



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, JUNE 17, 2025, 4:30 PM

In person at City Hall, Room 207.

Immediately following Finance Committee

Virtual attendance also available via Zoom.

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.

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

C. Approval of the Agenda.

I. Approval of the agenda for the Tuesday, June 17, 2025, meeting of the Personnel Committee.

D. Approval of Minutes.

I. Approval of the minutes from the June 3, 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. Utility Manager

2. For consideration with possible action on the request to reclassify a Paralegal position to

Advanced Paralegal.

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

F. Informational.

1. Report of Routine Personnel Actions
2. Next Meeting: July 8, 2025

G. Adjournment.

1. Adjournment for the Tuesday, June 17, 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 17, 2025

PREPARED BY

AGENDA ITEM # D.I

Approval of the minutes from the June 3, 2025 meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. PC Minutes 06.03.2025



MINUTES 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=K3NJQlNxdXUlcjB2RlR0TWVTUkYdz09>

Or call in by phone: +1 312 626 6799

Meeting ID: 868 4649 1807

Passcode: 298054

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B. ROLL CALL.

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

Present: Bill Galvin, Kathy Hinkfuss, Jennifer Grant

Excused: Brian Johnson

C. APPROVAL OF THE AGENDA.

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

Moved by Ald. Jennifer Grant, seconded by Ald. Kathy Hinkfuss to approve.
Motion Passed.
Yes-Bill Galvin, Kathy Hinkfuss, Jennifer Grant, No-None, Abstain-None.

D. APPROVAL OF MINUTES.

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

Moved by Ald. Jennifer Grant, seconded by Ald. Kathy Hinkfuss to approve.
Motion Passed.
Yes-Bill Galvin, 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. Plumbing & HVAC Inspector
 - b. Truck Driver

Moved by Ald. Kathy Hinkfuss, seconded by Ald. Jennifer Grant to approve.
Motion Passed.
Yes-Bill Galvin, Kathy Hinkfuss, Jennifer Grant, No-None, Abstain-None.

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.

Moved by Ald. Jennifer Grant, seconded by Ald. Kathy Hinkfuss to approve.
Motion Passed.
Yes-Bill Galvin, Kathy Hinkfuss, Jennifer Grant, No-None, Abstain-None.

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

Moved by Ald. Jennifer Grant, seconded by Ald. Kathy Hinkfuss for staff to proceed as directed.
Motion Passed.
Yes-Bill Galvin, Kathy Hinkfuss, Jennifer Grant, No-None, Abstain-None.

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

Moved by Ald. Bill Galvin, seconded by Ald. Kathy Hinkfuss to refer to staff.
Motion Passed.
Yes-Bill Galvin, Kathy Hinkfuss, Jennifer Grant, No-None, Abstain-None.

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.

Moved by Ald. Jennifer Grant, seconded by Ald. Kathy Hinkfuss to approve.
Motion Passed.
Yes-Bill Galvin, Kathy Hinkfuss, Jennifer Grant, No-None, Abstain-None.

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.

Moved by Ald. Jennifer Grant, seconded by Ald. Kathy Hinkfuss to approve.
Motion Passed.
Yes-Bill Galvin, Kathy Hinkfuss, Jennifer Grant, No-None, Abstain-None.

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.

Moved by Ald. Jennifer Grant, seconded by Ald. Kathy Hinkfuss to adjourn.
Motion Passed.
Yes-Bill Galvin, Kathy Hinkfuss, Jennifer Grant, No-None, Abstain-None.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

June 17, 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. Utility Manager

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Personnel Committee Request to Fill Memo
2. Utility Manager

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Emma Baierl
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: June 17, 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.

- Utility Manager– Replacement position due to the promotion of Valerie Joosten to Public Works Director effective June 11, 2025. This position is budgeted at \$103,542 - \$121,826 annually (Pay Grade O).

**Position Fill Request
Justification Report
June 10, 2025**

Position Title: Utility Manager (DPW)

- 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 vacant due Valerie Joosten's promotion to Public Works Director.

- 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.**

The position is included in the current budget. The current salary range for the position is \$103,542 - \$121,826 per year. The position is currently funded 50% by the Sanitary Sewer Utility and 50% by the Storm Water Utility budgets.

