



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, FEBRUARY 25, 2025, 4:30 PM

In person at City Hall, Room 207.

Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

I. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/86846491807?pwd=K3NJQlNxdXUlcjB2RlR0TWVTUkYldz09>

Or call in by phone: +1 312 626 6799

Meeting ID: 868 4649 1807

Passcode: 298054

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

B. Roll Call.

C. Approval of the Agenda.

D. Approval of Minutes.

I. Approval of the Minutes from the January 28, 2025 Personnel Committee meeting.

E. Regular Business.

- I. For consideration with possible action on the request to fill the following positions and all subsequent vacancies resulting from internal transfers.**
 - a. Civil Engineer - Facilities**
 - b. Custodian I**
- 2. For consideration with possible action on the grievance filed by the Green Bay Professional Police Association regarding overtime pay for working the Republican National Convention, and issuing findings of fact and conclusions of law.**

The Committee may convene in closed session pursuant to § 19.85(1)(a), Wis. Stats., for the purpose of deliberating concerning a case which was the subject of any judicial or quasi-judicial trial

or hearing before that governmental body. The Committee may, thereafter, reconvene in open session pursuant to § 19.85(2), Wis. Stats. to report any actions taken during closed session and to consider all other matters on the agenda.

F. Informational.

1. Report of Routine Personnel Actions
2. Next Meeting: March 11, 2025

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.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 25, 2025

PREPARED BY**AGENDA ITEM # E.I**

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

- a. Civil Engineer - Facilities
- b. Custodian I

BACKGROUND**RECOMMENDATION****FISCAL IMPACT****ATTACHMENTS**

- 1. Personnel Committee Request to Fill Memo
- 2. 2025.02.11_Request to Fill - Civil Engineer - Facilities
- 3. Mason Manor Position Request To Fill

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Emma Baierl
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: February 25, 2025

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2025 budget and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Civil Engineer - Facilities – Replacement position due to the resignation of Mutasem Jardaneh effective March 4, 2025. This position is budgeted at \$73,445 to \$92,893 annually (Pay Grade I).
- Custodian I – Replacement position due to the retirement of Thomas Katers effective January 31, 2025. This position is budgeted at \$21.25 - \$23.60 per hour (Pay Grade C).

**Position Fill Request
Justification Report
February 11, 2025**

Position Title: Civil Engineer - Facilities

- 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 due to the resignation of Mutasem Jardaneh, effective March 4, 2025.

- 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 funded through the levy-supported budget. The 2025 salary range is \$73,445 to \$92,893 annually.

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

1. Performs architectural and engineering design, cost estimating, specification writing, contract administration, construction inspection and supervision of public works projects that vary from building construction, maintenance, renovations/repairs, demolition, and various other public works projects.
2. Administers public works contracts of average to moderate difficulty.
3. Prepared technical reports, studies, and permit and/or grant applications.
4. Assists in construction supervision and inspects construction of various public works projects. Performs field review to aid in design.
5. Coordinates Engineering Technicians in preparation of plans and specification and inspections of Special projects construction.
6. Drafts and administers professional services contracts. Assists in review of plans and specifications prepared by consultants for City projects from scoping the project to project completion.
7. Reviews contractor material submittals, prepares payments, and reviews and processes change orders for public works contracts.
8. With assistance from the Facilities Manager, meets with the public contractors, other departments and contractor with respect to public works projects.

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

Although this position does not directly generate revenue, the position is critical to the overall success of City operations. This engineer works within the Facilities Division of the Department of Public Works, which is tasked with the maintenance, operation, and capital planning for facilities that serve all departments of City functions. By properly programming both maintenance and capital expenditures on City facilities, this position helps to reduce unnecessary expenditures caused by deferred or delayed maintenance.

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

Current workload exceeds staffing levels. Facilities projects are delayed due to excessive workload.

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

Projects are not progressing due to workload exceeding staffing levels.

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

Facilities projects will continue to be delayed and there will be an increase in deferred maintenance, costing the City additional monies long term.

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

Consultant design and construction oversight is already being used to minimize workload on City staff. Consultants workload also exceeds their availability causing delays in project execution. Additionally, consultant work is typically completed at a cost more than double that of in-house staff.

9. Are there union issues?

No, this is not a union position.

10. Other supporting comments.

To centralize facilities maintenance and capital improvements planning for levy supported facilities, the Assistant City Engineer – Special Projects position was reclassified to Facilities Manager effective 1/1/2024. With the reclassification, two additional staff members (1 aide/tech and 1 engineer) to take over daily project management and construction inspection were approved for the facilities/special projects group with the intent of freeing time for the Facilities Manager to focus on tasks associated with the reclassification. Due to project backlog and ongoing workload, the Facilities Manager has not been able to fully transition to the new role and will not be able to do so without sufficient support staff.

