



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, JULY 8, 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=K3NJQlNxdXUlcjB2RlR0TWVTUkYkdz09>

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, July 8, 2025, meeting of the Personnel Committee.

D. Approval of Minutes.

I. Approval of the minutes from the Tuesday, June 17, 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. Mechanic

2. For consideration with possible action on the request to reclassify two Custodian I positions to Custodian II.

F. Informational.

1. Report of Routine Personnel Actions
2. Next Meeting: Tuesday, July 29, 2025

G. Adjournment.

1. Adjournment of the Tuesday, July 8, 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

July 8, 2025

PREPARED BY

AGENDA ITEM # D.I

Approval of the minutes from the Tuesday, June 17, 2025 meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. PC Minutes 06.17.2025



MINUTES 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=K3NJQlNxdXUlcjB2RlR0TWVTUkYkdz09>

Or call in by phone: +1 312 626 6799

Meeting ID: 868 4649 1807

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B. ROLL CALL.

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

Present: 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.

Moved by Ald. Brian Johnson, seconded by Ald. Jennifer Grant 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 June 3, 2025 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.

- 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

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

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.

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

Moved by Ald. Brian Johnson, seconded by Ald. Kathy Hinkfuss to approve staff's recommendation and that the Mayor's salary will increase, in perpetuity, at the same rate as the City's general municipal employees.

Motion Passed.

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

F. INFORMATIONAL.

- I. Report of Routine Personnel Actions

2. Next Meeting: July 8, 2025

G. ADJOURNMENT.

- I. Adjournment for the Tuesday, June 17, 2025, meeting of the Personnel Committee.

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

July 8, 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. Mechanic

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Personnel Committee Request to Fill Memo
2. Mechanic (PRF)

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Emma Baierl
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: July 8, 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.

- Mechanic– Replacement position due to the end of employment of Joshua VanLaanen effective June 30, 2025. This position is budgeted at \$30.76 - \$36.18 per hour (Pay Grade H).

**Position Fill Request
Justification Report
July 01, 2025**

Position Title: **Mechanic (Parks, Recreation, & Forestry)**

- 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.**

_____ **Replacement Position** X **Not a Replacement Position**

This position is vacant following the end of employment of Joshua VanLaanen effective June 30, 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 included in the budget and is 100% funded by Bay Beach. The current wage range is \$30.76 - \$36.18 per hour (Pay Grade H).

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

This position is responsible for year-round repair and maintenance of Bay Beach rides and equipment.

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

No, this position does not generate revenue.

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

Current staff workload includes not only at Bay Beach, but also duties at Triangle Hill and other Parks projects as required. With more rides and equipment being added, Parks will require even more manpower to continue to keep our equipment operational. With added safety and maintenance, the workload for Parks Mechanics has greatly increased.

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

All duties are completed by the other three (3) current Mechanics, including rotational weekend work. Mechanics are also tasked with additional repairs when breakdowns occur. Repairs are occasionally sent out when staff is unable to meet the volume of repairs in demand.

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

Bay Beach rides and equipment would be down for unacceptable periods of time. These rides and equipment are essential in ensuring that we are able to generate enough revenue to sustain the park as well as provide a safe and enjoyable customer experience.

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

Having a fully staffed mechanical operation is, by far, the most efficient and economical method of inspecting, repairing and improving Bay Beach equipment. The vehicles, rides and equipment at Bay Beach that our mechanics maintain are so diverse and eclectic that it would (and does) take years of experience to do the job properly.

9. Are there union issues?

No.

10. Other supporting comments.

This is a critical time of year for Bay Beach and the department will need to fill this position as soon as possible.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

July 8, 2025

PREPARED BY

AGENDA ITEM # E.2

For consideration with possible action on the request to reclassify two Custodian I positions to Custodian II.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Custodian I to Custodian II Reclass
2. Custodian II



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 (2) Custodian I positions in the Police Department to Custodian II positions

Date: July 8, 2025

RECOMMENDATION

- I. Human Resources and the Police Department request that (2) Custodian I positions (Pay Grade C, \$21.78/hour-\$24.19/hour) be reclassified to Custodian II positions (Pay Grade E, \$24.65/hour-\$27.39/hour).

BACKGROUND

- II. The Police Department maintenance and custodial staff consists of one Building Services Supervisor and two Custodian I's who are responsible for the cleaning, maintenance and repair of eight facilities, including the Police Station and Community Policing Centers, Municipal Court, Press Gazette building, and storage facilities.

Custodian I's are primarily responsible for cleaning offices, restrooms, and common areas; removing snow and ice; and maintaining grass and landscaped areas.

Over the last several years, due to cross training within the small staff, along with aging facilities and remodeling projects, the (2) Custodians have taken on maintenance and repair responsibilities, including minor plumbing repairs, removing carpet, removing and replacing trim, installing drywall, painting, removing and hanging doors, and moving and assembling furniture. The Custodians also troubleshoot keyless entry systems and HVAC equipment and perform minor maintenance and repairs on equipment such as lawn mowers, including changing oil and air filters.