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

Under direction of the Director of Public Works, this position oversees and directs the activities of engineering professional and paraprofessional staff in the planning, design, supervision, construction and operation of utility related public works projects. Directs and oversees the work of Sewer section personnel. Primary contact for WDNR storm water and sanitary permit compliance, along with EPA storm water permit compliance.

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

The position is responsible for the stormwater and sanitary sewer budgets and rate setting. While the position itself does not generate revenue, it is a critical position related to revenues collected by the utilities.

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

This vacancy is a critical position on DPW's management team. The position is responsible for program and staff management. This position manages a division of 32 individuals. Existing managers within other divisions are unable to absorb the additional duties.

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

Currently, the duties are being done by the previous Utility Manager in addition to her duties as Public Works Director. Continuing to cover both positions is not sustainable and the position will need to be filled. Staff and projects may not receive the same level of attention or timeliness until this position is filled. This may also affect the ability to complete timely stormwater management and site plan reviews since the Utility Manager guides and mentors the Utility Engineers and other staff completing these reviews.

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

Site plan and storm water management plan reviews may not be completed in a timely manner. The City would be unable to take on new projects necessary to achieve permit goals and comply with regulations. Staff would not have effective management. There would be a lack of financial oversight for the Utility budgets, expenditures and revenues.

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

The alternate method of accomplishing the work would be to assign the work to other managers or the public works director. Given the critical nature of this position, this is not a practical alternative.

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 17, 2025

PREPARED BY

AGENDA ITEM # E.2

For consideration with possible action on the request to reclassify a Paralegal position to Advanced Paralegal.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Paralegal Reclassification
2. Paralegal - Advanced Paralegal



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
Brian Rollefson, Human Resources Director

From: Jennifer Smits, Human Resources Generalist

Re: Request to reclassify a Paralegal position in the Law Department to an Advanced Paralegal position

Date: June 17, 2025

RECOMMENDATION

- I. Human Resources and the Law Department request that a Paralegal position (Pay Grade H, \$30.76/hour-\$36.18/hour) be reclassified to an Advanced Paralegal position (Pay Grade I, \$33.49/hour-\$39.39/hour).

BACKGROUND

- II. Over the past year, the Paralegal position has taken on additional responsibilities, some of which are from a vacant Assistant City Attorney position (vacant since July 2024), including increased coordination with outside counsel and management of litigation, drafting legal pleadings, conducting legal research, and evaluating and making recommendations regarding emerging legal issues and training. The Law Department conducted an analysis of current workloads, anticipated future needs, and categorized work between Attorneys, Paralegal, and Legal Assistants. Most of the changes in position descriptions reflect work already being done by the positions. The Law Department has also revised the Assistant City Attorney position description and will restart recruitment for that position.

In addition, the Paralegal has assumed responsibility for functions that are new to the Law Department and had not previously been performed by any other employee. These include managing the Law Department's data and matter management systems for recently updated software, the City Data Alliance project, and process improvement projects associated with Tech Governance; receiving and tracking petitions and communications from alderpersons to ensure that the items are completed; and conducting real estate title research, document drafting, and recording, to support City departments.

The proposed Advanced Paralegal classification was reviewed by the City's salary plan consultant for appropriate placement in the salary plan. Based upon this review, it is

recommended that the position be placed in Pay Grade I of the City Pay Plan.

FISCAL IMPACT

- III. This reclassification results in an annual cost increase of \$2,797. The Department has stated that there is money in the budget to cover this increase.

