

Minot Civil Service Commission  
Tuesday, June 13, 2023  
Page 1

MEMBERS PRESENT: Miranda Schuler  
Terri Philion  
Laurie Davis  
Lisa Jundt, Clerk of Commission

OTHERS PRESENT: Brittany Thurston, Courtney Scott, Mark Jantzer, Damon  
Druse, Garret Scofield, Zach Grant, Stephan Podrygula

1. Presentation of the Proposed 2024 Annual Pay and Classification Plan for the City of Minot

Miranda Schuler called the meeting to order at 10:01 AM

The Proposed FY 2024 Compensation Plan and Survey Results Report was presented and reviewed. Key points for discussion included an overview of the City of Minot pay plan including structure and methodology, and the 2024 salary survey results comparing the City of Minot's base pay ranges in the respective marketplaces. Multiple professional and administrative exemption status changes to various positions were reviewed and proposed as additional changes to the administration of the City of Minot Pay Plan.

Proposed benefit package changes proposed by a mayoral appointed Benefits Ad-Hoc Committee were presented and discussed. Changes included in this proposal include eliminating vacation and sick leave accruals and replacement with personal time off (PTO) system, adding a short-term disability policy to the benefit structure, the addition of 6 weeks of paternity leave, the recommendation to develop a consistent on-call policy across all City departments, a commission study on retirement benefit options and costs in response to ND House Bill (HB) 1040.

- Cost of Normal Raise - \$770,390 or 2.72%.
- Cost of Market Adjustment - \$1,543,895 or 5.44%
- Total Cost - \$2,313,983
- \$951,852 (61.6%) of Total Cost Earmarked for Public Safety Departments
- Turnover Rate YTD: 2.90%
- Lower than same time last year – 3.76%
- If current trend continues Annual rate should be approximately 8.54%
- Several positions in the Police Department and Public Works remain unfilled.

Commissioner Miranda Schuler motioned to approve/accept the 2024 City of Minot Annual Pay Plan as proposed.

Commissioner Terri Philion seconded the motion

Roll Call: Davis Yes, Schuler Yes, Philion Yes.

Minot Civil Service Commission  
Tuesday, June 13, 2023  
Page 2

2. / 3. Proposed Job Descriptions for Utilities Director and Public Works Director for Review and Approval

The two proposed job descriptions of Public Works Director and Utilities Director were presented and discussed. The duties of the Public Works Director position are proposed to split between two positions with the addition of the new Utilities Director job description along with the revision to the current Public Works Director job description.

Commissioner Miranda Schuler motioned to approve/accept the 2024 City of Minot Annual Pay Plan as proposed.

Commissioner Terri Philion seconded the motion

Roll Call: Davis Yes, Schuler Yes, Philion Yes.

Commissioner Miranda Schuler motioned to approve/accept the 2024 City of Minot Annual Pay Plan as proposed

Commissioner Terri Philion seconded the motion

Roll Call: Davis Yes, Schuler Yes, Philion Yes.

Commissioner Philion motioned to approve the proposed addition and job description for the position of Utilities Director.

Commissioner Davis seconded the motion.

Roll Call: Davis Yes, Schuler Yes, Philion Yes.

Commissioner Davis motioned to approve the proposed revised job description for Public Works Director.

Commissioner Philion seconded the motion.

Roll Call: Davis Yes, Schuler Yes, Philion Yes.

Commissioner Miranda Schuler adjourned the meeting at 10:18 AM.