**Position Fill Request
Justification Report**
February 25, 2025

Position Title: Custodian

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 is currently vacant due to the retirement of Thomas Katers, Custodian I, effective January 31, 2025.

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 funded by the Green Bay Housing Authority budget. The salary range is \$21.25 - \$23.60 per hour (Pay Grade C).

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

This position provides maintenance and cleaning of the Mason Manor building.

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

Although this position does not directly generate revenue, the position is a key support for the day-to-day function of Mason Manor facilities. The use of in-house labor reduces the need to contract out for those services at a higher cost.

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

Other full-time staff cannot keep up with the duties/responsibilities of their position and the duties of the vacant custodian position.

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

Other full-time staff is doing what they can of custodian I job duties but overtime is being paid as a result when needed.

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

Maintenance/custodial work to the Mason Manor building and individual rental units.

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

Contracting out cleaning services is an alternative which would be much more expensive than having a full-time employee.

9. Are there union issues?

No. This is not a union position.

10. Other supporting comments.

N/A.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 25, 2025

PREPARED BY

AGENDA ITEM # E.2

For consideration with possible action on the grievance filed by the Green Bay Professional Police Association regarding overtime pay for working the Republican National Convention, and issuing findings of fact and conclusions of law.

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BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Findings of Facts and Conclusions of Law for GBPPA Grievance No. 2024-001 RNC Grievance



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 25, 2025

PREPARED BY

AGENDA ITEM # F.I

Report of Routine Personnel Actions

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 2.25.25

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
February 25, 2025**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Community Corps Assistant	PRF	Christopher Keune	2/3/2025
Laborer - Street	DPW	Christopher Jelinek	2/17/2025
Arborist II	PRF	Travis McFall	2/10/2025
Mechanic Assistant Youth Apprentice	DPW	Logan Erieau	2/17/2025
<u>Transfer</u>			
Laborer - Street	DPW	Alex Hilke	2/3/2025
<u>Grade/Step Change</u>			
City Clerk	Admn Svs	Celestine Jeffreys	1/20/2025
Arborist II	PRF	Cole Kirchman	1/1/2025
Captain	PD	Benjamin Allen	12/9/2024
Criminalistic Specialist	PD	Baeleigh Andrae	1/1/2025
Criminalistic Specialist	PD	Kendyl Danelski	1/1/2025
Criminalistic Specialist	PD	Kristen McMullen	1/1/2025
Criminalistic Specialist	PD	Michelle Czarneski	1/1/2025
Commander	PD	Kevin Warych	12/23/2024
Public Records Specialist	PD	Patty Patrick	1/29/2025
Park Maintenance Worker	PRF	Jacob Zeitler	2/1/2025
Park Maintenance Worker	PRF	Patrick Langin	1/28/2025
Operator II	DPW	Brian Hunter	2/7/2025
Truck Driver - Sanitation	DPW	Benjamin Cathey	2/8/2025
Street Foreperson	DPW	Randy Trembl	2/19/2025
Signs Operator	DPW	Kelly Stacie	2/19/2025
Time Clerk	DPW	Cynthia Tappy	1/22/2025
Sewer Maintenance Worker	DPW	Kenneth Calewerts	2/26/2025
Arborist I	PRF	Cole Motiff	2/2/2025
Appraiser II	Admn Svs	Kristi Norton	2/19/2025
Park Maintenance Worker	PRF	Steven Wells	1/23/2025
Administrative Clerk	PRF	Stacey Malvitz	2/19/2025
Legal Assistant	Law	Deanna Debruler	2/11/2025
Buyer	Admn Svs	Troy Van Handel	2/27/2025
Sewer Maintenance Worker	DPW	Kurt Umentum	1/15/2025
Administrative Clerk	Admn Svs	Nathan Condon	1/29/2025
Planner I	CED	Dena Mooney	3/6/2025
Principal Planner	CED	David Buck	3/4/2025
Architect/Commercial Building Inspector	CED	Erik Wasilewski	1/15/2025
<u>End of Employment</u>			
Temp Word Processor	PD	Susan Petty	11/30/2024
Temp Records Clerk	PD	Theresa Racine	12/12/2024
Deputy City Clerk	Admn Svs	Jaime Fuge	1/28/2025
Records Clerk	PD	Diana Strouf	2/7/2025

Conservation Corps Crew Member	PRF	Nicole Vandenplas	2/5/2025
Civil Engineer II	DPW	Mutasem Jardaneh	3/4/2025
Temporary Tax Collection	Admn Svs	Mary Ama	2/7/2025
Temporary Tax Collection	Admn Svs	Roxanne Boncher	2/7/2025
Temporary Tax Collection	Admn Svs	Rebecca Derenne	2/7/2025
Temporary Tax Collection	Admn Svs	Terry Hetzel	2/7/2025
Temporary Tax Collection	Admn Svs	Pamela Vanderbloemen	2/7/2025
Firefighter	Fire	Christopher Battaglia	2/16/2025