



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, JUNE 3, 2025, 4:30 PM

In person at City Hall, Room 207.

Immediately following Finance Committee

Virtual attendance also available via Zoom.

AMENDED

A. Zoom Meeting Information.

I. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/86846491807?pwd=K3NJQlNxdXUlcjB2RlR0TWVtUkYydz09>

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.

I. Members: Bill Galvin, Brian Johnson, Kathy Hinkfuss, Jennifer Grant

C. Approval of the Agenda.

I. Approval of the agenda for the Tuesday, June 3, 2025, meeting of the Personnel Committee.

D. Approval of Minutes.

I. Approval of the minutes from the May 13, 2025 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. Plumbing & HVAC Inspector

b. Truck Driver

2. For consideration with possible action on the request to reclassify (1) full-time Administrative Clerk II position to a part-time .75 position and reclassify one (1) part-time .50 position to a .75 position and fill this vacancy due to a retirement at the end of June, 2025.
3. For consideration with possible action regarding the Common Council vacancy application process and requirements for applicants before Common Council appointment.
4. For consideration with possible action regarding the Mayor salary for the next term beginning in 2027.
5. For consideration with possible action on the 2025 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.

6. For consideration with possible action on the 2025 City of Green Bay and City of Green Bay Department of Public Works Labor Association 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 Actions
2. Next Meeting: June 17, 2025.

G. Adjournment.

1. Adjournment for the Tuesday, June 3, 2025, meeting of the Personnel Committee.

- 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

June 3, 2025

PREPARED BY

AGENDA ITEM # D.I

Approval of the minutes from the May 13, 2025 meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Committee Minutes 5.13.25



MINUTES OF THE PERSONNEL COMMITTEE

TUESDAY, MAY 13, 2025, 4:30 PM

In person at City Hall, Room 207.

Virtual attendance also available via Zoom.

AMENDED

A. ZOOM MEETING INFORMATION.

- I. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/86846491807?pwd=K3NJQlNxdXUlcjB2RlR0TWVTUkYdz09>

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.

Present: Bill Galvin, Brian Johnson, Kathy Hinkfuss, Jennifer Grant

C. APPROVAL OF THE AGENDA.

Moved by Ald. Jennifer Grant, seconded by Ald. Kathy Hinkfuss to approve the agenda.

Motion passed.

Yes-Bill Galvin, Brian Johnson, Kathy Hinkfuss, Jennifer Grant, No-None, Abstain-None.

D. APPROVAL OF MINUTES.

- I. Approval of the Minutes from the April 29, 2025 Personnel Committee meeting.

Moved by Ald. Kathy Hinkfuss, seconded by Ald. Jennifer Grant to approve.

Motion passed.

Yes-Bill Galvin, Brian Johnson, Kathy Hinkfuss, Jennifer Grant, No-None, Abstain-None.

E. REGULAR BUSINESS.

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

Moved by Ald. Jennifer Grant, seconded by Ald. Kathy Hinkfuss to approve.

Motion passed.

Yes-Bill Galvin, Brian Johnson, Kathy Hinkfuss, Jennifer Grant, No-None, Abstain-None.

2. For consideration and possible action regarding the Common Council vacancy application process and requirements for applicants before the Common Council appointment.

Moved by Ald. Brian Johnson, seconded by Ald. Jennifer Grant to refer to staff to seek input from all Alderpersons and finalize a set of suggested questions to be brought back, and applicants will be presented at the June 10, 2025 meeting at which time the finalists will be selected to present at the June 24, 2025 meeting.

Motion passed.

Yes-Bill Galvin, Brian Johnson, Kathy Hinkfuss, Jennifer Grant, No-None, Abstain-None.

F. INFORMATIONAL.

1. Report of Routine Personnel Actions

2. Next Meeting: June 3, 2025

G. ADJOURNMENT.

Moved by Ald. Brian Johnson, seconded by Ald. Jennifer Grant to adjourn.

Motion passed.

Yes-Bill Galvin, Brian Johnson, Kathy Hinkfuss, Jennifer Grant, No-None, Abstain-None.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

June 3, 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. Plumbing & HVAC Inspector
- b. Truck Driver

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

- 1. Personnel Committee Request to Fill Memo
- 2. Plumbing & HVAC Inspector Request to Fill
- 3. Truck Driver Request to Fill

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Emma Baierl
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: June 3, 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.

