



# **AGENDA OF THE PERSONNEL COMMITTEE**

**TUESDAY, FEBRUARY 9, 2021, 4:30 PM**

**AMENDED**

**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 January 26, 2021.

**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. Park Supervisor - Park, Recreation & Forestry
2. Consideration with possible action to over hire two firefighter recruits.

**F. Informational.**

- I. Report of routine personnel actions for regular employees.
2. Next meeting date: February 23, 2021

**G. Adjournment.**

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT [www.greenbaywi.gov](http://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

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## Personnel Committee

### Zoom Meeting Information

#### Join Zoom Meeting

<https://us02web.zoom.us/j/86846491807?pwd=K3NlQ1NxdXU1cjB2RlR0TWVTUkJYdz09>

**Meeting ID: 868 4649 1807**

**Passcode: 298054**

One tap mobile

+19292056099,,86846491807#,,,,\*298054# US (New York)

+13017158592,,86846491807#,,,,\*298054# US (Washington D.C)

#### Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 868 4649 1807

Passcode: 298054

Find your local number: <https://us02web.zoom.us/j/86846491807?pwd=K3NlQ1NxdXU1cjB2RlR0TWVTUkJYdz09>

## 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**

February 9, 2021

**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. Park Supervisor - Park, Recreation & Forestry

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. Request to Fill Memo 2.9.2021
2. Park Supervisor - D. Kellner 01.22.21

# MEMORANDUM

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Human Resources Department

To: Personnel Committee  
Joe Faulds, Human Resources Director

From: Sarah Fidler  
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: February 9, 2021

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2021 budget and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Parks Supervisor – Replacement position due to the retirement of Dean Kellner effective January 22, 2021. Salary range: \$60,486 - \$71,136 annually

**Position Fill Request  
Justification Report  
January 26, 2021**

**Position Title:**            **Park Supervisor (Grounds)**

- 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**

Dean Kellner has retired effective January 22nd, 2021.

- 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 the position is Pay Grade J, (\$60,486 - \$71,136 annually)

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

This position supervises work done by Parks grounds workers and specialists, who maintain all Park owned buildings, grounds and equipment as well as the Bay Beach amusement park grounds and shelters. Position is also responsible for oversight of all athletic fields, trails, parkways to include Triangle Hill.

- 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.**

This position is responsible for solving daily problems, direct staff to daily maintenance work throughout 60+ parks, trails, greenways, athletic fields, etc., and will be responsible for all of the full time and seasonal grounds and maintenance staff in preparation for our season opening as well as the winter activities and rinks.

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

All duties are currently being done by the Superintendent. This position requires daily organizing, coordinating of schedules and supervision and direction of all of the grounds maintenance staff.

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

Park, Forestry and Bay Beach seasonal hiring as well as facility repairs and coordination will be delayed which will ultimately effect our spring to fall season and could delay the opening of shelters and field preparation.

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

There is no way for this position to be contracted out or for the Superintendent to continue to perform these duties and their own simultaneously. This is a critical position.

**9. Are there union issues?**

No, there are no union issues.

**10. Other supporting comments.**

All Park, Recreation, Forestry Bay Beach and the Wildlife Sanctuary depend on this position to ensure the required maintenance and upkeep is performed, even during the off season.



Report to the  
Personnel Committee  
of the City of Green Bay

**MEETING DATE**

February 9, 2021

**PREPARED BY**

**AGENDA ITEM # E.2**

Consideration with possible action to over hire two firefighter recruits.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Personnel Committee - Fire Recruit Over Hire March 2021



Proudly serving the communities of Allouez, Bellevue, and Green Bay

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Green Bay Metro Fire Department

David Litton  
Fire Chief

## MEMORANDUM

To: Joe Faulds, Human Resources Director  
Diana Ellenbecker, Finance Director

From: David Litton, Fire Chief

Date: February 4, 2021

Re: Firefighter Recruit Over-Hire

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We are in the process of finalizing the hiring for new recruit personnel in the fire department. Currently, we have 7 open positions (6 retirements and 1 new position in the budget). The hire date and start of the recruit academy is March 15<sup>th</sup>. I have also received notice from Captain Jon Fredrickson and Engineer Steve Zich that they will be retiring during the first week of June. This would make a total of 9 openings.

I'm requesting that we over-hire for the personnel that will be retiring in June. My reasoning for this is that it is more cost effective to over-hire than to pay overtime during their absence. From now through the end of the year, we will be at minimum manning due to vacation, FLSA, sick and FMLA leaves. All of these requests create overtime and stresses the existing employee group at a time when many of them are trying to take family vacations over the summer and into the fall. In many or most of these instances, we are required to force or order people in to work. This of course places a strain on the morale of our employees.

