



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, AUGUST 4, 2020, 4:30 PM

Virtual Meeting. Public may join via Zoom.

A. Zoom Meeting Information.

- I. This item contains documents which provide call in information and instructions for the Zoom Meeting.

B. Roll Call.

- I. Members: Ald. Bill Galvin, Ald. Barbara Dorff, Ald. Veronica Corpus-Dax, Ald. Brian Johnson

C. Approval of the Agenda.

D. Approval of Minutes.

- I. Approval of the minutes from June 16, 2020.

E. Regular Business.

- I. Consideration with possible action on the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.
 - a. Development Director
 - b. Housing Inspector
 - c. Park Maintenance Worker

F. Informational.

- I. Update on timeline for recommendations to City of Green Bay Health, Dental, Vision, Life, Disability, and Voluntary Benefit plans for the 2021 budget.
2. Report of routine personnel actions for regular employees.
3. Next meeting date: September 8, 2020

G. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Personnel Committee meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.

Virtual Meeting Instructions



Personnel Committee 8-4-20

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/87083316530?pwd=eGxmTDI4S0ZFTitnMFFFMWUNjSIBWUT09>

Meeting ID: 870 8331 6530

Passcode: 222959

One tap mobile

+13126266799,,87083316530#,,,,,0#,,222959# US (Chicago)

+19292056099,,87083316530#,,,,,0#,,222959# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 870 8331 6530

Passcode: 222959

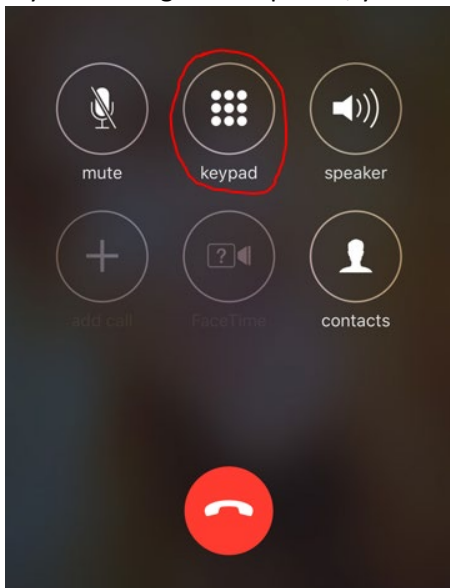
Find your local number: <https://us02web.zoom.us/j/87083316530?pwd=eGxmTDI4S0ZFTitnMFFFMWUNjSIBWUT09>

Additional Information

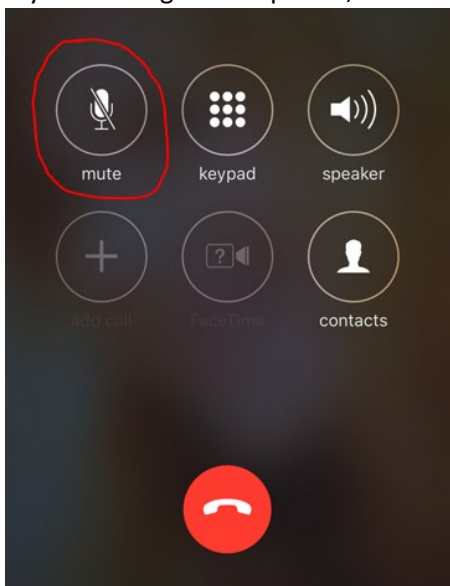
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
3. Please log into the Zoom meeting 10 minutes before the meeting starts to ensure proper technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
4. Once you are in the meeting please mute yourselves.
 - a. You may unmute yourself when you are called upon to speak.
5. Waiting room
 - a. When you call in, all callers/participants will be placed in a “waiting room.”
 - b. Persons on the agenda will be admitted to the meeting, and then once the item is concluded, the host will permanently mute you from the meeting (you can still hear the meeting).
6. Using Zoom with a tablet or computer
 - a. Tablet—you will be asked to sign in. Download the app either with the Apple Store or the Play Store
 - b. Computer—you will be asked to sign in. You may download the app or click on the link to open Zoom in your browser.
7. Registering
 - a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You’ll receive another email confirming that you’re registered for the meeting.
 - b. If you’re using a phone, your registration will still be tied to an email.
8. Raising your hand
 - a. Committee members—you can either use CivicClerk and request to speak or you can “raise your hand” in the zoom meeting (you’d need to use a computer or tablet) to let the host know you’d like to speak. You can also un-mute yourselves and start speaking.
 - b. Persons on the agenda—you can “raise your hand” but you’d need to use a computer. You will be allowed to speak, per Wisconsin Open Meetings Rules, once the committee has “opened the floor for interested parties to speak.” Once the committee is finished with your agenda item, the host will mute you permanently, unless the committee opens the floor again.
9. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—well in advance of the meeting, please download the Zoom Meeting app before you join a meeting by using either the Apple Store or the Play Store. You will be asked to input your name, thus identifying you for the meeting. You’ll also be asked to verify your email.
 - d. Computer—well in advance of the meeting, please download the Zoom Meeting app, but you can also click on a link to open the Zoom Meeting in your browser. You will be asked to input your name, thus identifying you for the meeting.
 - e. For tablet and computer users—if you download the app you will be asked to verify your email.
10. Zoom etiquette
 - a. Muting yourselves when you’re not talking will prevent your background noise from interfering with others’ ability to listen to and participate in the meeting.
 - b. If you’re using a telephone, please identify yourself with your phone number and name before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourselves.
11. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching live on YouTube will see a gray screen with the City logo during closed session.
12. Persons interested in attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number above.

Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
 - a. If you're using a smartphone, you can access the keypad by clicking "Keypad" on your screen



3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not need to talk, please make sure your phone is on **Mute**
 - a. If you're using a smartphone, look at your screen and click the Mute button



- b. If you're using a computer, you should see a Mute button in the Zoom application





Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

August 4, 2020

PREPARED BY

AGENDA ITEM # E.I

Consideration with possible action on the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.

- a. Development Director
- b. Housing Inspector
- c. Park Maintenance Worker

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Request to Fill Memo 08.04.2020
2. Development Director - Vonck 7.30.2020
3. Housing Inspector - B Seidl 7-15-20
4. Park Maintenance Worker - C. Fernlund 07.23.20

MEMORANDUM



Human Resources Department

To: Personnel Committee
Joe Faulds, Human Resources Director

From: Sarah Fidler
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: August 4, 2020

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2020 budget and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Development Director – Replacement position due to the resignation of Kevin Vonck effective August 21, 2020. Salary range: \$101,483 - \$119,392 annually.
- Housing Inspector – A replacement position for Brenda Seidl due to a vacancy effective July 15, 2020. Salary range: \$24.25 – \$28.52 per hour.
- Park Maintenance Worker – Replacement position due to the resignation of Cody Fernlund effective July 23, 2020. Salary range: \$19.96 – 20.56 per hour.

**Position Fill Request
Justification Report
July 30, 2020**

Position Title: Development Director

- 1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

 X **Replacement Position** **Not a Replacement Position**

This is a replacement position due to the resignation of Kevin Vonck, effective August 21, 2020.

- 2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

This position is included in the current budget at pay grade R (\$101,483-\$119,392).

- 3. Please list the functions and any special information regarding this position.**

The Department of Community and Economic Development is comprised of 41 full time and 2 contract staff that work in Planning, Economic Development, Inspections, Housing, Neighborhoods and Public Arts with a total operating budget of approximately \$2.8 million. This position is also responsible for managing millions of dollars in federal grants for housing and redevelopment. The essential functions of the position are as follows:

Plans, organizes, controls, integrates, and evaluates the work of the Department of Community and Economic Development. Develops, implements, and monitors long-term plans, goals, and objectives focused on achieving the City's mission and City Council priorities. Directs the development of and monitors performance against the annual department budget.

Plans, organizes, directs, and evaluates the performance of staff.

Coordinates negotiations and preparation of program and project development contracts and agreements. Directs preparation of the TIF and redevelopment plans.

Oversees the development and implementation of all planning, housing, community development, and economic development programs.

Oversees the preparation of all annual work programs and related budgets.

Advises the Mayor, City Council, Commissions, and City departments with respect to all planning, housing, community development, and economic development matters. Provides technical support to authorities and commissions, including the preparation of reports and policies.

Serves as Executive Director/Secretary of the Redevelopment Authority. Represents the City through the appropriate commissions and community groups including the Planning

Commission, Redevelopment Authority, Economic Development Authority, and City Council meetings.