- Plumbing & HVAC Inspector– Replacement position due to the resignation of Kevin Wieland effective May 27, 2025. This position is budgeted at \$36.19 to \$42.58/hour (Pay Grade J).
- Truck Driver – Replacement position due to the resignation of Kegan McLean effective May 20, 2025. This position is budgeted at \$26.07 to \$29.79/hour (Pay Grade F).

**Position Fill Request
Justification Report
May 9, 2025**

Position Title: Plumbing & HVAC 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

Kevin Wieland has accepted another position with a different municipality.

- 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 at Pay Grade J (\$36.19 – \$42.58/hour).

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

Plumbing & HVAC Inspectors are responsible for the education and enforcement of municipal & state plumbing/hvac 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 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. They 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 50%. 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 Plumbing & HVAC Inspector

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

The City would not be capable of providing efficient Plumbing & HVAC 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
September 12, 2024**

Position Title: Truck Driver – DPW Operations Division/Street Section

- 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 following the resignation of Kegan McLean effective at the end of the regular workday on May 20, 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.**

Yes, this position is currently funded in the DPW operating budget. The current salary range for a Truck Driver is \$26.07/hour to \$29.79/hour (Pay Grade F).

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

Truck Drivers perform a full range of duties including, but not limited to, hauling material with dump trucks, operating equipment, plowing snow, spreading ice control material, pothole patching, beam guard rail repair, asphalt patching, daily equipment maintenance, and general labor assignments necessary for DPW to perform core functions.

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

This position does not generate revenue for the City. But the use of in-house labor and equipment reduces the need to contract City services to outside sources.

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

Loss of a Truck Driver position represents a reduction in DPW's ability to provide Street Section services in a timely manner, including snow plowing, curbside yard and garden waste collection, pavement repair, etc.

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

Duties associated with any vacant position are assigned to other Street Section employees. When there is a lack of personnel, assignments are prioritized, incomplete assignments are postponed or not completed.

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

DPW cannot reduce or eliminate its core services. However, a reduction in staff will result in a lower level of service to residents and will increase the amount of time required to complete those services.

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

Reducing the level of services provided to City residents, working overtime to maintain the expected level of service, or outsourcing of services.

9. Are there union issues?

No

10. Other supporting comments.

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

June 3, 2025

PREPARED BY

AGENDA ITEM # E.2

For consideration with possible action on the request to reclassify (1) full-time Administrative Clerk II position to a part-time .75 position and reclassify one (1) part-time .50 position to a .75 position and fill this vacancy due to a retirement at the end of June, 2025.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Admin. Clerk II (Muni Court) Reclass Memo
2. Admin. Clerk II (Muni Court) Reclass Fiscal Impact



Green Bay Municipal Court
330 South Jefferson Street
Green Bay, Wisconsin 54301-4523
www.greenbaywi.gov

Phone 920.448.3131
Fax 920.448.3135

May 30, 2025

TO: Personnel Committee
Brian Rollefson, Human Resources Director

FROM: Jonathan Gigot, Municipal Court Judge

RE: Request to reclassify (1) full-time Administrative Clerk II position to a part-time .75 position and reclassify one (1) part-time .50 position to a .75 position and fill this vacancy due to a retirement the end of June, 2025.

RECOMMENDATION:

- I. To keep staffing at current levels (1.5 FTE's), while also meeting the needs of the Municipal Court, it is recommended that the full-time Administrative Clerk II and the part-time .50 Administrative Clerk II be adjusted to (2) .75 positions and each be scheduled to work 30 hours per week.

BACKGROUND

- II. The Municipal Court is currently staffed by 4 individuals, which includes a part-time Municipal Judge (.65); a full-time Court Administrator, a full-time Administrative Clerk II, and a part-time Administrative Clerk II (.50).

The Court Administrator oversees the day-to-day administrative operations of the court. Duties include oversight of the other court personnel, day-to-day financial administration of the court, troubleshooting clerical issues, and filling any other needs that the court requires.

The Administrative Clerk II positions split their assigned duties. Typical day-to-day tasks of the Administrative Clerks includes collecting and processing payments made on citations, public facing tasks such as answering phones and attending to the walk-up window, entrance of court orders into TIPPS, organization of the citations and case files, in-court administration, mailing out notices to defendants and other parties, and any other administrative tasks that the court requires.