The vacancies created by the retirements in June will cause 68 shifts or 3,264 hours of overtime. The average overtime cost is \$42.70 for a total cost of \$139,373.

The cost of the 2 new hires (for 7 months) to cover the retirements in June is \$101,035 including salary and all benefits. The cost of the Captain and Engineer salary for 2.5 months (March 15 through June 1) is \$24,742.

|               |            |
|---------------|------------|
| Overtime Cost | \$ 139,373 |
|---------------|------------|

|                |            |
|----------------|------------|
| Over-Hire Cost | \$ 101,035 |
|----------------|------------|

|                           |           |
|---------------------------|-----------|
| Captain Salary 2.5 months | \$ 13,047 |
|---------------------------|-----------|

|                            |           |
|----------------------------|-----------|
| Engineer Salary 2.5 months | \$ 11,695 |
|----------------------------|-----------|

|       |                  |
|-------|------------------|
| Total | <u>\$125,777</u> |
|-------|------------------|

|               |           |
|---------------|-----------|
| Total Savings | \$ 13,596 |
|---------------|-----------|

Cc: Personnel Committee  
Jen Smits, Human Resources Generalist

**REPORT OF ROUTINE PERSONNEL ACTIONS  
FOR REGULAR EMPLOYEES  
February 9, 2021**

| <u>Position</u>                 | <u>Department/Division</u>         | <u>Name</u>         | <u>Date</u> |
|---------------------------------|------------------------------------|---------------------|-------------|
| <b><u>New Hire</u></b>          |                                    |                     |             |
| Laborer - Sanitation            | Public Works                       | Scott Breitenbach   | 1/25/2021   |
| Building Inspector              | Community and Economic Development | Erik Wasilewski     | 2/1/2021    |
| Parking Maintenance Tech        | Public Works                       | Jacob Zeitler       | 2/1/2021    |
| Parking Maintenance Tech        | Public Works                       | Tyler Fredrickson   | 2/4/2021    |
| Engineering Aide I              | Public Works                       | Kelly O'Malley      | 2/1/2021    |
| <b><u>Promotion</u></b>         |                                    |                     |             |
| Operator II                     | Public Works                       | Stuart Stormer      | 1/18/2021   |
| Public Works Supervisor         |                                    |                     |             |
| Lieutenant EMT-P                | Fire                               | Corey Bereza        | 1/1/2021    |
| Captain EMT                     |                                    |                     |             |
| Lieutenant EMT-P                | Fire                               | Chad Bronkhorst     | 1/1/2021    |
| Captain EMT                     |                                    |                     |             |
| Engineer EMT-P                  | Fire                               | Daniel Conard       | 1/1/2021    |
| Lieutenant                      |                                    |                     |             |
| Firefighter EMT-P               | Fire                               | Gerald Cravillion   | 1/1/2021    |
| Engineer EMT-P                  |                                    |                     |             |
| Lieutenant EMT-P                | Fire                               | Scott Gudowicz      | 1/1/2021    |
| Captain                         |                                    |                     |             |
| Engineer EMT-P                  | Fire                               | Timothy Hattendorf  | 1/1/2021    |
| Lieutenant EMT-P                |                                    |                     |             |
| Engineer EMT-P                  | Fire                               | Keith Kumbalek      | 1/1/2021    |
| Lieutenant EMT                  |                                    |                     |             |
| Firefighter EMT                 | Fire                               | Ryan Searer         | 1/1/2021    |
| Engineer EMT                    |                                    |                     |             |
| Firefighter EMT-P               | Fire                               | Scott Selissen      | 1/1/2021    |
| Engineer EMT-P                  |                                    |                     |             |
| Firefighter EMT-P               | Fire                               | Trevor Sorge        | 1/1/2021    |
| Engineer EMT-P                  |                                    |                     |             |
| Firefighter EMT-P               | Fire                               | Matthew Stremer     | 1/1/2021    |
| Engineer EMT-P                  |                                    |                     |             |
| Firefighter EMT-P               | Fire                               | Adam Tomasko        | 1/1/2021    |
| Engineer EMT-P                  |                                    |                     |             |
| Firefighter EMT-P               | Fire                               | Jacob Plennes       | 12/10/2020  |
| Engineer                        |                                    |                     |             |
| Advanced Patrol Officer         | Police                             | Kyle Schroeder      | 1/7/2021    |
| Patrol Sergeant                 |                                    |                     |             |
| Advanced Patrol Officer         | Police                             | Kristopher Thoreson | 1/7/2021    |
| Patrol Sergeant                 |                                    |                     |             |
| Advanced Patrol Officer         | Police                             | Jeremy Bilskey      | 1/7/2021    |
| Patrol Sergeant                 |                                    |                     |             |
| Advanced Patrol Officer         | Police                             | Erin Bloch          | 1/7/2021    |
| Patrol Sergeant                 |                                    |                     |             |
| Mechanic                        | Police                             | James Spsychalski   | 1/21/2021   |
| Mechanic Foreperson             |                                    |                     |             |
| Chief of Staff                  | Mayor's Office                     | Celestine Jeffreys  | 1/20/2021   |
| City Clerk                      |                                    |                     |             |
| Park Maintenance Worker         | Parks, Recreation & Forestry       | Mitchell Klein      | 2/1/2021    |
| Mechanic                        |                                    |                     |             |
| Truck Driver - Street           | Public Works                       | Randy Tremi         | 2/8/2021    |
| Operator II                     |                                    |                     |             |
| <b><u>Grade/Step Change</u></b> |                                    |                     |             |

