



# **AGENDA OF THE PERSONNEL COMMITTEE**

**TUESDAY, SEPTEMBER 9, 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=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, September 9, 2025, meeting of the Personnel Committee.**

## **D. Approval of Minutes.**

### **I. Approval of the minutes from the Tuesday, August 12, 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. Custodian I

b. Administrative Clerk

c. Laborer

d. Conservation Corps Field Assistant

2. For consideration with possible action on the request to reclassify one vacant Parking Maintenance Technician position to a Parking Maintenance Foreperson and fill any subsequent vacancies resulting from internal transfers.
3. For consideration with possible action on the request to reclassify one vacant Civil Engineer II position to a Senior Landscape Architect and fill any vacant positions resulting from internal transfers.
4. For consideration with possible action on the proposed ordinance for the Mayor salary for the next term beginning in 2027.
5. For consideration with possible action on the request to remove the requirement to request approval for replacement of existing, budgeted positions when a vacancy occurs; and for internal transfers between positions that do not involve changes to classification, FTE status, or pay grade.

**F. Informational.**

1. Report of Routine Personnel Actions
2. Next Meeting: Tuesday, September 23, 2025

**G. Adjournment.**

1. Adjournment of the Tuesday, September 9, 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](http://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**

September 9, 2025

**PREPARED BY**

**AGENDA ITEM # D.I**

Approval of the minutes from the Tuesday, August 12, 2025 meeting.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. PC Minutes 08.12.2025



# MINUTES OF THE PERSONNEL COMMITTEE

**TUESDAY, AUGUST 12, 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, Jennifer Grant, Craig Stevens, Alyssa Proffitt

Excused: Brian Johnson, Kathy Hinkfuss

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

### C. APPROVAL OF THE AGENDA.

- I. Approval of the agenda for the Tuesday, August 12, 2025, meeting of the Personnel

Committee.

Moved by Ald. Craig Stevens, seconded by Ald. Alyssa Proffitt to approve the agenda.

Motion Passed.

Yes-Bill Galvin, Jennifer Grant, Craig Stevens, Alyssa Proffitt, No-None, Abstain-None.

#### **D. APPROVAL OF MINUTES.**

1. Approval of the minutes from the July 29, 2025 meeting.

Moved by Ald. Alyssa Proffitt, seconded by Ald. Craig Stevens to approve.

Motion Passed.

Yes-Bill Galvin, Jennifer Grant, Craig Stevens, Alyssa Proffitt, 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. Park Planner

Moved by Ald. Alyssa Proffitt, seconded by Ald. Craig Stevens to approve.

Motion Passed.

Yes-Bill Galvin, Jennifer Grant, Craig Stevens, Alyssa Proffitt, No-None, Abstain-None.

2. For consideration with possible action on the request to over-hire two Firefighter positions.

Moved by Ald. Craig Stevens, seconded by Ald. Alyssa Proffitt to approve.

Motion Passed.

Yes-Bill Galvin, Jennifer Grant, Craig Stevens, Alyssa Proffitt, No-None, Abstain-None.

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

Moved by Ald. Craig Stevens, seconded by Ald. Alyssa Proffitt to hold until the next meeting.

Motion Passed.

Yes-Bill Galvin, Jennifer Grant, Craig Stevens, Alyssa Proffitt, No-None, Abstain-None.

4. For consideration with possible action on the request to remove the requirement to request approval for replacement of existing, budgeted positions when a vacancy occurs; and for internal transfers between positions that do not involve changes to classification, FTE status, or pay grade.





Report to the  
**Personnel Committee**  
of the City of Green Bay

**MEETING DATE**

September 9, 2025

**PREPARED BY**

**AGENDA ITEM # E.1**

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

- a. Custodian I
- b. Administrative Clerk
- c. Laborer
- d. Conservation Corps Field Assistant

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. Personnel Committee Request to Fill Memo
2. Custodian I
3. Admin. Clerk
4. Laborer
5. Conservation Corps Field Assistant

# MEMORANDUM

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Human Resources Department

To: Personnel Committee

From: Emma Baierl  
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: September 9, 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.

- Custodian I – Replacement position due to the resignation of Mark Gallenberger effective August 15, 2025. This position is budgeted at \$21.78 - \$24.19 per hour (Pay Grade C).
- Administrative Clerk – Replacement position due to the resignation of Amanda Zuleger effective August 27, 2025. This position is budgeted at \$23.21 - \$25.78 per hour (Pay Grade D).
- Laborer – Replacement position due to the retirement of Paul Mleziva effective September 16, 2025. This position is budgeted at \$26.07 – 29.79 per hour (Pay Grade F).
- Conservation Corps Field Assistant – Replacement position due to the resignation of Andrew Gilsdorf effective September 12, 2025. This position is budgeted at \$26.07 - \$29.79 per hour (Pay Grade F).

**Position Fill Request  
Justification Report  
August 18, 2025**

**Position Title: Custodian (I)**

- 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 as a result of the resignation of Mark Gallenberger effective 08/15/2025.

- 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. The current wage range is \$21.78 - \$24.19 per hour (Pay Grade C).

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

The Custodian I position works under general direction, performs work of moderate difficulty in custodial care and maintenance of the City Hall Facility.