Estimated	Paralegal Grade H, Step 6	Advanced Paralegal Grade I, Step 4
Salary	\$73,362	\$75,795
FICA	\$5,612	\$5,798
WRS (General)	\$5,099	\$5,268
Worker's Comp	\$154	\$159
Health Insurance	\$17,712	\$17,712
Dental Insurance	\$1,402	\$1,402
Life Insurance	\$93	\$96
TOTAL COMPENSATION	\$103,434	\$106,230

C: Lacey Cochart, City Attorney



JOB DESCRIPTION

City of Green Bay

Position Title:	<u>ADVANCED</u> PARALEGAL
Department:	Law
Reports To:	City Attorney
Position Status:	Non-Exempt
Salary Range:	Grade <u>H1</u>
Job Summary:	Under general supervision, performs work of considerable difficulty in the preparation and coordination of legal documents, preparation of City Council documents, preparation of real estate and development documents and management of the City's self-insured liability insurance.
Essential Functions:	1) <u>Manages all litigation Prepares for municipal, state and federal courts and various state agencies, including liaisioning with outside counsel, prepare of discovery responses, all aspects of matter management, and reports to the Mayor and Common Council, as needed.</u> 2) <u>Drafts routine legal pleadings, including Petitions, Answers, Motions, Requests for Production of Documents, Interrogatories, Affidavits, Settlement Agreements, Releases, and communicates with the courts. Performs research.</u> 3) <u>Manages all legal subpoenas served on the City, including preparation and delivery of records pursuant to the same, preparing for and coordinating depositions, and liaisioning with outside counsel, as needed.</u> 4) <u>Evaluates emerging legal issues, interprets their impact of the City, and makes recommendations for changes to City policy, procedure, and ordinances.</u> 1)5) Tracks open cases and litigation files, and schedules matters among parties. Prepares discovery including document production and discovery responses. Prepares deposition summaries and trial notebooks when necessary. Performs complex legal research and analysis on municipal, state, and federal law. 2) Assists the City's insurer in monitoring and investigating liability claims against the City, and acts as point of contact with insurer for all insurance related matters. Compiles data and prepares the City's annual insurance application. Prepares certificates of insurance for City projects and events held on property not owned by the City. 3)6) Conducts legislative research, analysis, and initial dDraftings of ordinances and resolutions for Council approval, and associated notices and lis pendens. Coordinates and maintains the updates to the City's Municipal Code, including working directly with Municode. 7) Manages the Law Department's budget, Assists the City Attorney in the preparation of the department's budget, monitorsincluding all expenditures, and provides detailed analysis and updates to the City Attorney as requested. and reviews budget status. 8) Manages Law Department data, initiates analysis, reporting, and presentation, as well as process improvement and other efficiency measures. 9) Manages the intake of complex legal matters, including initial assessment, appropriate assignment, and electronic tracking. 10) Coordinates and drafts legal opinions for municipal audits and accounting requests.

	4)11) <u>Manages the City-wide system for assessing, assigning, and completing Alderperson communications, referrals, ordinances and resolutions, including all communications with Department Directors, and providing training on all enhancements.</u> 5) <u>Drafts settlement letter and releases, and drafts claims reports to Council. Takes and prepares minutes of the Insurance Claims Committee meetings.</u> 6)12) <u>Compiles contracts and ensures proper execution and retention. Drafts documents for the City's sale and purchase of property, including deeds, transfer forms, closing statements, offers to purchase, rights of first refusal, easements and easement releases.</u> 7)13) <u>Drafts routine correspondence and agreements, notices, certifications, petitions, etc.</u> 14) <u>Responds to inquiries from City Departments and the public on a wide variety of legal matters. Maintains files and records. Assists in preparation of responses to records requests.</u> 8)15) <u>Voting member of the City Claims Committee, as required by Ordinance. Required to attend scheduled meetings, review materials, deliberate, and vote, or identify a designee.</u> 9)16) <u>Assists City Attorney with special projects as needed.</u> 10)17) <u>Performs other duties as assigned.</u>
Knowledge, Skills And Abilities	▪ <u>Comprehensive knowledge of civil litigation, rules of civil procedure, municipal law, Wisconsin state law, and federal law.</u> ▪ <u>Comprehensive skill in drafting business letter writing and forms, letter procedures, forms and terminology, electronic filing systems, standard law office procedures and routines and City-wide operations.</u> ▪ Comprehensive knowledge of court rules and regulations. Knowledge of Uniform System of Citations and legal terminology. Knowledge of real estate forms and asset transfers, including basic understanding of foreclosure and bankruptcy proceedings. ▪ Comprehensive skill in providing a full-range of <u>secretarial legal</u> services including use of discretionary judgment in dispensing information. Considerable skill in organizing and maintaining <u>complex legal matters, a variety of office records and confidential files, determining</u> the formats for legal documents, reports and various documents and correspondence, composing letters or memoranda, preparing reports and establishing and maintaining <u>reports files and records.</u> ▪ Ability to utilize a computer and the required software. Ability to work independently without specific instructions. Ability to handle confidential information with discretion. Ability to interpret and follow complex written and oral instructions, including rules and regulations. <u>Ability to take and transcribe minutes.</u> Ability to multi-task and prioritize assignments while complying with deadlines. Ability to complete detail-oriented work, maintain a high level of organization, and calendar legal deadlines. Ability to establish and maintain effective working relationships with staff and the public. Ability to deal effectively and tactfully with the public. Ability to work the required hours of the position.
Minimum Education And Experience	▪ High school diploma or equivalent. ▪ Associate degree in Paralegal studies or a related field. ▪ 3-5 years related experience. Experience in a public setting or municipal background strongly preferred. ▪ Ability to obtain Notary Public Commission.

