000 points which includes 2 candidates on the register. These candidates were

in contract positions and had been with the City for over 6 months and there were open classified positions within the Central Garage division of Public Works. Commissioner Svoboda moved to approve and establish the register at 98.000 points and place 2 candidates on the register. Commissioner Svoboda seconded the motion. A vote was taken, and all were in favor, motion carried.

Michael Steinbrink
Cale Byron

Administrative Specialist – Public Works

The Public Works department recommended establishing the Administrative Specialist position Reassignment Register at 99.000 points which includes 1 candidate on the register. This position had been filled as a contract and with a classified opening, the department wanted to transition this position. Commissioner Reitmeier moved to approve and establish the register at 99.000 points and place 1 candidate on the register. Commissioner Svoboda seconded the motion. A vote was taken, and all were in favor, motion carried.

Catherine Brier

Administrative Specialist, Senior – Public Works

The Public Works department recommended establishing the Administrative Specialist, Senior position Reassignment Register at 100.000 points which includes 1 candidate on the register. This position had been filled as a contract and with a classified opening, the department wanted to transition this position. Commissioner Svoboda moved to approve and establish the register at 100.000 points and place 1 candidate on the register. Commissioner Reitmeier seconded the motion. A vote was taken, and all were in favor, motion carried.

Jenny Swang

Chairperson LaHaise reminded everyone about the next meeting taking place on May 15, 2025, at 9:30 AM.

A motion was made by Commissioner Reitmeier to adjourn the meeting; it was seconded by Commissioner Hodnefield. A vote was taken, and all were in favor, motion carried, and the meeting was adjourned at approximately 9:39 A.M.

Minutes prepared by Gretchen Guetter, Human Resources.

Respectfully submitted,



Tangee Bouvette
Human Resources Director