- 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.**

Staff are responsible for the maintaining of the City Hall Facility ensuring that all offices, common areas, and meetings rooms as well as the surrounding grounds are maintained in a clean and safe manner.

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

When vacancies occur in this classification, we are unable to meet all of the maintenance needs of City Hall, as well as upkeep of the facility. As positions become vacant, we prioritize and reprioritize our daily work. The effect is that many of the services that we provide to the public and City Staff are being performed less frequently.

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

The overall service would be reduced. We have tried to lessen the obvious impact by reprioritization.

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

Contracting for various maintenance services would need to be explored. Costs would be dependent on the service contracted. The Custodian I performs a wide range of services during a calendar year, therefore making it difficult to replace a single position by contracting.

**9. Are there union issues?**

No.

**10. Other supporting comments.**

Custodial Staff have endured increased sanitization priorities and requirements. This position also ensures that we have a staff member present in City Hall during the evenings to ensure facility is maintained and secured for evening meetings. Whenever any custodial are absent, it becomes a strain on our current staff. During the current gap, we have had to pull additional staff from the Parks Maintenance Division to assist with the locking of the building and the custodial duties in addition to their regular maintenance duties in the evening. In addition we will be in a overtime status for additional staff members.

**Position Fill Request  
Justification Report  
August 18, 2025**

**Position Title: Administrative Clerk (Public Works)**

- 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 Amanda Zuleger effective at the end of the work day on August 27, 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. The current wage range is \$23.21-\$25.78 per hour (Pay Grade D).

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

- A. Provides clerical support services to departmental staff in the processing of letters, reports, permits, studies, and forms as instructed by the Public Works Supervisor. Prioritizes and processes work related to City construction and/or reconstruction projects to meet deadlines of bidding documents and corresponding advertisement notices, agenda, change orders, letters, reports, payments, and record keeping of the same. Types and data enters information for statistical or financial reports, correspondence, schedules, budgets, statements, and other material as necessary, which frequently involves some judgement regarding the information included or format used. Tracks various licensing programs and related duties.
- B. Prepares agenda, minutes, and organizes follow-up work of notices and correspondence for Improvement & Services Committee and Traffic, Bicycle, & Pedestrian Commission; processes follow-up Council report and prepares resolutions as needed. Records and files proceedings as they relate to the Department. Organizes and maintains records of 90-day traffic signage trial periods for Traffic, Bicycle, & Pedestrian Commission. Takes and prepares minutes and summaries for bid opening meetings. Prepares minutes for preconstruction and other meetings as needed.
- C. Maintains files and prepares correspondence, forms, reports, and other materials; sorts and files materials alphabetically, numerically or by other predetermined classification. Searches for information for same from various sources. Updates Public Works website, social media, and calendars as needed.
- D. Sells and issues various items such as bidding documents, plans, maps, garbage and recycling bins, etc. Issues receipts. Maintains related records.
- E. Generates invoices for early solid waste/recycling set out collection, bulk collection, snow and ice control, grass and weed control, damaged City property, clean-ups, excavation permits, etc., and maintain records. Compiles and enters data for requisitions and purchase orders and maintains records of requisition purchases. Maintains inventory and keeps records of supplies.

- F. Records, reviews, and maintains records of utility bills for City and department facilities and/or equipment.
- G. Acts as receptionist, assisting callers and responding to inquiries. Performs moderately to considerably difficult telephone answering and counter work, which may involve explanation of some departmental procedures or independent judgement for immediate/emergency referral to staff. Takes complaints and forwards to appropriate personnel.
- H. Organizes and processes street resurfacing postcard surveys of affected residents. Composes routine correspondence in accordance with standard policies.
- I. Assists Public Works Supervisor and Parking Division office staff with clerical-related duties as deemed necessary.
- J. Performs related work as required.

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

Clerical staff is responsible for accepting payment and/or preparing invoices for a variety of services including, but not limited to, excavation permits, bulk garbage collection, traffic equipment damages, snow removal, weed cutting, recycling carts, parking citations, and monthly parking stall rentals amounting to approximately \$3,000,000 per year in City revenue.

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

Loss of an Administrative Clerk position represents a reduction in DPW's ability to provide all administrative services in a timely manner, including customer service response times, accepting payments, sending invoices, issuing permits, executing DPW contracts, completing correspondence and letters, finalizing Committee agendas, reports, and minutes.

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

The position duties are being split between the Public Works Supervisor and two other Administrative Clerks.

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

Response time and the level of service to the public would be impacted.

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

Outsourcing of invoicing and answering service for phone calls. It is doubtful that this would be less costly and service levels would likely decrease.

**9. Are there union issues?**

No.

**10. Other supporting comments.**

**Position Fill Request  
Justification Report  
August 26, 2025**

**Position Title:** Laborer – 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 vacancy is the result of the retirement of Paul Mleziva effective at the end of the regular workday on September 16, 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 wage range for a Laborer is \$26.07/hour to \$29.79/hour (Pay Grade F).

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

Laborers perform a full range of duties including (but not limited to) operating commercial vehicles, light vehicles, power equipment, and hand tools. They are assigned to snow removal, leaf collection, grass cutting, guard rail repair, roadway repair, traffic control, and other assignments necessary to complete 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. Conversely, DPW's in-house labor and equipment reduces expenses associated with contracting out for those services and maintains institutional knowledge necessary to operate at higher efficiency.