	A combination of equivalent experience and/or education may be considered.
Physical Requirements	Ability to perform the following activities: ▪ Lifting up to 10-20 pounds. ▪ Carrying up to 10-20 pounds. ▪ Frequent sitting. ▪ Ability to focus for long periods of time on projects. ▪ Ability to reach, stoop and lift.
The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements. I have read the above position description and understand the duties and responsibilities of the position.	
_____ Employee Name (please print)	_____ Date
_____ Employee Signature	



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

June 17, 2025

PREPARED BY

AGENDA ITEM # E.3

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 6.17.25
2. Mayor Salary Fiscal Impact 6.17.25
3. Mayor Salary Comparables 6.17.25
4. June2025_Market Analysis_Mayor



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 12, 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: \$128,547.00

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 \$128,547.00 is based upon the following scenario.

\$120,000 for 2025 + 3.5% for 2026 and +3.5% for 2027

- 2025 = \$120,000
- 2026: \$120,000 + \$4,200 (3.5%) = \$124,200
- 2027: \$124,200 + \$4,347.00 (3.5%) = **\$128,547**

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	\$ 128,547.00	18,767.86	19,114.00	\$ 166,428.86
Net Increase	26,248.45	3,832.27	-	30,080.72

Municipalities with Mayor Only

	Population	Mayor Salary	Full Time/Part Time
Milwaukee	561,385	\$169,436	Full Time
Green Bay	105,744	\$102,299	Full Time
Appleton	74,719	\$115,420	Full Time
La Crosse	51,834	\$89,000	Full Time
Wausau	39,968	\$78,874	Full Time
Greenfield	36,916	\$111,948	Full Time
Manitowoc	34,568	\$108,530	Full Time
Superior	26,423	\$100,371	Full Time
Stevens Point	25,752	\$77,312	Full Time
Kaukauna	17,120	\$95,702	37.5 hours/week

Municipalities with Mayor & City Administrator/Manager

	Population	Mayor Salary	Full Time/Part Time	City Administrator/Manager Salary	Full Time/Part Time
Madison	280,305	\$168,193	Full Time	\$105,040	Full Time
Kenosha	99,877	\$119,226	Full Time	\$139,065-\$178,782	Full Time
Racine	77,542	\$89,404	Full Time	\$151,548	Full Time
Waukesha	72,489	\$94,447	Full Time	\$190,944	Full Time
Oshkosh	66,607	\$6,500	Part Time	\$210,000	Full Time
Janesville	66,102	\$111,948	Full Time	\$248,346	Full Time
Sheboygan	48,329	\$58,282	Full Time	\$150,000	Full Time
Oak Creek	37,593	\$16,000	Part Time	\$142,149	Full Time
De Pere	25,525	\$28,558	Part Time	\$166,193	Full Time
Onalaska	19,018	\$23,000	Part Time	\$39,173	Part Time
Cudahy	17,706	\$14,000	Part Time	\$52,545	Full Time
Cedarburg	12,527	\$6,000	Part Time	\$124,170	Full Time
Elkhorn	10,230	\$8,260	Part Time	\$110,969	Full Time