4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.

No, but the position oversees divisions within the Department that generate revenues and is responsible for providing vision and leadership in the implementation of process improvements that improve efficiencies and reduce expenses.

5. Please explain why current staff is unable to absorb duties of this position.

This is a critical position for the City as we continue the growth and development of the downtown as well as the renewal and involvement of our neighborhoods. This is a senior leadership position with responsibility for leading a large diverse department that cannot be easily divided up among other departments. The workload is too important and too large to expect other staff to cover.

6. If duties of position are presently being done, how are they done?

The duties of the position are being performed by the current Development Director, Kevin Vonck.

7. What service would be reduced or eliminated if this position is not filled?

See tasks listed in number 3.

8. What are the alternative methods and costs of accomplishing the work?

It is necessary to have one leader to properly manage the Department of Community and Economic Development. The Department cannot be managed under a shared management style where division heads run their divisions, but do not report to a shared department head. The services provided by the Department are essential and too important to not hire a director to oversee the department. To employ the services of a contract employee to run the department would cost as much or more than hiring a Development Director.

9. Are there union issues?

This is not a union position.

10. Other supporting comments.

**Position Fill Request
Justification Report
July 16, 2020**

Position Title: Housing Inspector

- 1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

 X Replacement Position Not a Replacement Position

A replacement position for Brenda Seidl due to a vacancy effective July 15, 2020.

- 2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

Yes, this position is included in the current budget. The wage rate is \$24.25 – \$28.52/hour.

- 3. Please list the functions and any special information regarding this position.**

Housing Inspectors are responsible for the education and enforcement of municipal code to ensure the safety, health and welfare of the community. They follow up on complaints from the community regarding those issues. They are required to explain and interpret code provisions and zoning requirements to contractors, other City departments, and the general public.

- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

Yes, their work results in permits being required and obtained. Housing Inspectors are also responsible for enforcement of codes which might include issuing re-inspection fees as well as municipal citations.

- 5. Please explain why current staff is unable to absorb duties of this position.**

Inspection time will be delayed by over 30%. Current staff is already beyond capacity. Asking them to do more means their own and same work would not get done.

- 6. If duties of position are presently being done, how are they done?**

By other Housing Inspectors.

- 7. What service would be reduced or eliminated if this position is not filled?**

The City would not be capable of providing efficient Housing and Zoning inspections which would put at risk the safety, health and welfare of the community. It will also reduce the level of customer service.

8. What are the alternative methods and costs of accomplishing the work?

There are none. Current staff is already beyond capacity. Asking them to do more means their own and same work would not get done.

9. Are there union issues?

No.

10. Other supporting comments.

Filling this position is essential in maintaining the safety, health and welfare of the community.

**Position Fill Request
Justification Report
July 28, 2020**

Position Title: Park Maintenance Worker

- 1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

X Replacement Position Not a Replacement Position

This position will be vacant as a result of the resignation of Cody Fernlund effective July 23, 2020.

- 2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

Yes, this position is budgeted. The wage range is \$19.96 - \$20.56 per hour.

- 3. Please list the functions and any special information regarding this position.**

The Park Maintenance Worker is a generalist position responsible for maintaining all facets of the year-round park operations. Parks and the related facilities are used daily from sun-up to 10:30 p.m. throughout the year. Therefore, we need to ensure that they are clean, safe, and functional at all times for our patrons.

- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

No.

- 5. Please explain why current staff is unable to absorb duties of this position.**

Over the years, we have added more park land and facilities, but have not added additional staff. We are also responsible for maintaining a four-diamond Little League complex, a six-field soccer complex, more trails, more parklands, and the City Deck.

- 6. If duties of position are presently being done, how are they done?**

When vacancies occur in this classification, we are unable to meet all of the maintenance needs of our parks and facilities. As positions become vacant, we prioritize and reprioritize our daily work. The effect is that many of the services that we provide to the public are being performed less frequently.

- 7. What service would be reduced or eliminated if this position is not filled?**

The overall service would be reduced. We have tried to lessen the obvious impact by reprioritization.

8. What are the alternative methods and costs of accomplishing the work?

Contracting for various maintenance services would need to be explored. Costs would be dependent on the service contracted. The Park Maintenance Worker performs a wide range of services during a calendar year, therefore making it difficult to replace a single position by contracting.