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

Loss of a Laborer will reduce DPW's ability to provide Street Section services in a timely manner, including snow/ice removal, leaf collection, and grass/weed cutting.

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

During periods of short staffing, duties normally performed by vacant positions are not completed. They are assigned to others by order of priority. If there is not adequate time to complete all jobs, then lower priority jobs are postponed or not completed.

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

DPW will always perform its core services due to safety-critical and customer service responsibilities of its business. However, a reduction in staffing will result in a lower level of service for residents.

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

DPW must comply with State and local laws, ordinances, polices, and rules for care of public infrastructure. The frequency of certain activities cannot be reduced. Loss of Laborers affects the volume of work that can be completed on regular time. One alternative would be working overtime to maintain required services. Another alternative is outsourcing

services. However, both of those alternatives are more costly than merely filling the vacancy.

**9. Are there union issues?**

No

**10. Other supporting comments.**

None

**Position Fill Request  
Justification Report  
9/4/2025**

**Position Title: Conservation Corps Field Assistant**

- 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 following the resignation of Andrew Gilsdorf, effective at the end of the work day on September 12, 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, the Conservation Corps Field Assistant position is currently funded in full in the 2025 budget. The current wage range for this position is \$26.07/hour to \$29.79/hour (Pay Grade F).

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

This position is responsible for supervising and training all AmeriCorps members serving in the Conservation Corps program. The Conservation Corps Field Assistant is also responsible for tracking progress and assisting in the planning of future restoration projects.

- 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.**

There are currently only two full time City staff members responsible for running and managing the entire Conservation Corps program. The Conservation Corps Coordinator's duties include, but are not limited to grant reporting, grant management, project coordination, public outreach and volunteer coordination. The Conservation Corps Field Assistant is primarily responsible for training and supervision of the crews in the field. The Conservation Corps consists of 15 – 30 crew members at any given time. With the Field Assistant leaving, the Conservation Corps Coordinator will have to focus the vast majority of her time to training and supervising the crews. Most of her other duties will not get done until this position is filled.

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

On a temporary basis, the Conservation Corps Coordinator will take on the responsibilities of supervising the crews. This is not sustainable for a long period of time as the grant management requirements are extensive.

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

If this position is eliminated, the City of Green Bay will not be able to fulfill its grant requirements for the AmeriCorps grant.

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

There are not alternative methods unless the Conservation Corps crews were to be significantly reduced/eliminated. This would put the City out of compliance for the AmeriCorps grant.

**9. Are there union issues?**

No.

**10. Other supporting comments.**



Report to the  
**Personnel Committee**  
of the City of Green Bay

**MEETING DATE**

September 9, 2025

**PREPARED BY**

**AGENDA ITEM # E.2**

For consideration with possible action on the request to reclassify one vacant Parking Maintenance Technician position to a Parking Maintenance Foreperson and fill any subsequent vacancies resulting from internal transfers.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Parking Maintenance Foreperson Reclass Memo



Public Works Department  
100 North Jefferson Street - Room 300  
Green Bay, Wisconsin 54301-5026  
www.greenbaywi.gov

Administration | Engineering | Traffic 920.448.3100  
Operations 920.448.3535  
Parking 920.448.3431  
Fax 920.448.3102

August 21, 2025

TO: Personnel Committee  
Brian Rollefson, Human Resources Director

FROM: Justin Linzmeier, Public Works Superintendent  
Chris Pirlot, Operations Director  
Valerie Joosten, Director of Public Works

RE: Request to reclassify one vacant (1) Parking Maintenance Technician position to a Parking Maintenance Foreperson position and a request to fill any subsequent vacancies resulting from internal transfers.

**RECOMMENDATION:**

- I. To keep staffing at current levels while also meeting the growing needs of the Parking Division, it is recommended that one (1) full-time Parking Maintenance Technician be reclassified to one (1) full-time Parking Maintenance Foreperson.

**BACKGROUND**

- II. There are currently ten (10) Parking Maintenance Technicians in the Parking Division Table of Organization. Parking Maintenance Technicians perform all core facility maintenance functions including maintenance and repairs of parking access and revenue control system (PARCS) equipment, maintenance and cleaning of Parking division buildings, ramps, lots, and storage facilities, collection of revenue from parking meters and pay stations, snow and ice control, pavement marking and signing in parking facilities, security and traffic control of lots and ramps, and assisting parking patrons as needed. All Parking Maintenance Technicians function under direct supervision of the Parking Division Superintendent. Through the early 2000's, Parking Division maintained a Parking Maintenance Supervisor. This position directly managed Parking Division field staff, so the Parking Supervisor could manage budget, policy, procedure and administrative duties with the Traffic Engineer, who served as Parking Manager at that time. With DPW organizational changes and PARCS technology advances, the Maintenance Supervisor position was eliminated, and morphed into the current Parking Superintendent position.

With the elimination of a Parking Maintenance Supervisor, an individual on each shift assumed the role of making group work function decisions to keep work activity going when

the Parking Superintendent was not at work and/or available. This individual also carried a cellular phone while on shift.