These additional responsibilities require knowledge, skills and abilities beyond the scope of the Custodian I classification and are consistent with the work of the Custodian II classification.

FISCAL IMPACT

- III. This reclassification of (2) Custodian I's to (2) Custodian II's results in an annual cost increase of \$8,655. The Department has stated that there are sufficient funds in the budget to cover this increase.

Estimated	Custodian I Grade C, Performance Range	Custodian II Grade E, Step 5
Salary	\$51,314	\$54,122
FICA	\$3,925	\$4,140
WRS (General)	\$3,566	\$3,761
Worker's Comp	\$108	\$114
Health Insurance	\$17,712	\$17,712
Dental Insurance	\$1,402	\$1,402
Life Insurance	\$66	\$69
TOTAL COMPENSATION	\$78,093	\$81,320

Estimated	Custodian I Grade C, Step 4	Custodian II Grade E, Step 3
Salary	\$46,550	\$51,272
FICA	\$3,561	\$3,922
WRS (General)	\$3,235	\$3,563
Worker's Comp	\$98	\$108
Health Insurance	\$17,712	\$17,712
Dental Insurance	\$1,402	\$1,402
Life Insurance	\$59	\$66
TOTAL COMPENSATION	\$72,618	\$78,045

C: Rick Jurkanis, Business Manager
Chris Davis, Chief of Police



JOB DESCRIPTION

City of Green Bay

Position Title:	CUSTODIAN II
Department:	Police
Reports To:	Building Services Supervisor
Position Status:	Non-Exempt
Salary Range:	Grade CE
Job Summary:	Under general direction, performs work of moderate difficulty in custodial care, grounds keeping, and maintenance of public buildings. Also performs minor repair work on equipment and machinery-related work as required.
Essential Functions:	1) Performs cleaning and maintenance of parking areas, walkways, stairways, elevators, restrooms, conference rooms, lounge areas, break rooms, and public lobby. 2) Vacuums, sweeps, mops, strips, waxes and polishes floors. Removes and may install floor tile and carpet. 3) Washes walls, woodwork, and windows. 4) Dusts, cleans, assembles, and moves office equipment and furniture. 5) Changes light bulbs and fluorescent lamps. 6) Empties waste and recycle containers. 7) Locks office doors. 8) May sand, strip and stain woodwork and paint as needed. 9) Installs drywall, textures walls, and paints. 8) Performs minor mechanical, electrical, and plumbing work. Monitors and performs preventative maintenance on machinery and equipment, including HVAC, and reports malfunctions to supervisor. 9)10) Assists with snow and ice removal and maintains grass and landscaped areas including weed control, lawn moving, raking, trimming and general cleaning of walks and parking lots. 10)11) Prepares reports as needed. 11)12) May assist staff with monitoring deliveries and controlling of supplies. 12)13) Performs other duties as assigned.
Knowledge, Skills And Abilities	• Good-Considerable knowledge of the cleaning methods, materials and equipment necessary for cleaning, maintenance, and repair of buildings and facilities. Knowledge of occupational and safety measures, including involved in the safe handling and use of hazardous materials used by the department and occupational and safety precautions. Knowledge of basic arithmetic calculations. Working knowledge of physical building systems and their operations. • Skill and ability to operate a variety of specialized and general machinery and equipment including sweepers, buffers, vacuums, carpet extractors, burnishers, mowers, weed eaters, spreaders, sanders, trucks, snow blowers, shovels, etc. Skill and ability to follow written and oral directions. Working skill in the use of common hand and power tools and equipment used in building and equipment maintenance and repair. Some skill in determining needs for repairs and preventative maintenance to buildings and equipment.

	• Ability to communicate effectively both orally and in writing. Ability to read, interpret and apply operating, use and safety instructions provided by manufacturers for equipment, tools and supplies. Ability to complete/maintain simple reports. Ability to establish and maintain effective working relationships with staff and the public. Ability to establish and maintain effective working relationships with staff and the public and to deal with the public in a courteous manner. Ability to work the required hours of the position. May be required to demonstrate minimum competency by successfully passing approved tests.
Minimum Education And Experience	1) High school diploma or equivalent. 2) Three<u>One</u> years experience in cleaning, and maintain<u>enancing, and repair of</u> large buildings and grounds. 3) Experience with cleaning <u>and grounds keeping</u> machinery and equipment including sweepers, buffers, mowers, weed eaters, spreaders, sanders, trucks, snow blowers, shovels, etc., preferred. 4) Valid driver's license and good driving record.
Physical Requirements	Ability to perform the following activities: ▪ Lifting and carrying up to 50 pounds. ▪ Lifting and carrying 50-75 pounds occasionally with assistance. ▪ Frequent lifting, pushing, pulling, and carrying. ▪ Ability to reach, seize, hold, grasp, climb, stoop, kneel, crouch and crawl. ▪ Ability to work in varied environmental conditions.
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