A major role of the full time Administrative Clerk is to work in the courtroom when the court is in session. When she is not available, the Court Administrator acts as a fill-in for in-court work. At this time the part-time Administrative Clerk II does not fill in for court and typically works the phones and front window while court is in session.

We are seeking to change the .5 position to .75 for several reasons. First is a simple equal distribution of hours amongst the work force. We believe that having two .75 clerk positions is more appropriate and will distribute the work more evenly among the two positions. Second, it is the desire of the Municipal Court to seek a bilingual candidate to fill the upcoming vacancy. Additionally, the Municipal Court believes that reclassifying the soon to be vacant position from a .5 position to a .75 position will attract a larger pool of qualified candidates.

The Municipal Court would like to recruit a bilingual (Spanish-English) candidate to meet the needs of a growing Spanish speaking population. Additionally, it may soon be mandated by law that we have in-person interpreters for certain court hearings. In December of 2024, the Supreme Court held a rule hearing as to whether municipal courts should be required to provide qualified interpreters for low-English proficiency individuals. Ultimately, the Supreme Court of Wisconsin opted not to take up such a requirement, however, it has been referred to the judicial council advising the legislature for review. Regardless of the outcome of the legislature review, there is a need for Municipal Court to employ a bilingual clerk and by employing an in-house interpreter, we would save on extra costs associated with that mandate should it come into effect. By getting ahead of this issue, we would avoid any need to adjust the budget if the law were to change.

The court would then plan to train the newly minted .75 position to operate as the primary in-court clerk. The practical effect would be that we would now have two (2) Administrative Clerk II positions that would be proficient with in-court operations. This would also benefit the Municipal Court as it would allow the Court Administrator to focus on primary duties and avoid fill-in work. We also would have someone more frequently on-hand for interpretation services. By increasing the number of hours of the .50 clerk, this employee will work a portion of the afternoon when many of the Spanish speaking population comes to the courthouse to pay forfeitures in-person. The City's consultant, Cottingham Butler, was contacted and it is recommended that the bilingual Administrative Clerk II receive a \$1.00/hour pay differential. This is in line with other agencies in our area that require employees to be bilingual and provide translation services as a significant function of their position.

The department has discussed the proposed changes with the current full-time Administrative Clerk II and this individual agrees with the recommended change in hours. Moving from a full-time position to a .75 position (while increasing the hours of the .50 position to .75 position) provides the court with flexibility when scheduling staff and will likely reduce overtime costs when a clerk needs to work more hours to cover when the other Administrative Clerk is on vacation or off due to an unplanned absence.

FISCAL IMPACT

- III. The fiscal impact of reclassifying the two (2) Administrative Clerk positions will be beneficial. This restructuring maintains a Clerk staffing level of 1.5 Administrative Clerks, the difference is that it is now split evenly (.75/.75) rather than in a 1.0/.50 manner.

Reclassifying the two Administrative Clerk II positions will result in a cost savings of \$2,920.01 (See attached worksheet for detail).



	GRADE STEP	FTE	HOURS	WAGE	ANNUAL WAGE	FICA/WRS	HEALTH/ DENTAL	TOTAL
CURRENT								
Admin Clerk II	2F10/7	0.50	1040	29.93	31,127.20	4,544.57	9,557.00	\$ 45,228.77
Admin Clerk II	2F10/5	1.00	2080	28.44	59,155.20	8,636.66	19,114.00	\$ 86,905.86
TOTAL		1.50	3120	58.37	90,282.40	13,181.23	28,671.00	\$ 132,134.63
PROPOSED								
Admin Clerk II	2F10/2	0.75	1560	27.80	43,368.00	6,331.73	14,335.50	\$ 64,035.23
Admin Clerk II	2F10/5	0.75	1560	28.44	44,366.40	6,477.49	14,335.50	\$ 65,179.39
TOTAL		1.50	3120	56.24	87,734.40	12,809.22	28,671.00	\$ 129,214.62
Net Increase (Decrease)		0.00	0	(2.13)	(2,548.00)	(372.01)	-	\$ (2,920.01)



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

June 3, 2025

PREPARED BY

AGENDA ITEM # E.3

For consideration with possible action regarding the Common Council vacancy application process and requirements for applicants before Common Council appointment.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2025-05-07 Dist 9 to Personnel

Online Form Submittal: Alders' Petitions and Communications

From noreply@civicplus.com <noreply@civicplus.com>

Date Tue 5/6/2025 8:38 PM

To Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Eric Genrich <Eric.Genrich@greenbaywi.gov>; Joseph Faulds <Joseph.Faulds@greenbaywi.gov>; Lindsey Belongea <Lindsey.Belongea@greenbaywi.gov>; Bill Galvin <Bill.Galvin@greenbaywi.gov>

Alders' Petitions and Communications

Name	Brian Johnson
Committee Name	Personnel Committee
Text of Communication	For consideration and possible action on the city council vacancy application process and requirements of applicants prior to common council appointment.

