



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, JANUARY 31, 2023, 4:30 PM

In person at City Hall, Room 207.

Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

1. This item contains Zoom information, instructions, and a link to the Virtual Comment Form.

B. Roll Call.

C. Approval of the Agenda.

D. Approval of Minutes.

E. Regular Business.

1. Consideration with possible action on request to consolidate the work schedules of the 1st and 2nd shift Public Works Mechanics."
2. Consideration with possible action to discuss negotiations on the 2023 City of Green Bay and City of Green Bay international Brotherhood of Electrical Workers Local No. 158 labor agreement.

The Committee may convene in closed session pursuant to § 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Committee may thereafter reconvene in open session pursuant to § 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

F. Informational.

1. Report of Routine Personnel Action Items
2. Next Meeting: February 14, 2023

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

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/86846491807?pwd=K3NJQ1NxdXU1cjB2RlR0TWVTUkJYdz09>

Meeting ID: 868 4649 1807

Passcode: 298054

One tap mobile

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

+13017158592,,86846491807#,,,,*298054# US (Washington DC)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 868 4649 1807

Passcode: 298054

Find your local number: <https://us02web.zoom.us/j/86846491807?pwd=K3NJQ1NxdXU1cjB2RlR0TWVTUkJYdz09>

Public Comments

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting.

Additional Information

1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must state their name and address for the minutes.
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order Newly Revised 12th edition*.
2. Please log into the Zoom meeting at least 10 minutes before the meeting begins to ensure a proper connection and that your technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
3. Once you are in the meeting please mute yourself.
 - a. You may unmute yourself when you are called upon to speak.
4. Waiting room
 - a. When you call in or connect via web or Zoom app, you will be placed in a "waiting room."
 - b. The meeting host will then admit you to the meeting, and mute you upon entrance (you will still be able to hear and or otherwise observe the meeting).
5. 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 be tied to an email.
6. Raising your hand
 - a. Committee/Commission/Board members—you can either use CivicClerk and request to speak or you can also utilize the "raise your hand" tool in the Zoom platform (you'd need to use a computer or tablet) to let the host know you would like to speak. You can also un-mute yourself and start speaking.
 - b. Persons with items on the agenda or other interested parties—you can also utilize the "raise your hand" tool on the Zoom platform via computer or mobile device. You will be allowed to speak once the committee, commission, or board has moved to "open the floor for interested parties to speak." Once discussion on your agenda item has concluded, the host will mute you, unless the committee opens the floor again.
7. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—in advance of the meeting, please download the Zoom Meeting app by using either the Apple Store or the Play Store. You will be asked to input your name, to identify you for the meeting.
 - d. Computer—you can access the meeting through a web browser by clicking on the meeting link, or through the Zoom Meeting app. If using the app, please download it in advance of the meeting. You will be asked to input your name, to identify yourself for the meeting.
 - e. For tablet and computer users—if you download the app you may be asked to verify your email.

8. Zoom etiquette
 - a. Muting yourself when you're not speaking 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 state your name and address before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourself.
9. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee/commission/board meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching a Common Council meeting live on YouTube will see a gray screen with the City logo during closed session.
10. Persons interested in attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number in the Zoom Meeting Information box.

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





Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

January 31, 2023

PREPARED BY

AGENDA ITEM # E.1

Consideration with possible action on request to consolidate the work schedules of the 1st and 2nd shift Public Works Mechanics."

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Mechanic Shift Consolidation Recommendation



Human Resources Department
100 North Jefferson Street - Room 500
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3147
Fax 920.448.3128

To: Personnel Committee
Joseph Faulds, Chief of Operations

From: Melanie Falk, PHR
Human Resources Manager

Re: Request to Consolidate the Work Schedules of the 1st and 2nd Shift Public Works Mechanics

Date: January 26, 2023

RECOMMENDATION

- I. The Public Works Department and Human Resources is recommending that the current 2nd shift Mechanics (Grade H, \$25.49 - \$29.97/hour) be moved to the 1st shift (7:00 a.m.-3:00 p.m.) resulting in all Public Works Mechanics working the same shift. This schedule change will also result in the following:
 - A. Elimination of one (1) 2nd shift Mechanic Foreperson position (Grade I, \$27.72 - \$32.61/hour) from the Public Works table of organization.
 - B. Add (1) Mechanic position (Grade H, \$25.49 - \$29.97/hour) to the table of organization.
 - C. Reclassify the current 2nd shift Mechanic Foreperson to the new Mechanic position.

BACKGROUND

- II. The Motor Equipment Section of the Public Works Department is currently comprised of the following:
 - A. First Shift (7:00 a.m.-3:00 p.m.) Monday – Friday
 - (1) Mechanic Foreperson
 - (9) Mechanics
 - B. Second Shift (2:00 p.m. – 12:00 a.m.) Monday – Thursday
 - (1) Mechanic Foreperson
 - (2) Mechanics

The (11) Public Works Mechanics and (2) Mechanic Foreperson's maintain and repair all DPW vehicles and equipment including Parking Division and Community and Economic Development inspection vehicles. The Mechanics also assist other departments with vehicle and equipment

repairs as requested. During snowplow events, the Mechanics are on duty to respond to emergency repairs/breakdowns to ensure that all needed equipment is on the road at all times.

Within the next few months, it is anticipated that a 1st shift Mechanic will be retiring, and the Fleet Manager, Nathan Wachtendonk, would like the new work schedule in place prior to this retirement. This is because the 1st shift vacancy will be offered to the 2nd shift Mechanics, in order of seniority, before the position is posted externally. Historically, the department has had to recruit for a 2nd shift Mechanic due to a 2nd shift Mechanic transferring to 1st shift.