July 8, 2025

PREPARED BY

AGENDA ITEM # F.I

Report of Routine Personnel Actions

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 7.8.25

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

July 8, 2025

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Transit Intern	Transit	Sawyer Vorpahl	6/16/2025
Public Records Specialist	PD	Tiffany Matthews	6/30/2025
Mechanic	PRF	Benjamin Miller	6/30/2025
Business Support Specialist	CED	Jessica Maes	6/30/2025
Custodian I	PD	Jamie Heezen	7/21/2025
Seasonal Maintenance Employee	DPW	Kaden Diemer	7/2/2025
Administrative Clerk	DPW	Leah Pierquet	7/7/2025
<u>Transfer</u>			
Lieutenant	Fire	Joseph Thomson	6/7/2025
Engineer	Fire	Trevor Sorge	6/7/2025
Utility Manager	DPW	Valerie Joosten	6/11/2025
Deputy City Attorney	Law	Lacey Cochart	6/5/2025
Parking Maintenance Tech	DPW	Eric Doyka	6/30/2025
<u>Promotion</u>			
Utility Manager	DPW	Valerie Joosten	6/11/2025
Deputy City Attorney	Law	Lacey Cochart	6/5/2025
Lieutenant	Fire	Joseph Thomson	6/7/2025
Engineer	Fire	Trevor Sorge	6/7/2025
Firefighter	Fire	Logan Baitinger	6/16/2025
Civil Engineer I	DPW	Myla Thompson-Eagan	6/30/2025
<u>Grade/Step Change</u>			
Human Resources Generalist II	HR	Jennifer Smits	6/2/2025
Human Resources Generalist II	HR	Adam Reidinger	6/1/2025
Wellness Administrator	HR	Amber Van Allen	6/2/2025
Park Facilities Superintendent	PRF	Jason Arnoldi	6/2/2025
Conservation Corps Coordinator	PRF	Maria Otto	6/1/2025
Clean Energy Connector	DPW	Alex Galt	5/28/2025
Administrative Manager	PRF	Nina Robinette	6/1/2025
Records Clerk	PD	Angela Knutson	6/1/2025
Records Clerk	PD	Carla Hoffmann	6/2/2025
Evidence Technician	PD	Nathan Kolinski	6/2/2025
Custodian I	PD	Ted Francois	6/2/2025
Mechanic Foreperson	PD	James Spsychalski	6/1/2025
Mechanic	PD	Todd Buth	6/1/2025
Mechanic	PD	Marty Biese	6/1/2025
Records Clerk	PD	Jennifer Swisher	5/2/2025
Crime Prevention Coordinator	PD	Melanie Skalmoski	6/2/2025
Crime Prevention Coordinator	PD	Natalia Sidon	6/2/2025
Executive Secretary	PD	Laura Wery	6/2/2025

Building Services Supervisor	PD	Gary McDermid	6/2/2025
Business Manager	PD	Rick Jurkanis	6/2/2025
Crime Analyst	PD	Michelle Belongie	6/2/2025
Deputy IT Director	IT	Jason Bamman	6/2/2025
Network Specialist	IT	Kristi Wise	6/2/2025
Senior Programmer Analyst	IT	Yurshia Xiong	6/2/2025
Civil Engineer II	PRF	EmmaLee Browne	6/4/2025
Park Maintenance Worker	PRF	Bryce Oysti	6/24/2025
Crime Analyst	PD	Jonah Riggle	6/18/2025
Systems Analyst	PD	Steve Meadowcroft	6/2/2025
Network Specialist	PD	Ernesto Aguilera	6/24/2025
Chief Naturalist	PRF	Kim Diedrich	6/2/2025
Naturalist	PRF	Jody Sperduto	6/2/2025
Curator of Animals	PRF	Lori Bankson	6/2/2025
Purchasing Assistant	Admn Svs	Kristal Dryer	6/1/2025
Mechanic Assistant	Transit	Austin Kiewiz	7/15/2025
IT Director	IT	David Wilquet	6/1/2025
Development Director	CED	Cheryl Renier-Wigg	6/1/2025
Finance Director	Admn Svs	Diana Ellenbecker	5/16/2025
Transit Director	Transit	Patricia Kiewiz	6/1/2025
Community Liason	Mayor	Kerry Yang	5/28/2025
Mechanic	DPW	Brandon Knoflicek	7/2/2025

End of Employment

Transit Operator	Transit	Randall Hofer	6/11/2025
Seasonal Maintenance Employee	DPW	James DeVault	6/9/2025
Engineer	Fire	William Margis	6/16/2025
Sergeant	PD	Michael Luberd	7/24/2025
Administrative Clerk II	Muni Ct	Christine Petitjean	6/27/2025
Mechanic	PRF	Joshua Vanlaanen	6/30/2025