Email not displaying correctly? [View it in your browser.](#)



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

June 3, 2025

PREPARED BY

AGENDA ITEM # E.4

For consideration with possible action regarding the Mayor salary for the next term beginning in 2027.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Mayor Salary Proposal 6.3.25
2. Mayor Salary Fiscal Impact
3. Mayor Salary Comparables



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

MEMORANDUM

To: Personnel Committee

From: Brian Rollefson, Human Resources Director

Re: City of Green Bay Mayor Compensation Plan

Date: June 02, 2025

MAYOR COMPENSATION

Based on market assessment of comparable municipalities, The City proposes to pay the position of Mayor the following salary effective with the start of the next Mayoral term. The Mayor's salary cannot change during the Mayor's term, so any proposal will impact the Mayoral term starting in 2027.

Current Mayor Salary: \$102,298.55
Proposed Salary effective April 20, 2027: \$127,308.00

Each subsequent year, the Mayor's salary increase will match the increase given to general City Employees. The amount above indicates base salary.

The recommended amount of \$127,308.00 is based upon the following scenario.

\$120,000 for 2025 + 3% for 2026 and +3% for 2027

- 2025 = \$120,000
- 2026: \$120,000 + \$3,600 (3%) = \$123,600
- 2027: \$123,600 + \$3,708 (3%) = **\$127,308**

Mayor Salary Fiscal Impact

	ANNUAL WAGE	FICA/WRS	HEALTH/ DENTAL	TOTAL
CURRENT				
2023 - 2026	102,298.55	14,935.59	19,114.00	\$ 136,348.14
PROPOSED				
2027	\$ 127,308.00	18,586.97	19,114.00	\$ 165,008.97
Net Increase	25,009.45	3,651.38	-	28,660.83

CVMIC Member Community	Population	Salary - Mayor/Administrator	
Appleton	74,719	\$	115,420.00
Cedarburg	12,527	\$	6,000.00
Cudahy	17,706	\$	14,000.00
Elkhorn	10,230	\$	8,260.00
Green Bay	105,744	\$	102,298.55
Greenfield	36,916	\$	107,040.00
Lodi	3,199	\$	9,600.00
Manitowoc	34,568	\$	108,530.00
Menomonee Falls	39,700	\$	7,500.00
Oak Creek	37,593	\$	16,000.00
Onalaska	19,018	\$	23,000.00
Stevens Point	25,752	\$	77,312.00
Superior	26,423	\$	100,381.66
Wausau	39,968	\$	78,873.60
Madison	280,305	\$	168,193.00

Source: CVMIC Member Survey



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

June 3, 2025

PREPARED BY

AGENDA ITEM # E.5

For consideration with possible action on the 2025 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.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. GB and IBEW 2025 Agreement

Agreement Between

City of Green Bay

And

City of Green Bay

International Brotherhood of Electrical Workers

Local No. 158

(Department of Public Works
Electrical Division)

2025

Agreement Between

City of Green Bay

And

International Brotherhood of Electrical Workers

Local No. 158

2025

AGREEMENT

This Agreement has been made and entered into between the City of Green Bay, hereinafter referred to as the "City" and Local 158, International Brotherhood of Electrical Workers, hereinafter referred to as the "Union".

ARTICLE 1

RECOGNITION

The City agrees to recognize representatives of Local 158, IBEW, as the exclusive bargaining agent for all issues specifically addressed in this Agreement, for all its employees in the Department of Public Works as defined in the certification issued by the Wisconsin Employment Relations Board on August 13, 1964.

ARTICLE 2

TERM OF AGREEMENT

This Agreement will become effective as of January 1, 2025 and remain in full force and effect up to and including December 31, 2025.

ARTICLE 3

WAGES AND RATES

Attached hereto and marked Appendix A is the City Pay Plan schedule showing the classifications and the wage rates of the employees covered by this Agreement. The wage rates include a 2.5% increase effective with the first day of the pay period in which April 1, 2025 occurs. It is mutually agreed that said City Pay Plan Schedule and the contents hereof will constitute part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, approved by IBEW Local 158 on _____ and by the City Council on _____.

