

MINUTES

Grand Forks Civil Service Commission October 9, 2025, Scheduled Meeting

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

ADDITIONS TO AGENDA

A motion was made by Commissioner Nies to approve the additions to the agenda. The motion to approve was seconded by Commissioner Svoboda. A vote was taken, and all were in favor, motion carried.

APPROVAL OF MINUTES

A motion was made by Commissioner Svoboda to approve the minutes from the September 11, 2025, Grand Forks Civil Service Commission meeting. The motion to approve was seconded by Commissioner Reitmeier. A vote was taken, and all were in favor, motion carried.

2026 SELECTION CRITERIA

The 2026 Selection Criteria was presented to the Civil Service Commission outlining the additions, deletions, changes, and title modifications that happened throughout the 2026 salary plan process. In an effort to create consistency among the same levels of positions, there were a few positions that were updated to achieve this. The Police Lieutenant and Police Sergeant panels were outlined in more detail with regard to the HR interview. Commissioner Reitmeier moved to approve the 2026 selection criteria as presented. Commissioner Nies seconded the motion. A vote was taken, and all were in favor, motion carried.

RE-EMPLOYMENT REGISTER REQUESTS

Madison Steckman, Police Officer, Caleb Nelson and Luke Wentz, Corporals requested to be placed on the re-employment register for one year. Commissioner Nies moved to approve all three of the re-employment register requests. Commissioner Reitmeier seconded the motion. A vote was taken, and all were in favor, motion carried.

REASSIGNMENT REGISTERS

Equipment Operator - Streets

The Public Works Department, Streets Division, recommended establishing the Equipment Operator position Reassignment Register at 92.000 points which includes 2 candidates on the register. Human Resources was present to answer any questions. Commissioner Svoboda moved to approve and establish the register at 92.000 points and place 2 candidates on the register. Commissioner Svoboda seconded the motion. A vote was taken, and all were in favor, motion carried.

Daniel Henson
Brandon Berry

Equipment Operator – Sanitation

The Public Works Department, Sanitation Collections Division, recommended establishing the Equipment Operator position Reassignment Register at 100.000 points which includes 1 candidate on the register. Human Resources was present to answer any questions. Commissioner Reitmeier moved to approve and establish the register at 100.000 points and place 1 candidate on the register. Commissioner Svoboda seconded the motion. A vote was taken, and all were in favor, motion carried.

Deacon Carter

Deputy Fire Chief

The Fire Department recommended establishing the Deputy Fire Chief position Reassignment Register at 79.515 points which includes 2 candidates on the register. Fire Chief Marcott was present to answer any questions. Commissioner Reitmeier moved to approve and establish the register at 79.515 points and place 2 candidates on the register. Commissioner Nies seconded the motion. A vote was taken, and all were in favor, motion carried.

Christopher Carlson
Brandon LaRoque

Water Utility Worker

The Waterworks Department recommended establishing the Water Utility Worker position Reassignment Register at 98.000 points which includes 1 candidate on the register. Dan Hanson, Water Operations Manager, was present to answer any questions. Commissioner Reitmeier moved to approve and establish the register at 98.000 points and place 1 candidate on the register. Commissioner Nies seconded the motion. A vote was taken, and all were in favor, motion carried.

Nathan Elefson

A motion was made by Commissioner Reitmeier to adjourn the meeting; it was seconded by Commissioner Svoboda. A vote was taken, and all were in favor, motion carried, and the meeting was adjourned at approximately 9: 50 A.M.

Minutes prepared by Gretchen Guetter, Human Resources.

Respectfully submitted,



Tangee Bouvette
Human Resources Director