9. Are there union issues?

No.

10. Other supporting comments.

Since 2001, the Parks Division has been responsible for maintaining the following added facilities: SK8 Park; Leicht Memorial Festival Park; Resch Aquatic Center; four new buildings; nine splash pads; more parkland at Farlin Park, Beach Lane, Navarino Park, V.T. Pride Park, Eastman Park; several parcels along the Baird Creek Greenway; 16 acres of turf at Bay Beach Park; a new boarded hockey rink; a four ball diamond softball complex; a six-field soccer complex; the City Deck; the Zippin Pippin, Sea Dragon, Bay Beast, Rockin' Tug, and amusement rides; as well as several miles of trails.

We have assumed the work at the additional facilities while seeing a reduction in staff of 6 Park Maintenance Workers and 12 fewer seasonal positions since 2006. With future maintenance responsibilities sure to come, we will fall further behind in our efforts to provide the most basic of services if we do not maintain our staffing levels accordingly.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

August 4, 2020

PREPARED BY

AGENDA ITEM # F.I

Update on timeline for recommendations to City of Green Bay Health, Dental, Vision, Life, Disability, and Voluntary Benefit plans for the 2021 budget.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
August 4, 2020**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Seasonal Maintenance Employee	Public Works	Scott Meverden	6/15/2020
Seasonal Maintenance Employee	Public Works	Adam Jacobs	6/15/2020
Mechanic	Public Works	Brennen Woelfel	6/30/2020
Seasonal Maintenance	Economic Development	Melissa Hoppe	6/16/2020
Seasonal Maintenance Employee	Public Works	Liam Golden	6/29/2020
Seasonal Maintenance Employee	Public Works	Chamonix Michaud	7/14/2020
Engineering Aide I	Public Works	Johnathon Paque	7/27/2020
<u>Transfer</u>			
Crossing Guard Administrator	Police	Kenneth Brodhagen	6/10/20
Regular Crossing Guard			
<u>Reclassification</u>			
Forestry EAB	Parks, Recreation & Forestry	Monica Gulvas	7/19/2020
Forestry EAB	Parks, Recreation & Forestry	Evan Roubal	7/19/2020
Forestry Maintenance	Parks, Recreation & Forestry	Evan Allan	7/19/2020
Forestry Maintenance	Parks, Recreation & Forestry	Benjamin Graff	7/19/2020
Forestry Maintenance	Parks, Recreation & Forestry	Connor Johnson	7/19/2020
Forestry Maintenance	Parks, Recreation & Forestry	Nicholas Markland	7/19/2020
Forestry Maintenance	Parks, Recreation & Forestry	Kyle Zorn	7/19/20
<u>Promotion</u>			
Firefighter EMT	Fire	Brian Farr	6/20/2020
Engineer EMT			
Lieutenant EMT-P	Fire	William Mobley	6/20/2020
Captain EMT-P			
Firefighter EMT	Fire	Ryan Waldinger	6/2/2020
Engineer EMT			
Engineer EMT	Fire	Andrew Watt	6/20/2020
Lieutenant EMT			
Patrol Officer Recruit	Police	Alexis Baez	6/8/2020
Patrol Officer			
Patrol Officer Recruit	Police	Kevin Delwiche	6/8/2020
Patrol Officer			
Patrol Officer Recruit	Police	Blagoy Dimitrov	6/8/2020
Patrol Officer			
Patrol Officer Recruit	Police	Ethan Plonke	6/8/2020
Patrol Officer			
Patrol Officer Recruit	Police	Leah Whitman	6/8/2020
Patrol Officer			
Laborer - Signs	Public Works	Keith Waldo	6/29/2020
Signs Operator			
Neighborhood Support Assistant	Community and Economic Development	William Peters	7/6/2020
Neighborhood Development Specialist			
Specialist I	Police	Robert Ecke	7/6/2020
Sergeant			
Lieutenant	Police	Matthew Cainm	7/6/2020
Captain			
Advanced Patrol Officer	Police	Daniel Greene	7/12/2020
Specialist I			

Advanced Patrol Officer Specialist I	Police	Autumn Wright	7/12/2020
Advanced Patrol Officer Specialist I	Police	Max Waln	7/12/2020