City of Green Bay

**Local 158, International Brotherhood of
Electrical Workers**

Mayor

Business Manager, Local 158

Human Resources Director

City Clerk

**APPENDIX A
WAGE RATE**

International Brotherhood of Electrical Workers
Local No. 158

CITY PAY PLAN

Placement on a step of the schedule is in accordance with the procedures approved by the City Council for placing employees on a step of the City Pay Plan.

CLASSIFICATIONS IN ACCORDANCE WITH CITY PAY PLAN April 1, 2025	
Pay Grade: K ✦ Electrician Foreperson	Pay Grade: J ✦ Electrician

WAGES IN ACCORDANCE WITH CITY PAY PLAN April 1, 2025								
Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Performance Range
K	\$38.91	\$40.06	\$41.21	\$42.34	\$43.48	\$44.63	\$45.78	\$45.79 - \$52.64
J	\$36.19	\$37.26	\$38.32	\$39.39	\$40.45	\$41.51	\$42.58	\$42.59 - \$48.97

The Following Guidelines Are For Informational Purposes and Not Subject To Bargaining

- **STEP PROGRESSION:** Employees are eligible for an annual step increase, unless otherwise agreed to by the Department Head and Human Resources Director, until they reach Step 7 of the appropriate pay grade, provided the employee's overall performance is rated at meets expectations or higher. Requests for a step increase must be accompanied by a written performance review and recommendation by Department Head or designee.
- Employees hired at Step 1 will be eligible for a step increase after 6 months of employment and thereafter will be eligible for annual increases. Employees hired at Step 2 or higher will be eligible for a step increase after 12 months of employment.
- **PERFORMANCE INCREASES:** Once an employee reaches Step 7 of the appropriate pay grade, the employee is eligible for a 2% annual increase to the maximum of the range based on the following criteria.
 - a. Performance rated overall as 'Meets Expectations'.
 - b. Other arrangements between Employee, Department Head and Human Resources Director.

Requests for a performance range increase must be accompanied by a written performance review and recommendation by Department Head or designee.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

June 3, 2025

PREPARED BY

AGENDA ITEM # E.6

For consideration with possible action on the 2025 City of Green Bay and City of Green Bay Department of Public Works Labor Association 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.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 2025 Public Works Labor Association Agreement - Red Line Version
2. 2025 Public Works Labor Association Agreement - Clean Version

Agreement Between

City of Green Bay

And

City of Green Bay
Department of Public Works Labor
Association

2025

Agreement Between
City of Green Bay
And
City of Green Bay Department of Public Works Labor Association
2025

AGREEMENT

This Agreement has been made and entered into between the City of Green Bay, hereinafter referred to as the "City" and City of Green Bay Public Works Labor Association, hereinafter referred to as the "Association" pursuant to the provisions of Chapter 11.70 of the Wisconsin Statutes.

ARTICLE 1
RECOGNITION

The City recognizes representatives of City of Green Bay Public Works Labor Association, as the exclusive bargaining agent for all issues specifically addressed in this Agreement, for all its employees in the Department of Public Works as defined in the certification issued by the Wisconsin Employment Relations Board on November 10, 1965 and September 26, 1978.

ARTICLE 2
TERM OF AGREEMENT

This Agreement will become effective as of January 1, 2025 and remain in full force and effect to and including December 31, 2025.

ARTICLE 3
WAGES AND RATES

Attached hereto and marked Appendix A is the City Pay Plan schedule showing the classifications and the wage rates of the employees covered by this Agreement including a schedule that includes a 2.5% increase effective with the first day of the pay period in which April 1, 2025 occurs. It is mutually agreed that said City Pay Plan Schedule and the contents hereof will constitute part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement approved by the Public Works Labor Association and approved by the City Council on_____.

City of Green Bay

Department of Public Works Labor Association

Eric Genrich, Mayor

Jacob Borley, President

Brian Rollefson, Human Resources Director

Shawn Potts, Vice President

Celestine Jeffreys, City Clerk

Attorney

APPENDIX A

PUBLIC WORKS LABOR ASSOCIATION PAY SCHEDULE

Placement on a step of the schedule is in accordance with the procedures approved by the City Council for placing employees on a step of the City Pay Plan.