Over the past twenty years, PARCS equipment technology and parking management activity has advanced and changed. Because of those changes, the Parking Superintendent regularly needs assistance with planning, organizing, assigning, and overseeing parking facility maintenance functions. By reclassifying one (1) Parking Maintenance Technician to a Parking Maintenance Foreperson, the Parking Superintendent will be able to focus more on project planning, policy development and enforcement, and administrative tasks. The proposed Parking Maintenance Foreperson would report directly to the Parking Superintendent and be tasked with the following responsibilities:

- Assign and track duties of field employees
- Research and solve issues that occur
- Track and document work activity
- Investigate complaints and interact with customers to resolve them
- Perform the functions of a Parking Maintenance Technician

Redistributing these duties will allow for improved time management and efficiency of the division. In addition, during periods when the Parking Superintendent is away, current Parking maintenance staff do not have an individual on-site that can make management decisions. A Parking Maintenance Foreperson would be able to coordinate and lead fieldwork functions with minimal interaction from the Parking Superintendent or Parking Manager.

## FISCAL IMPACT

- III. Currently the Parking Maintenance Technician position is included in the City's pay plan in Pay Grade F with a wage range of \$26.07 to \$29.79 per hour. The City's consultant, Cottingham & Butler, has reviewed the job description for the Parking Maintenance Foreperson and advised placement in Pay Grade G, which has a current wage range of \$28.04 - \$32.98 per hour. The Parking Division plans to fill the newly created Parking Maintenance Foreperson through internal promotion, and filling the subsequent vacant Parking Maintenance Technician position. The projected fiscal impact of reclassifying one (1) Parking Maintenance Technician position to a Parking Maintenance Foreperson would be \$10,637. (See attached worksheet for detail). The anticipated funding source for this position is the DPW-Parking Division (202505) operating budget fund.





Report to the  
**Personnel Committee**  
of the City of Green Bay

**MEETING DATE**

September 9, 2025

**PREPARED BY**

**AGENDA ITEM # E.3**

For consideration with possible action on the request to reclassify one vacant Civil Engineer II position to a Senior Landscape Architect and fill any vacant positions resulting from internal transfers.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. Sr Landscape Architect Reclass Memo
2. Sr. Landscape Architect



Parks, Recreation & Forestry Department  
100 North Jefferson Street - Room 510  
Green Bay, Wisconsin 54301-5026  
www.greenbaywi.gov

Phone 920.448.3365  
Fax 920.448.3393

September 5, 2025

TO: Personnel Committee  
Brian Rollefson, Human Resources Director

FROM: Dan Ditscheit, Parks, Recreation, & Forestry Director

RE: Request to reclassify one (1) vacant Civil Engineer II position to a Senior Landscape Architect position and a request to fill any subsequent vacancies resulting from internal transfers.

**RECOMMENDATION:**

- I. To keep staffing at current levels while also meeting the changing needs of the Parks Department, it is recommended that one (1) full-time Civil Engineer II be reclassified to one (1) full-time Sr. Landscape Architect.

**BACKGROUND**

- II. The Park Design & Development Division currently consists of 2 employees, a Park Planner (Landscape Architect) and a Civil Engineer II. Following the resignation of the previous Park Planner, the Civil Engineer II was promoted to the vacant Park Planner position. To maintain a balance of skillsets within the division, the Parks Department and Human Resources is recommending reclassifying the Civil Engineer II position to a Senior Landscape Architect position. With this proposed change, the Park Planner would assume responsibility for civil engineering duties in addition to existing Park Planner responsibilities.

In 2007 the Park Design & Development Division downsized from 3 full-time positions with landscape architecture backgrounds (1 Park Planner and 2 Senior Landscape Architects) to 2 full-time positions (1 Park Planner and 1 Sr. Landscape Architect). After this change was made the project load did not decrease, but instead the workload increased for the two remaining division employees. In 2018 the Senior Landscape Architect position was reclassified to a Civil Engineer II position. It has been the observation of the Parks Department that the division arrangement of having one (1) Civil Engineer and one (1) Landscape Architect on staff has been working extremely well. Both positions require very specific skillsets necessary for continued park development.

If approved, the new Senior Landscape Architect position will take on all duties as it relates to landscape design, planting plans, playground designs, park master planning, construction

supervision, and project management for smaller Park projects. The Park Planner will now be taking on civil engineering duties in addition to the existing Park Planner duties such as project management for larger projects, project budgeting, Capital Improvement Plan preparation, grant management, property acquisitions, and coordination with various park user groups.

It should also be noted that currently both Park Design & Development Division positions spend about 25% of their time with design work as it relates to civil engineering or landscape architecture. This will make for an easy transition for the new Park Planner to take on all duties of the role along with the additional civil engineering duties if there was a Senior Landscape Architect on staff to absorb the landscape architecture work.

## **FISCAL IMPACT**

- III. Currently the Civil Engineer II position is included in the City's pay plan in Pay Grade K with a salary range of \$80,933 to \$95,222 annually. The City's consultant, Cottingham & Butler, has reviewed the job description for the Senior Landscape Architect and advised placement in Pay Grade K, thus resulting in a neutral fiscal impact for reclassifying the position.