Grade/Step Change

Park Maintenance Worker	Parks, Recreation & Forestry	Robert Delahaut	6/11/2020
Sewer Maintenance Worker	Public Works	Mike Faltynski	6/18/2020
Park Ranger	Parks, Recreation & Forestry	Paul Leicht	6/1/2020
Sr. Animal Keeper	Parks, Recreation & Forestry	Matthew Rupnik	6/1/2020
Administrative Supervisor	Public Works	Beth Nadolski-Spears	6/1/2020
Account Clerk II	Public Works	Paulette Cook	6/1/2020
Account Clerk III	Public Works	Melinda Stacie	6/1/2020
Engineering Technician	Public Works	Kyle Vander Loop	6/11/2020
Administrative Clerk II	Muni Court	Christine Petitjean	6/1/2020
Criminalistic Specialist	Police	Michelle Czarneski	6/3/2020
Engineer EMT-P	Fire	Tyler Gerrits	6/23/2020
Engineer EMT-P	Fire	Jeffrey Huguet	6/23/2020
Mechanic	Public Works	Joshua Babler	7/2/2020
Sewer Maintenance Worker	Public Works	Steve Gandy	6/24/2020
Sewer Maintenance Worker	Public Works	Elliot Ness	6/24/2020
Sewer Maintenance Worker	Public Works	Jared Seitz	6/24/2020
Support Assistant	Fire	Carri Prigge	6/4/2020
Battalion Chief	Fire	Anthony Piontek	6/21/2020
Office Manager	Police	Lisa Wachowski	6/21/2020
Sewer Maintenance Worker	Public Works	Gerald Winnekens	7/2/2020
Appraiser II	Assessor	Alex Drews	4/23/2020
Mechanic Foreperson	Public Works	Bryan Landis	7/11/2020
Engineering Technician	Public Works	Mark Aerts	6/26/2020
Financial Supervisor	Public Works	Nancy Clifford	6/24/2020
Transit Operator	Transit	Raymond Brock	7/7/2020
Mechanic	Police	Todd Buth	6/1/2020
Patrol Officer	Police	Cody Olson	7/2/2020
Patrol Officer	Police	Benjamin Snyder	7/8/2020
Park Maintenance Worker	Parks, Recreation & Forestry	Josh Lewis	6/3/2020
Parking Building Technician	Public Works	Joseph Hoppe	7/20/2020
Appraiser II	Administrative Services	Matthew Johnson	7/9/2020
GIS Analyst	Public Works	Brennan Rhode	8/8/20

End of Employment

Seasonal Engineering Aide	Public Works	Abdi Mohammed Abdullahi	6/1/2020
Patrol Officer	Police	Justin DeBeck	6/11/2020
Captain	Fire	Michael Saduske	6/20/2020
Community Relations Assistant	Mayor's Office	Jered Vogeltanz	6/19/2020
Casual Worker	Economic Development	Erin Galvin	6/13/2020
Captain	Police	John Laux	7/6/2020
4-K Teacher	Parks, Recreation & Forestry	Logan Kocha	6/12/2020
4-K Teacher	Parks, Recreation & Forestry	Brooke Conrad	6/12/2020
4-K Teacher	Parks, Recreation & Forestry	Timothy Drankus	6/12/2020
4-K Teacher	Parks, Recreation & Forestry	Natalie Shikoski	6/12/2020
Patrol Officer	Police	Logan Peterson	6/23/2020
Transit Operator	Transit	Dean Coyier	7/11/2020
Seasonal Maintenance Employee	Public Works	Chamonix Michaud	7/14/2020
Housing Inspector	Community and Economic Development	Brenda Seidl	7/15/2020
Truck Driver - Sanitation	Public Works	Randy Spalding	7/20/2020
Seasonal Maintenance Employee	Public Works	Joshua Santos	7/24/20
Park Maintenance Worker	Parks, Recreation & Forestry	Cody Fernlund	7/23/2020
Specialist II	Police	Gary Fifarek	8/3/2020

Longevity

Cleaner PT	Park, Recreation & Forestry	Susan Turner	1/28/2020
Engineer EMT-P	Fire	Keith Dougherty	6/21/2020
Engineer EMT-P	Fire	Eric Jeltema	6/21/2020
Engineer EMT-P	Fire	Keith Zaidel	6/21/2020