|                                     |                                  |                     |            |
|-------------------------------------|----------------------------------|---------------------|------------|
| Park Supervisor                     | Park, Recreation & Forestry      | Gregory Barta       | 1/12/2021  |
| Public Works Superintendent         | Public Works                     | Joshua Brassfield   | 1/8/2021   |
| Transit Operator                    | Transit                          | Raymond Brock       | 1/16/2021  |
| Mechanic                            | Park, Recreation & Forestry      | Joshua VanLaanen    | 1/7/2021   |
| Operator II                         | Public Works                     | Andrew Schoenwalder | 1/6/2021   |
| Transit Operator                    | Transit                          | Karen Sternkopf     | 8/4/2020   |
| Administrative Clerk II             | Municipal Court                  | Jessica Pierner     | 1/9/2021   |
| Neighborhood Development Specialist | Community & Economic Development | William Peters      | 1/6/2021   |
| Time Clerk                          | Public Works                     | Cynthia Tappy       | 1/22/2021  |
| Administrative Clerk                | Admin Services                   | Dawn Canadeo        | 1/7/2021   |
| Civil Engineer I                    | Public Works                     | Katelyn Zelinski    | 1/27/2021  |
| Electrician                         | Public Works                     | Brandon Kamm        | 1/27/2021  |
| Electrician Foreperson              | Public Works                     | Jerry Bruley        | 1/20/2021  |
| Lieutenant                          | Police                           | Jordan Atlas        | 12/11/2020 |
| Lieutenant                          | Police                           | Nathan Allen        | 12/11/2020 |
| Captain                             | Police                           | Benjamin Allen      | 12/9/2020  |
| Captain                             | Police                           | Gary Richgels       | 12/9/2020  |
| Operations Supervisor               | Transit                          | Patrick Schmidt     | 1/22/2021  |
| Operator I                          | Public Works                     | Brian VanHorn       | 1/29/2021  |
| Maintenance Technician              | Transit                          | Jeremy Myers        | 1/27/2021  |
| Operator I                          | Public Works                     | Scott Eiting        | 2/3/2021   |
| <b><u>End of Employment</u></b>     |                                  |                     |            |
| Building Maintenance Technician     | Public Works                     | Rick Johnson        | 1/15/2021  |
| Crossing Guard - Regular            | Police                           | Gloria Hilke        | 12/31/2020 |
| Crossing Guard - Regular            | Police                           | Ken Brodhagen       | 11/18/2020 |
| Park Maintenance Worker             | Parks, Recreation & Forestry     | Virginia Balza      | 1/18/2021  |
| Mechanic                            | Parks, Recreation & Forestry     | Paul Moran          | 1/18/2021  |
| Park Supervisor                     | Parks, Recreation & Forestry     | Dean Kellner        | 1/22/2021  |
| Sergeant                            | Police                           | Robert Ecke         | 1/12/2021  |
| Transit Operator                    | Transit                          | Cynthia Bornemann   | 1/26/2021  |
| Temp Tax Collection Help            | Admin Services                   | Jann Charette       | 1/29/2021  |
| Temp Tax Collection Help            | Admin Services                   | Lauren Destiche     | 1/29/2021  |
| Advanced Patrol Officer             | Police                           | Zachary Koch        | 2/14/2021  |