# JOB DESCRIPTION

## City of Green Bay

Position Title:	Sr. Landscape Architect
Department:	Parks, Recreation, & Forestry
Reports To:	Park Planner
Status:	Exempt
Salary Range:	Pay Grade K
Job Summary:	Under direction of the Park Planner, performs work of considerable difficulty in planning, designing, and coordinating of development of park and public open space areas.
Essential Functions:	<ul style="list-style-type: none"> <li>▪ Assists the Park Planner in various Park planning initiatives as it relates to design and development. Develops project criteria, site analysis, master planning, conceptual design, drafts construction plans and details, writes specifications and procures products for park/open space planning, design and construction.</li> <li>▪ Inspects and coordinates the work of private contractors in the construction and maintenance of park facilities including securing contractors, project management, site visits, field questions and issues, implementation, post construction evaluation and payment.</li> <li>▪ Provides overall supervision, coordination and instruction to Park crews and volunteers regarding maintenance, landscape and construction activities on a project-by-project basis.</li> <li>▪ Hires consultants as needed to design Park facilities. Reviews plans for compliancy to design criteria.</li> <li>▪ Performs field surveys and staking of critical dimensions and elevations for park and open space projects.</li> <li>▪ Seeks and monitors funding for projects through City budget, bond and grant sources. Prepares cost estimates, bid reviews and project accounting. Assists Park Planner in preparing division budget and bond proposals.</li> <li>▪ Consults with and provides technical information regarding landscaping and open space development to the Departments of Public Works and Planning. Works with and maintains good relationships with other divisions, departments, Board of Education, Neighborhood Associations, and other public and private groups and organizations.</li> </ul>
Knowledge, Skills And Abilities	<ul style="list-style-type: none"> <li>▪ Considerable knowledge of park planning, design principles and landscape construction methods which include but are not limited to; mapping surveying, grading, drainage, playgrounds, athletic fields, fencing, pavement, shelter and restroom construction, (including basic lighting, plumbing and electrical knowledge).</li> <li>▪ Comprehensive knowledge of plant material and landscape maintenance practices including plant pathology and pesticide application.</li> <li>▪ Good knowledge of principles and procedures for accounting, grants, project management and effective supervision.</li> <li>▪ Considerable skill in reading construction plans and topographical maps along with working knowledge of drafting techniques.</li> <li>▪ Ability to proficiently utilize a computer and the required software including a working</li> </ul>

	<p>knowledge of Autocad. Considerable ability to communicate effectively both orally and in writing and to establish and maintain effective working relationships with staff, other professionals, elected officials, and the general public. Good ability to make public presentations. Ability to work the required hours of the position.</p> <p>May be required to demonstrate minimum competency by successfully passing approved tests.</p>
<p>Minimum Education and Experience</p>	<ul style="list-style-type: none"> <li>▪ Bachelor Degree in Landscape Architecture or related field.</li> <li>▪ Wisconsin Landscape Architect license highly desirable.</li> <li>▪ Three years' experience in park related work, including one-year supervisory experience.</li> <li>▪ Minimum one year CAD experience. GIS experience desired.</li> <li>▪ Valid driver's license and good driving record.</li> </ul> <p>A combination of equivalent experience and/or education may be considered.</p>
<p>Physical Requirements</p>	<ul style="list-style-type: none"> <li>▪ Ability to perform the following activities:             <ul style="list-style-type: none"> <li>○ Lifting and carrying up to 20-50 pounds.</li> <li>○ Frequent standing, walking, sitting, stooping, and reaching.</li> <li>○ Ability to focus for long periods of time on projects.</li> <li>○ Ability to climb and hike in rough terrain.</li> <li>○ Ability to work in varied environmental conditions.</li> </ul> </li> </ul> <p>The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements.</p>
<p>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.</p> <p>_____</p> <p>Employee Name (Print) <span style="margin-left: 200px;">_____</span> Date</p> <p>_____</p> <p>Employee Signature</p>	



Report to the  
**Personnel Committee**  
of the City of Green Bay

**MEETING DATE**

September 9, 2025

**PREPARED BY**

**AGENDA ITEM # E.4**

For consideration with possible action on the proposed ordinance for the Mayor salary for the next term beginning in 2027.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. Personnel Committee - 09-09-25 Mayor Salary Ordinance
2. Draft G.O. 18-25 Related to Salaries



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

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To: Personnel Committee  
From: Brian Rollefson, Human Resources Director  
Re: Mayor Salary Ordinance  
Date: September 9, 2025

The purpose of this memorandum is to present General Ordinance No. 18-25 to the Personnel Committee for review and recommendation to the Common Council. This ordinance amends Section 2-83 of the Green Bay Municipal Code relating to the Mayor's salary and revises the salary schedule previously approved by the Personnel Committee on June 17, 2025, and by the Common Council on June 24, 2025.

## Summary of Ordinance

The ordinance sets a revised future salary schedule for the Mayor of the City of Green Bay, effective at the start of the future mayoral term:

- April 2027 term start: \$128,547.
- After the 2027-2031 term, the above amount will be adjusted by a percentage equal to the combined four (4) annual percentage changes calculated for City employees in the previous four (4) years and shall be effective each year of the start of the mayoral term.

Per state law and city code, salaries for the Mayor cannot be changed during a current term of office; these adjustments apply only at the start of the specified future terms.

## Background

The salary schedule above differs from the schedule approved at the June 17, 2025 Personnel Committee meeting and the June 24, 2025 Common Council meeting in accordance with Wis Stat 66.0507: Elected official salary schedules cannot include an automatic adjustment (including the upwards and downwards fluctuation in the cost of living).