CLASSIFICATIONS IN ACCORDANCE WITH CITY PAY PLAN April 1, 2025	
Pay Grade I ✦ Mechanic Foreperson ✦ Sewer Worker Foreperson	Pay Grade H ✦ Mechanic ✦ Sewer Technical Worker ✦ Signs Worker Foreperson ✦ Sr. Carpenter ✦ Streets Foreperson
Pay Grade G ✦ Operator II ✦ Sewer Maintenance Worker ✦ Signs Operator	Pay Grade F ✦ Building Maintenance Tech ✦ Laborer ✦ Operator I ✦ Signs Laborer ✦ Truck Driver

WAGES IN ACCORDANCE WITH CITY PAY PLAN April 1, 2025									
Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Performance Range	
I	\$33.49	\$34.47	\$35.45	\$36.44	\$37.42	\$38.40	\$39.39	\$39.40	\$45.31
H	\$30.76	\$31.67	\$32.56	\$33.48	\$34.39	\$35.27	\$36.18	\$36.19	\$41.62
G	\$28.04	\$28.86	\$29.69	\$30.51	\$31.34	\$32.16	\$32.98	\$32.99	\$37.95
F	-	\$26.07	\$26.80	\$27.55	\$28.30	\$29.05	\$29.79	\$29.80	\$34.26

- Mechanics, ~~and~~ Sweeper Operators **and Building Maintenance Technicians** working the night shift will receive a differential of \$0.50 per hour for all hours worked **during night shift hours**.
- An employee in Pay Grade F **and G** will receive an additional \$0.40 per hour when serving as a Laborer or Truck Driver on Crack Filling, Crack Router or Hot Patch Roller.

The Following Guidelines Are For Informational Purposes and Not Subject To Bargaining

- No employee will suffer a reduction in pay if required to take a temporary job that has a lesser rate of pay. Any employee required to take temporary jobs of a higher pay grade will receive an additional \$2.45 per hour while performing work of the higher pay grade. If the higher paid position is 2-pay grades higher the employee will receive \$4.90 per hour.
- Sewer maintenance employees on stand-by through the weekend, from the end of the workday on Friday through the beginning of the workday on Monday, will receive 9-hours pay (3-hours per day) at their regular hourly rate of pay and 1-additional hour when a holiday falls on a weekend and 4-hours when a holiday falls on a weekday.

Agreement Between

City of Green Bay

And

City of Green Bay
Department of Public Works Labor
Association

2025

Agreement Between
City of Green Bay
And
City of Green Bay Department of Public Works Labor Association
2025

AGREEMENT

This Agreement has been made and entered into between the City of Green Bay, hereinafter referred to as the "City" and City of Green Bay Public Works Labor Association, hereinafter referred to as the "Association" pursuant to the provisions of Chapter 11.70 of the Wisconsin Statutes.

ARTICLE 1
RECOGNITION

The City recognizes representatives of City of Green Bay Public Works Labor Association, as the exclusive bargaining agent for all issues specifically addressed in this Agreement, for all its employees in the Department of Public Works as defined in the certification issued by the Wisconsin Employment Relations Board on November 10, 1965 and September 26, 1978.

ARTICLE 2
TERM OF AGREEMENT

This Agreement will become effective as of January 1, 2025 and remain in full force and effect to and including December 31, 2025.

ARTICLE 3
WAGES AND RATES

Attached hereto and marked Appendix A is the City Pay Plan schedule showing the classifications and the wage rates of the employees covered by this Agreement including a schedule that includes a 2.5% increase effective with the first day of the pay period in which April 1, 2025 occurs. It is mutually agreed that said City Pay Plan Schedule and the contents hereof will constitute part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement approved by the Public Works Labor Association and approved by the City Council on_____.

City of Green Bay

Department of Public Works Labor Association

Eric Genrich, Mayor

Jacob Borley, President

Brian Rollefson, Human Resources Director

Shawn Potts, Vice President

Celestine Jeffreys, City Clerk

Attorney

APPENDIX A

PUBLIC WORKS LABOR ASSOCIATION PAY SCHEDULE

Placement on a step of the schedule is in accordance with the procedures approved by the City Council for placing employees on a step of the City Pay Plan.