Since 2016, there have been (10) DPW 2nd shift Mechanic vacancies and it took on average (2) months to fill these positions. The most recent 2nd shift vacancy occurred in July of 2021. It took approximately 3 months to fill the vacancy, and the department received only 5 applications. Based upon the limited number of applicants for these positions, Fleet Manager Wachtendonk is concerned that it will be a difficult and a lengthy process to hire a Mechanic resulting in additional workload for the other Mechanics, overtime costs and extended vehicle downtime. Manager Wachtendonk has stated that his colleagues in other municipalities around the state are experiencing similar recruiting difficulties. Citywide, 2nd shift Mechanic vacancies have been difficult to fill. Green Metro has had a 2nd shift Mechanic vacancy they have been attempting to fill for 8 months due to a lack of candidates.

Recently, Public Works has implemented several initiatives to help retain and attract employees to the position. The 4-10-hour work day schedule was implemented in 2020 for the 2nd shift Mechanics, and flexible work schedules have been offered, when feasible, to provide Mechanics with work/life balance. It should be noted that turnover on the 1st shift is minimal, with the last 1st shift vacancy occurring in 2019 due to a retirement and an external recruitment was conducted.

Manager Wachtendonk was asked whether this shift consolidation would impact motor equipment operations by eliminating the 2nd shift or create additional overtime. He has stated that his section had a total of 1,344 hours of overtime in 2022, and only 10 hours of this overtime was incurred due to equipment that had to be up and running the next day. The remainder of the overtime was the result of snow plow operations, alternative sanitation pick up days, spring/fall cleanup or winter operation equipment preparation. These overtime expenses will continue regardless of the shift consolidation because these activities occur every year.

It should be noted that there are several comparable municipalities that do not have 2nd shift Mechanics. They include Kenosha, West Bend, Fond Du Lac, Waukesha County, West Allis and DePere. According to Manager Wachtendonk, there are other cities with 2nd shift Mechanics that are considering a similar 1st shift structure for all Mechanics.

As a result of the background information outlined above, it is recommended that the (2) 2nd shift Mechanics and (1) Mechanic Foreperson be moved to 1st shift. There is currently a 1st shift Mechanic Foreperson. However, there is not a need for (2) Forepersons on the same shift. As a result, it is recommended that the 2nd shift Foreperson position be eliminated, and an additional Mechanic position be added to the table of organization. Under this proposal, the current Mechanic Foreperson will be reclassified to the new Mechanic position. It should also be noted that the (3) 2nd shift positions receive a \$.50/hour shift differential for working a 2nd shift. This wage premium will no longer be applicable with the move to 1st shift.

FISCAL IMPACT

- III. The fiscal impact of this shift consolidation and reclassification of the Mechanic Foreperson to Mechanic results in an annual salary savings of \$6,864; a benefit savings of \$1,015 for a total savings of \$7,879

Current Structure	
Salaries	\$804,898
FICA	\$61,575
WRS (General)	\$54,733
Worker's Comp	\$1,690
Health Insurance	\$223,557
Dental Insurance	\$18,224
Life Insurance	\$1,019
TOTAL COMPENSATION	\$1,165,696

Proposed Structure	
Salaries	\$798,034
FICA	\$61,050
WRS (General)	\$54,266
Worker's Comp	\$1,676
Health Insurance	\$223,557
Dental Insurance	\$18,224
Life Insurance	\$1,011
TOTAL COMPENSATION	\$1,157,818

Fiscal Impact* **-\$7,879**

- c: Steve Grenier, Public Works Director
Chris Pirlot, Operations Director
Nathan Wachtendonk, Fleet Manager



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

January 31, 2023

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action to discuss negotiations on the 2023 City of Green Bay and City of Green Bay international Brotherhood of Electrical Workers Local No. 158 labor agreement.

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BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

January 31, 2023

PREPARED BY

AGENDA ITEM # F.I

Report of Routine Personnel Action Items

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Report of Routine Personnel Action Items 1.27.23

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES**

January 27, 2023

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Transit Operator	Transit	Admednur Adan	1/30/2023
4K Nature Teacher	PRF	Jaime Spychalla	1/25/2023
Utility Manager	DPW	Valerie Joosten	2/6/2023
Erosion Control Specialist	DPW	Vivica Miller	1/30/2023
Park Maintenance Worker	PRF	Kevin Nelson	2/6/2023
<u>Reclassification</u>			
Parking Building Technician	DPW	Celeste Hoffmann	1/18/2023
Parking Maintenance Tech			
Parking Building Technician	DPW	Tami Sladky	1/18/2023
Parking Maintenance Tech			
<u>Grade/Step Change</u>			
Time Clerk	DPW	Cynthia Tappy	1/22/2023
Transit Director	Transit	Patricia Kiewiz	12/1/2022
Operator II	DPW	Brian Hunter	2/7/2024
Custodian II	PRF	Cheyenne Stevens	1/17/2023
City Clerk	Admin Svs	Celestine Jeffreys	1/20/2023
Engineering Aide II	DPW	Tanner Matheny	9/13/2022
Patrol Officer	PD	Ronald Nickel	1/11/2023
Patrol Officer	PD	Baldemar Ramirez	1/11/2023
Public Arts Coordinator (.75 part-time)	DCED/RDA	Laura Schley	1/20/2023
<u>End of Employment</u>			

Pol Specialist II	PD	Patrick Childs	2/10/2023
Accounting Assistant	PRF	Lori Destree	2/16/2023
Patrol Officer	PD	Jurrone Petry	1/17/2023
Patrol Officer	PD	Kyle Sieracki	1/24/2023
Public Works Supervisor	DPW	Douglas Kropp	2/3/2023