## Recommendation

We recommend approval of General Ordinance No. 18-25 as drafted.

GENERAL ORDINANCE NO. 18-25

**AN ORDINANCE  
AMENDING SECTION 2-83,  
GREEN BAY MUNICIPAL CODE,  
RELATING TO SALARIES**

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

**SECTION 1.** Section 2-83, Green Bay Municipal Code, is hereby amended to read:

Salaries shall be determined by the Council, provided the salary of Mayor and members of the Council shall not be changed during their terms of office.

**The mayoral salary for the 2027-2031 term shall be \$128,547.00. After that term, that amount shall be adjusted by a percentage equal to the combined four (4) annual percentage changes calculated for City employees in the previous four (4) years rounded to the nearest whole percentage, and shall be effective the second pay period in April of each year of the start of the mayoral term.**

**SECTION 2.** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION 3.** Effective date. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

APPROVED:

\_\_\_\_\_  
Eric Genrich, Mayor

ATTEST:

\_\_\_\_\_  
Celestine Jeffreys, Clerk

Law  
8/19/2025



Report to the  
**Personnel Committee**  
of the City of Green Bay

**MEETING DATE**

September 9, 2025

**PREPARED BY**

**AGENDA ITEM # E.5**

For consideration with possible action on the request to remove the requirement to request approval for replacement of existing, budgeted positions when a vacancy occurs; and for internal transfers between positions that do not involve changes to classification, FTE status, or pay grade.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. 09-09-25 Replacement Positions
2. Chapter 6 - Recruitment and Selection Policy (rev.)



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

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**To:** Personnel Committee

**From:** Brian Rollefson, Human Resources Director

**Re:** Removal of Committee & Council Approval Requirement for Replacement Positions & Internal Transfers

**Date:** September 9, 2025

## Background

At the August 10, 2025, Personnel Committee meeting, staff recommended eliminating the requirement to seek approval for:

- Replacing existing, budgeted positions when a vacancy occurs.
- Internal transfers between positions that do not change classification, FTE status, or pay grade.

Of the 13 municipalities surveyed, only one (Superior) maintains such a requirement. While the Personnel Committee initially referred the item back to staff, it was pulled for discussion at the Common Council meeting on August 19, 2025. The Council ultimately referred it back to staff for further review.

## Proposed Options

While staff continues to recommend removal of the approval requirement, the following options are available for consideration:

1. **Approve removal of the requirement** as originally recommended at the August 12, 2025 Personnel Committee and August 19, 2025 Common Council meetings.
2. **Implement a notification process** in which Human Resources emails Personnel Committee members each Wednesday with details of vacant positions or qualifying transfers (job title and department). Committee members would have until 11:00am Friday to request discussion at the next Personnel Committee meeting. If no request is made, the action proceeds as approved.
3. **Maintain the current process** requiring committee and council approval.

## Recommendation

Staff recommends **Option 1**: eliminate the requirement for committee and council approval of budgeted replacement positions and qualifying internal transfers, effective immediately. This allows department heads to manage their budgets and staffing levels as already approved by Council. Staff further recommends updating **Chapter 6 – Recruitment and Selection Policy** to reflect this process change (see attached).

<b>Municipality</b>	<b>Committee approval needed to fill replacement and transfer positions?</b>	<b>Source</b>
Appleton	No	CVMIC poll
Cudahy	No	CVMIC poll
De Pere	No	city website and agendas
Elkhorn	No	CVMIC poll
Fitchburg	No	CVMIC poll
Fon du Lac	No	city website and agendas
Kenosha	No	city website and agendas
Madison	No	city website and agendas
Menomonee Falls	No	CVMIC poll
Oak Creek	No	CVMIC poll
Oshkosh	No	city website and agendas
Racine	No	city website and agendas
Waukesha	No	city website and agendas
Wausau	No	CVMIC poll
Wauwatosa	No	CVMIC poll
West Allis	No	CVMIC poll
Superior	Yes	CVMIC poll



## CITY OF GREEN BAY PERSONNEL POLICY

<b>Policy Title</b> Recruitment and Selection	<b>Policy Reference</b> Chapter 6
<b>Policy Source</b> Human Resources Department	<b>Legal Review Date</b> September 5, 2013
<b>Personnel Committee Approval</b> September 24, 2019	<b>City Council Approval</b> October 1, 2019

- 6.1 **POLICY.** It is the policy of the City of Green Bay to recruit, select, evaluate, promote, compensate, and retain employees on the basis of their ability to perform the duties and responsibilities of the position without regard to political affiliation, race, color, creed, religion, age, sex, sexual orientation, gender expression, gender identity, gender non-conformity, transgender status, disability, national origin, genetic information, ancestry, marital status, military service, arrest or conviction record, or any other basis protected by state or federal law. The City will provide reasonable accommodation for disabled applicants and employees who are otherwise qualified as long as such accommodation does not create an undue hardship for the City.

It will be the responsibility of the Human Resources Director to administer these policies under the direction of the Personnel Committee. In addition, it is the responsibility of all management staff and governing committees to ensure that recruitment and selection policies are consistently and impartially applied within their respective departments.