CLASSIFICATIONS IN ACCORDANCE WITH CITY PAY PLAN April 1, 2025	
Pay Grade I ✦ Mechanic Foreperson ✦ Sewer Worker Foreperson	Pay Grade H ✦ Mechanic ✦ Sewer Technical Worker ✦ Signs Worker Foreperson ✦ Sr. Carpenter ✦ Streets Foreperson
Pay Grade G ✦ Operator II ✦ Sewer Maintenance Worker ✦ Signs Operator	Pay Grade F ✦ Building Maintenance Tech ✦ Laborer ✦ Operator I ✦ Signs Laborer ✦ Truck Driver

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Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

June 3, 2025

PREPARED BY

AGENDA ITEM # F.I

Report of Routine Personnel Actions

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 6.3.25

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

June 3, 2025

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Laborer - Street	DPW	Michael Joachim	5/12/2025
Seasonal Maintenance Employee	DPW	Ashlyn Broeren	5/20/2025
Seasonal Engineering Aide	DPW	Griffin Cleereman	5/27/2025
<u>Promotion</u>			
Patrol Officer Recruit	PD	John Lannoye	5/19/2025
Patrol Officer Recruit	PD	Rogelio Contreras-Gomez	5/19/2025
<u>Grade/Step Change</u>			
Construction Manager	DPW	Kyle VanderLoop	4/21/2025
Administrative Clerk	DPW	Michelle Wolter	4/5/2025
Advanced Patrol Officer	PD	Amanda Devalk	5/16/2025
Patrol Officer	PD	Archie Dudley	5/16/2025
Patrol Officer	PD	Amanda Meyer	5/16/2025
Patrol Officer	PD	Nicholas Bloch	5/16/2025
Patrol Officer	PD	Evan Rosenau	5/16/2025
Patrol Officer	PD	Noah Heuvelmans	5/20/2025
Patrol Officer	PD	Michael Odonnell	5/20/2025
Patrol Officer	PD	Garrick Fisher	5/20/2025
Patrol Officer	PD	Makayla Hennig	5/20/2025
Patrol Officer	PD	Kaden Leick	5/21/2025
Patrol Officer	PD	Hunter Kniess	5/22/2025
Patrol Officer	PD	Samantha Micke	5/22/2025
Patrol Officer	PD	Kyle Kruppstadt	5/22/2025
Patrol Officer	PD	Omar Patino	5/22/2025
Patrol Officer	PD	Mason Saharsky	5/22/2025
Patrol Officer	PD	Victoria Loberger	5/22/2025
Patrol Officer	PD	Ryan Baumann	5/22/2025
Patrol Officer	PD	James Elsinger	5/22/2025
Park Maintenance Worker	PRF	Derek Willems	6/1/2025
Park Maintenance Worker	PRF	Edward Rodriguez	6/1/2025
Park Maintenance Worker	PRF	Mark Desjardin	6/2/2025
Park Maintenance Worker	PRF	Rodny Kubsh	6/2/2025
Sr Carpenter	PRF	Dan Jacobs	6/2/2025
Master Plumber	PRF	Gary Hockers	6/14/2025
Sewer Maintenance Worker	DPW	Gerald Winnekens	6/1/2025
Administrative Operations Supervisor	CED	Lisa Bergelin	6/2/2025
Park Maintenance Worker	PRF	Stephanie Falk	6/7/2025
Park Maintenance Worker	PRF	Dale Nienow	6/1/2025
Park Maintenance Worker	PRF	Joseph Snow	6/1/2025
Park Maintenance Worker	PRF	Kevin Nelson	6/1/2025

Park Maintenance Worker	PRF	Matthew Thompson	6/1/2025
Park Maintenance Foreperson	PRF	Mark Kugel	6/2/2025
Park Maintenance Worker	PRF	Eric Perrault	6/2/2025
Carpenter	PRF	Kevin Ferm	6/27/2025
Assistant Public Works Director	DPW	James Brunette	6/1/2025
Operations Manager	DPW	Christopher Pirlot	6/1/2025
Utility Manager	DPW	Valerie Joosten	6/1/2025
Administrative Supervisor	DPW	Elizabeth Nadolski Spears	6/1/2025
Engineering Aide I	DPW	Daniel Hoffman	5/20/2025
Laborer - Street	DPW	Kenneth Gille	6/2/2025
Public Works Director	DPW	Steve Grenier	6/2/2025

End of Employment

Patrol Officer	PD	Hunter Kniess	5/16/2025
Public Works Director	DPW	Steve Grenier	6/2/2025
Captain	PD	Ben Allen	6/2/2025