

**MEETING AGENDA
January 27, 2025**

**4th Floor Mayor's
Conference Room**

City/County Office Building

1:30 PM

The Bismarck Civil Service Commission is scheduled to meet on Monday, January 27, 2025, at 1:30 PM in the 4th Floor Mayor's Conference Room, City/County Office Building, 221 North Fifth Street, Bismarck, North Dakota.

CALL TO ORDER

ROLL CALL

REGULAR AGENDA

- A. Approval of Meeting Minutes
- B. Review appeal from Samantha Grand regarding adverse employment decision.

ADJOURN



Civil Service Commission Meeting

1/8/2025 - Minutes

Chairman Roger Krueger called the meeting to order at 1:04 pm.

Civil Service Commission members Roger Krueger, Chad Kourajian and John Britnell were present at the Mayor's Conference room in the City/County Building in Bismarck as well as City Administrator Jason Tomanek, ex officio clerk and Human Resources Director Leanne Schmidt, administrative officer and Kim Larson, HR administrative assistant.

Others in Attendance:

Julie Mees, Acting City Attorney

Mr. Britnell made a motion to approve the minutes of the 7/29/2024 Civil Service Commission Appeal meeting. Mr. Kourajian seconded. Unanimously approved.

A review of City Ordinance Title 09 - Personnel Regulations and Benefits was provided. Board members were provided with the location of the civil service section of ordinances. Ordinances are changed by approval through the commission process.

Legal Counsel representation for the Civil Service Commission was discussed. The City Attorney provides legal representation to the CSC. If the city attorney has a conflict of interest, Stinson Law will be the representation.

Julie Mees reviewed the appeal process and the ordinances. The CVC can hear an appeal from an employee that has been terminated or an employee wanting to appeal disciplinary action. The commission cannot make changes to policy but can determine that the rules were followed by the employee and by the city. The chairman controls the presentation of the case with all witnesses being sworn in. The former employee and/or their attorney present, followed by the city. Attorney(s) question each witness. The meetings follow open records and are recorded.

The next meeting is on January 27 at 1:30 for termination of a Bismarck Fire Dept employee; There will be written documentation and video.

Mr. Britnell moved that Mr. Krueger remain current chair; Mr. Kourajian seconded; approved.

There being no further business. Mr. Kourajian made a motion to adjourn. Mr. Britnell seconded. Meeting adjourned at 1:41 pm.



Civil Service Commission Meeting

12/15/2023 - Minutes

Leanne Schmidt, HR Director, called the meeting to order for Chair Roger Krueger at 11:00 A.M.

Chair Roger Krueger was present in person at the Mayor's Conference room in the City/County Building in Bismarck. Jason Sutheimer and Nicole Ralph were present via Microsoft Teams.

Others in attendance:

Jannelle Combs, City Attorney

Leanne Schmidt, HR Director

February 17, 2023, Commissioner Sutheimer moved, and Commissioner Ralph seconded minutes approved unanimously from the Kelly Buckles appeal decision.

The proposed changes to City Personnel laws in Ordinance 6567 were discussed. The commission agreed with the updates proposed draft from the 12/12/2023 City Commission meeting.

Commission members were provided several draft options for language for the Bismarck City Commission to retain hiring and termination for department directors which were discussed.

Commissioner Ralph moved and Commissioner Sutheimer seconded that Ordinance 6567 of the Civil Service Commission should be approved as presented, but if the Commission wanted supervision of department directors, they should decide as follows:

Either provide the City Administrator with full authority for hiring and termination and all usual and ordinary supervisory responsibilities in between or the 11 department directors should be removed from civil service and have employment contracts reporting directly to the Board of City Commission. Roll call was taken, and motion passed unanimously.

Chair Krueger will attend the City Commission meeting 12/26/2023 to be available to answer questions regarding the commission's recommendation.

There being no further business to discuss the civil service commission meeting adjourned at 12:03 P.M.