- 6.2 **DEFINITIONS.**

6.2.1 **Transfer:** A transfer is regarded as movement from one permanent City position to any other permanent position within the City's table of organization and may result in a higher salary range and increased level of job responsibilities.

6.2.2 **Hiring Authority:** The department head or designee directly responsible for employing and establishing job duties of the vacant position.

6.2.3 **Immediate Family:** For purposes of this policy immediate family means spouse, parent, stepparent, child, stepchild, foster child, sibling, guardian, parent-in-law, grandchild, and grandparent or step grandparent.

- 6.3 **RECRUITMENT.** The recruitment will be tailored for the position to be filled and directed to sources likely to yield qualified candidates. Applicants will be recruited from as broad a geographic area as necessary to assure well-qualified candidates for the various types of positions in City service with an attempt, within Affirmative Action guidelines, to achieve a diverse and qualified work force. The City encourages the filling of positions

with personnel from the present work force.

6.3.1 Notification. Human Resources will be notified immediately when a need to fill a new or existing position exists. Vacancies open to all City employees must be announced through Human Resources to ensure compliance with Labor Agreements, Personnel Policies and the City's Affirmative Action Plan.

6.3.2 Position Needs Analysis. Prior to filling any vacancy, Human Resources will review all functions of the vacant position before initiating the recruitment process, and present a recommendation to the Personnel Committee and City Council for action. At the discretion of the Human Resources Director, the recruitment process may begin prior to receiving approval by the Personnel Committee and City Council however; the position may not be filled prior to approval. Seasonal positions authorized through the budget process are exempt from this process. If it is determined that a classification change, FTE status or salary change is warranted, this change to the classification will be presented to the Personnel Committee and City Council for action prior to recruitment.

Changes to the reporting structure for the classifications of Deputy Director, Assistant Director or Department Head must have the approval of the Personnel Committee and City Council.

The Mayor and Personnel Committee Chairman may authorize emergency filling of certain positions.

6.3.3 Job Announcement. A job announcement will include the job title or classification, pay rate or range, summary of duties, qualifications required, where to apply, and application deadline.

- a. At the discretion of the Department Head and with Human Resources' authorization, internal movement within the department may occur prior to announcing a vacancy.
- b. Where the job announcement is required by a Labor Agreement it will be posted in accordance with such Agreement.

6.2.4 Continuous Recruitment. The Human Resources Director will determine the need for continuous recruitment for positions in which there is a high degree of turnover or for which it is particularly difficult to recruit qualified employees, and will maintain lists of qualified candidates as appropriate.

6.2.5 Application Form. All applications for employment will be made on forms prescribed by Human Resources which are in compliance with State and Federal regulations regarding employment procedures.

### 6.3 DENIAL OF APPLICATIONS.

6.3.1 The Human Resources Director or designee may deny any applicant further consideration in the selection process if the applicant:

- a. Has knowingly falsified the application or practiced deception at any step in the selection process.

- b. Has been convicted of a crime which is related to the duties or responsibilities of the position.
- c. Is not within legal age limits prescribed for the position or for City employment.
- d. Has an unsatisfactory employment record indicating the candidate is not suitable for the position as evidenced by reference checks.
- e. Does not meet the minimum requirements established for the position.
- f. Is physically or mentally unable to perform the essential function(s) as certified by competent medical authority through a pre-placement exam.
- g. Does not reply to mail inquiry within ten 10 calendar days or does not return a telephone inquiry within 2 working days.
- h. Fails to accept appointment within 2 working days or to report for duty within the time prescribed in the offer of employment.
- i. Does not properly complete the application.

6.4 APPLICANT SCREENING AND RANKING. Human Resources will conduct or authorize all appropriate screening and ranking (testing) procedures based on job analysis and professional personnel management principles to determine the candidates most qualified for the position. Human Resources will confer with the hiring authority before determining the appropriate procedures.

6.4.1 Screening and ranking procedures may include, but are not limited to, the following:

- a. Written examination
- b. Oral examination
- c. Training and experience questionnaire to be rated by the Human Resources Department or an appropriate panel
- d. Performance tests (e.g., typing, data entry, etc.)
- e. Work simulations
- f. Review of applications to determine compliance with minimum qualifications
- g. Physical examinations including drug screen
- h. Background and reference inquiries
- i. Psychological evaluation

Criteria for selection will be based on, but not limited to, relevant work experience, work performance, applicable education and/or training, required skills, knowledge and abilities of the position, and other competencies as deemed appropriate by the hiring authority and Human Resources. When two or more employees are equally qualified with respect to the competencies desired for the position and have demonstrated equal ability and skills through past performance, seniority will prevail.

