



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, JULY 29, 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=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 29, 2025, meeting of the Personnel Committee.

D. Approval of Minutes.

I. Approval of the minutes from the July 8, 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. Operator I

b. Mechanic

F. Informational.

I. Report of Routine Personnel Actions

2. Next Meeting: August 12, 2025

G. Adjournment.

1. Adjournment of the Tuesday, July 29, 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 29, 2025

PREPARED BY

AGENDA ITEM # D.I

Approval of the minutes from the July 8, 2025 meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. PC Minutes 07.08.2025



MINUTES 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

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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, July 8, 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 Tuesday, June 17, 2025 meeting.

Moved by Ald. Brian Johnson, seconded by Ald. Kathy Hinkfuss 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. Mechanic

Moved by Ald. Brian Johnson, 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 two Custodian I positions to Custodian II.

Moved by Ald. Brian Johnson, seconded by Ald. Kathy Hinkfuss to approve.

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: Tuesday, July 29, 2025

G. ADJOURNMENT.

- I. Adjournment of the Tuesday, July 8, 2025, meeting of the Personnel Committee.

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

July 29, 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. Operator I
- b. Mechanic

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- 1. Personnel Committee Request to Fill Memo
- 2. Operator I
- 3. Mechanic

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Emma Baierl
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: July 29, 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.

- Operator I– Replacement position due to the retirement of Grant Willems effective August 5, 2025. This position is budgeted at \$26.07 - \$29.79 per hour (Pay Grade F).
- Mechanic– Replacement position due to the resignation of Marcus Doucette effective August 1, 2025. This position is budgeted at \$30.76 - \$36.18 per hour (Pay Grade H).

**Position Fill Request
Justification Report
July 15, 2025**

Position Title: Street Section – Operator 1 (Tractor Operator)

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 retirement of Grant Willems effective at the end of the work day on August 5, 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-Traffic Division operating budget. The current pay range is \$26.07 to \$29.79 per hour (Pay Grade F).

3. **Please list the functions and any special information regarding this position.**
Tractor Operators perform a full range of duties including, but not limited to, removing snow, cutting grass, snow/ice control between winter storms, beam guard rail repair, pavement repair, pothole patching, and general labor assignments related to DPW 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. The use of in-house labor and equipment reduces the need to contract out for those services.

5. **Please explain why the current staff is unable to absorb the duties of this position.**
Loss of a Tractor Operator position represents a reduction in DPW's ability to provide all Street Section services in a timely manner, notably wintertime snow removal and summertime grass cutting.

6. **If duties of position are presently being done, how are they done?**
Duties of vacant positions are assigned to other Street Section employees as needed. When there is a lack of personnel, assignments are prioritized. If staffing is not available, then lower priority assignments are either postponed or not completed.

7. **What service would be reduced or eliminated if this position is not filled?**
DPW will continue to perform all core services. However, a reduction in staffing will result in a lower level of service for residents. DPW's biggest concern is keeping up with grass cutting, yard waste collection, and snow removal duties.

8. **What are the alternative methods and costs of accomplishing the work?**
DPW must 1) provide proper maintenance, care, and safety of City infrastructure, and 2) comply with City ordinance regarding care of grassy areas. The frequency of grass cutting cannot be reduced during the growing season, as DPW-maintained grass is already allowed to grow to the maximum height allowed by ordinance before cutting. One alternative would

be working overtime to maintain the required service or outsourcing of services. But continued overtime can lead to employee burnout and lower morale. Another alternative would be to reduce City services like 1) increasing the snowfall amount before plowing from 2 inches to 3 inches, and 2) eliminating the curbside yard waste collection program.

9. Are there union issues?

No

10. Other supporting comments.

None

**Position Fill Request
Justification Report
July 22, 2025**

Position Title: Mechanic – DPW Operations Division/Motor Equipment 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 Marcus Doucette effective at the end of the work day on August 1, 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-Operations Division operating budget. The current rate of pay is \$30.76/hour to \$36.18/hour (Pay Grade H).
- 3. Please list the functions and any special information regarding this position.**
DPW Mechanics maintain and repair all DPW vehicles and equipment; as well as Parking Division, Planning/Housing Department, and Mayor's Office vehicles. Mechanics also assist other departments with vehicle and equipment repairs when requested.
- 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 these services out to a private vendor.
- 5. Please explain why current staff is unable to absorb duties of this position.**
DPW has thirteen (13) Mechanics in its table of organization. Any vacancy adds workload to other Motor Equipment Section staff, which reduces the ability of the section to maintain DPW's preventative maintenance and repair programs at the necessary level. Insufficient Mechanic staffing contributes to extended vehicle and equipment down time. DPW cannot maintain all repair requests at all times with a short staff. Replacement of the Mechanic vacancy is necessary.
- 6. If duties of this position are presently being done, how are they done?**
Duties associated with any vacant position are assigned to other employees. If there is a lack of personnel, then assignments are prioritized. Unassigned duties are postponed, not completed, or overtime expenditures are required to complete necessary repairs.
- 7. What service would be reduced or eliminated if this position is not filled?**
DPW cannot reduce or eliminate core services. Motor Equipment Section operates as an internal City service agency for DPW, and other departments. Its clients are DPW, Mason Manor, Inspection Department, Mayor's Office, Parking Division, and Police/Fire Departments when requested. If Mechanic positions are eliminated, DPW would first reduce or eliminate services provided to other departments. DPW must maintain its own fleet first.

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

The alternative to not filling Mechanic vacancies is expenditure of overtime to keep up with workload demand. Using overtime could reduce cost to the City *in the short term* by not having to cover fringe benefits of eliminated Mechanic positions. However, regular overtime assignments lead to burnout, low morale, increased worker compensation injuries, and increased absenteeism. Another alternative to eliminating Mechanic positions is privatization, but that typically is a more expensive 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

July 29, 2025

PREPARED BY

AGENDA ITEM # F.I

Report of Routine Personnel Actions

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 7.29.25

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
July 29, 2025**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Arborist II	PRF	Kristofer Backus	7/28/2025
Plumbing & HVAC Inspector	CED	Timothy Thorne	7/28/2025
<u>Grade/Step Change</u>			
Office Manager	PD	Lisa Wachowski	6/21/2025
Advanced Patrol Officer	PD	John Allen	7/11/2025
Specialist I	PD	Daryl Johnson	7/9/2025
Advanced Patrol Officer	PD	Arturo Santos-Martinez	7/11/2025
Patrol Officer	PD	Benjamin Snyder	7/8/2025
Specialist I	PD	Nicholas Walvort	7/9/2025
Engineering Tech	DPW	Patrick Molski	6/16/2025
Captain	PD	Matthew Cain	7/6/2025
Patrol Officer	PD	Cameron Boersma	6/30/2025
Laborer - Sanitation	DPW	Kyle Pennings	7/8/2025
Engineering Tech	DPW	Mark Aerts	6/26/2025
Senior Animal Keeper	PRF	Melanie Carretero	6/29/2025
Account Clerk III	DPW	Melinda Stacie	6/1/2025
Bus Operator	Transit	Kory Heller	7/5/2025
Maintenance Manager	Transit	Kenny Hofer	8/5/2025
Homeless Outreach Case Coordinator	CED	Peter Silski	8/5/2025
Mechanic Foreperson	DPW	Bryan Landis	7/11/2025
<u>End of Employment</u>			
Patrol Officer	PD	Eli Armstrong	7/14/2025
Operator I	DPW	Grant Willems	8/5/2025
Human Resources Assistant	HR	Kari Draheim	8/4/2025