Municipalities with City Administrator/Manager Only

	Population	City Administrator/Manager Salary	Full Time/Part Time
Eau Claire	70,587	\$175,997	Full Time

COTTINGHAM & BUTLER

Total Rewards Consulting

June 11, 2025

MEMORANDUM

TO: Brian Rollefson, Human Resources Director, City of Green Bay

FR: Ashley McCluskey, Compensation Analyst

RE: Market Analysis: Mayor

Full Comparable Scope: To provide this analysis, we have requested current Mayor pay information from all of the comparable organizations identified in the most recent compensation study for the city. The data has been manually aged forward with a 3.5% increase annually to 1/1/2027. These data results for Mayor project an average rate of \$114,000 for the 2027 year.

Mayor – Full Comparable Scope		
25th Percentile	50 th Percentile	75th Percentile
\$90,400	\$101,700	\$125,200

Comparable organizational data includes: City of Appleton, City of Brookfield, City of Fond du Lac, City of Greenfield, City of Kaukauna, City of Kenosha, City of La Crosse, City of Madison, City of Manitowoc, City of Menasha, City of Milwaukee, City of Neenah, City of New Berlin, City of Racine, City of Sheboygan, City of Stevens Point, City of Superior, City of Waukesha, City of Wausau, City of West Allis

Limited Comparable Scope: To provide this analysis, we have limited the scope to those organizations that were included in the mayor market analysis that was conducted in 2023. This data has been manually aged forward with a 3.5% increase annually to 1/1/2027. The analysis projects an average rate of \$115,500 for the 2027 year.

Mayor – Limited Comparable Scope		
25th Percentile	50 th Percentile	75th Percentile
\$95,200	\$107,500	\$126,900

Comparable organizational data includes: City of Appleton, City of Brookfield, City of Greenfield, City of Kenosha, City of La Crosse, City of Madison, City of Manitowoc, City of Milwaukee, City of New Berlin, City of Racine, City of Sheboygan, City of Superior, City of Waukesha, City of Wausau, City of West Allis

Please contact me with questions on this review.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

June 17, 2025

PREPARED BY

AGENDA ITEM # F.I

Report of Routine Personnel Actions

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 6.17.25

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
June 17, 2025**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Seasonal Engineering Aide	DPW	Noah Xiong	6/2/2025
Laborer - Sanitation	DPW	Adam Skaletski	6/16/2025
Human Resources Assistant	HR	Kari Draheim	6/9/2025
Alder	CC	Jim Ridderbush	6/10/2025
 <u>Grade/Step Change</u>			
Conservation Corps Field Assistant	PRF	Andrew Gilsdorf	5/6/2025
Inspections Support Specialist	CED	Edith Vazquez	6/4/2025
Building Services Coordinator	CED	Lucs Leahy	6/7/2025
Housing Inspector	CED	Nathan Keeler	6/2/2025
Accountant	CED	Stephanie Schmutzer	6/2/2025
Housing Inspector	CED	Donna Rosenthal	6/2/2025
Operator I	DPW	Marty Vandenberg	6/2/2025
Operator I	DPW	Marty Vandenberg	6/2/2025
Truck Driver - Streets	DPW	Christopher Johnson	6/1/2025
Operator II	DPW	Daniel Koetz	6/1/2025
Operator I	DPW	Ben LaPlante	6/2/2025
Operator I	DPW	Andrew Leisgang	6/2/2025
Zoning Administrator	CED	Jonathon LeRoy	6/1/2025
Sewer Maintenance Worker	DPW	Joseph Mancoski	6/1/2025
Inspections Supervisor	CED	William Paape	6/1/2025
GIS Analyst	DPW	Zachary Jensen	6/1/2025
Account Clerk II	DPW	Candie VanBeckum	4/7/2025
Sewer Maintenance Worker	DPW	Ruben Rodriguez	6/3/2025
Park Supervisor	PRF	Ryan Doering	6/1/2025
Parts Clerk	PRF	Jared Koeller	6/2/2025
Mechanic	PRF	Thomas Marto	6/1/2025
Mechanic	PRF	Timothy Wagner	6/1/2025
Pool Maintenance Specialist	PRF	Andrew Kazmer	6/2/2025
Mechanic	Transit	Victor Patino	6/1/2025
Operator I	DPW	Curt Schneider	6/2/2025
Operator II	DPW	Joe Sobieski	6/1/2025
Operations Manager	Transit	Chris Braatz	6/1/2025
Mechanic	Transit	Tim Vanbeek	6/1/2025
Resident Services Coordinator	CED	Ka Vang	6/2/2025
Civil Engineer II	DPW	Kayla Wasielewski	6/4/2025
Laborer - Street	DPW	Nathan Anderson	6/2/2025
Operator I	DPW	Stacey Brodbeck	6/2/2025
Truck Driver - Streets	DPW	Chris Compton	6/2/2025
Operator I	DPW	Jared Dequaine	6/2/2025
Truck Driver - Streets	DPW	Padraig Fahey	6/2/2025
Laborer - Street	DPW	Nathan Francois	6/1/2025
Truck Driver - Streets	DPW	Cameron LaCount	6/1/2025
Operator II	DPW	Wade Lotto	6/2/2025

Operator I	DPW	Joseph Luedeman	6/1/2025
Building Maintenance Tech	DPW	Warren Naud	6/2/2025
Signs Worker Foreperson	DPW	Keith Waldo	6/1/2025
Truck Driver - Sanitation	DPW	Derek Boggs	6/2/2025
Truck Driver - Sanitation	DPW	Pat Brick	6/2/2025
Truck Driver - Sanitation	DPW	Chris Higgins	6/2/2025
Assistant Finance Director	Admn Svs	Linda Chosa	6/2/2025
Truck Driver - Sanitation	DPW	Jackson Kispert	6/1/2025
City Assessor	Admn Svs	Russell Schwandt	6/2/2025
Electrician	DPW	Peter Vissers	6/4/2025
Battalion Chief	Fire	Michael VandenAvond	6/2/2025
Support Assistant	Fire	Carri Prigge	6/4/2025
Financial Analyst	Admn Svs	Brett Vogel	6/1/2025
Operator II	DPW	Thomas Weis	6/2/2025
Electrician	DPW	Timothy Reed	6/2/2025
Fleet Manager	DPW	Nathan Wachtendonk	6/1/2025
Public Works Supervisor	DPW	Daniel Szymik	6/2/2025
Public Works Supervisor	DPW	Stuart Stormer	6/1/2025
Public Works Supervisor	DPW	Crede Haut	6/1/2025
Mechanic	PRF	Mark Berglund	6/1/2025
Mechanic Foreperson	PRF	Peter Smet	5/9/2025
Park Facilities Supervisor	PRF	Britney Burkart-Labar	6/2/2025
Mechanic	PRF	Mitchell Klein	6/1/2025
Recreation Supervisor	PRF	Jeremy Crees	6/2/2025
Arborist II	PRF	Jesse Abruzzi	6/1/2025
Arborist I	PRF	Brad Jozwiak	6/2/2025
Electrician	DPW	Travis Anklam	6/4/2025
Public Works Superintendent	DPW	Joshua Brassfield	6/1/2025
Electrician	DPW	Kirk Drossart	6/4/2025
Sewer Maintenance Worker	DPW	Michael Faltynski	6/18/2025
Civil Engineer I	DPW	Dylan Ferron	6/1/2025
Public Works Superintendent	DPW	Dustin McMullen	6/1/2025
Sewer Maintenance Worker	DPW	Lucas Cravillion	6/10/2025
Operations Supervisor	Transit	Jacob Kulis	6/11/2025
Senior Accountant	Admn Svs	Kim Rivest	6/1/2025
Service Tech	Transit	Christian Salinas Ruiz	6/10/2025
Engineering Tech	DPW	Mark Wisneski	6/1/2025
Public Works Superintendent	DPW	David Wiesman	6/1/2025
Electrician	DPW	Eric VanLaanen	6/4/2025

End of Employment

Alder	CC	Christopher Wery	6/14/2025
Captain	Fire	Chistopher Heil	6/7/2025
Patrol Officer	PD	Dylan Hill	6/4/2025