- 6.4.2 Confidentiality. All persons participating in the development and maintenance of selection materials will exercise every precaution to insure the highest level of integrity and security. Only the Human Resources Director or designee will handle confidential selection materials.
- 6.4.3 Notification of Applicants. Each person submitting an application who was not selected to participate in the selection process will be given proper notice they were not selected for the position by the Human Resources Department.
- 6.4.4 Notification of Final Interviewed Applicants. Each applicant interviewed and not hired will be given proper notice from the hiring authority or Human Resources.
- 6.5 HIRING. Applicants selected for and interviewed in accordance with the selection process will, whenever possible, be at least two more than the number of vacancies.
- 6.5.1 Rank. After review by Human Resources, the applications of the best qualified candidates will be submitted to the hiring authority for consideration.
- 6.5.2 Appointment. The hiring authority will make the final selection and placement to the position. First consideration will be given to the best qualified candidates to fill the vacancy. If the hiring authority does not select one of the eligible candidates, justification will be given to the Human Resources Director or designee.
- The notice of selection is to be made to the Human Resources Director, or designee. The Human Resources Director or designee is also responsible for issuing a written offer of employment outlining the start date, salary, applicable fringe benefits and any other pertinent data. No offer will be made without the approval of the Human Resources Director or designee.
- 6.6 ELIGIBILITY LISTS.
- 6.6.1 The City of Green Bay may establish eligibility lists to be used as it deems appropriate in filling future City vacancies. A candidate may be removed from an eligibility list if the candidate:
- a. Receives a permanent appointment;
  - b. Files a written statement indicating unwillingness to accept appointment;
  - c. Declines 2 offers of employment;
  - d. Fails to respond to any official inquiry regarding availability;
  - e. Fails to report for a scheduled interview;
  - f. Is disqualified for any reason listed in Section 3 of this chapter.
- 6.7 TEMPORARY HIRING. Temporary appointments of no more than 6 months may be made from applications on hand or temporary employment agencies. However, the Human Resources Director may authorize the appointment of other qualified individuals. The acceptance or refusal by an eligible candidate of a temporary appointment will not affect the candidate's standing for a permanent position if one becomes available. Temporary appointees who become regular City employees may receive service credit from the initial

day of employment.

Persons employed by the City under Federal or State manpower programs are considered limited term employees unless specific action is taken to appoint such an employee to a regular position after certification as eligible for such appointment by the Human Resources Director.

- 6.8 EXPENSES. Certain recruitment efforts may require the City to offer travel expenses to candidates who are being interviewed. When this is necessary, the Human Resources Director may authorize reimbursement for actual expenses incurred when supported by invoice, receipt or other acceptable documentation. The cost for the travel expenses will be the responsibility of the hiring department.

The Human Resources Director is authorized to offer moving expenses to Department Head candidates in an amount up to \$10,000. Human Resources will work in conjunction with Purchasing when offering any moving expenses. A report will be provided to the Personnel Committee of any authorized moving expenses. Moving expenses for any other positions or requests in excess of \$10,000 will require prior approval of the Personnel Committee and City Council. The City will recover the reimbursed amount from any employee who is terminated or voluntarily resigns during the first 18 months of employment.

- 6.9 NEPOTISM. No member of the immediate family of an alderperson, citizen member of a committee or commission, elected official, management personnel or other supervisor may be hired or transferred into a department where a potential supervisor-subordinate relationship would exist. A request for exemption from this section requires Personnel Committee approval.

6.10 ADA COMPLIANCE.

6.10.1 The City re-affirms its commitment to comply with the regulations of the U.S. Equal Employment Opportunity Commission implementing Title I of the Americans with Disabilities Act of 1990, codified at 29 C.F.R. Part 1630. Accordingly, the City assures the following:

- a. The City will not discriminate on the basis of disability in its hiring or employment practices.
- b. The City will not ask a job applicant about the existence, nature or severity of a disability. Applicants may be asked about their ability to perform essential job functions. Medical examination or inquiries may be made, but only after a conditional offer of employment is made and only if required of all applicants for the position.
- c. The City will make reasonable accommodation for the known physical or cognitive limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship for the operation of the City's business. If an applicant or an employee requests a reasonable accommodation and the individual's disability and need for the accommodation are not readily apparent or otherwise known, the City may ask the individual for information necessary to

determine if the individual has a disability-related need for the accommodation.

- d. The City will maintain employees' medical records separate from personnel files and keep them confidential.
- e. The City will make an individualized assessment of whether a qualified individual with a disability meets selection criteria for employment decisions. To the extent the City's selection criteria have the effect of disqualifying an individual because of disability; those criteria will be job-related and consistent with business necessity.

6.11 TRANSFER. The City encourages and recognizes the value of providing opportunities for transfer from within and to improve the upward mobility potential for qualified City of Green Bay employees. Reasonable efforts will be made to fill vacant positions from within the City. Job announcements will be posted in areas that are accessible to all employees. At the discretion of the City, outside recruiting sources will be used and internal candidates may be considered simultaneously with outside candidates. This policy is intended to provide equal opportunity to all employees and job applicants.

6.11.1 Regular full and part-time employees who are in good standing will be allowed to seek a transfer.

6.11.2 Regular position vacancies will be posted City-wide for a minimum of 5 work days. Eligible employees will be required to submit required application materials to Human Resources by the date noted on the job announcement to be considered for the position. As noted previously, the selection process will be utilized to hire the best qualified individual for the position.

6.11.3 Transferring employees will retain their vacation and sick leave. A probationary employee, who successfully attains a transfer, will serve out the balance of the probationary period upon transfer to the new position.

6.12 TESTING POLICY.

6.12.1 Provisions. Human Resources is responsible for administering all employment testing. If it is determined that an employee is qualified for the position and a test is required, the employee will be tested. If a passing score is not achieved, the candidate will not be given further consideration for the position. Re-testing will be permitted every 90 days for employees with unsuccessful typing or data entry scores. Typing, data entry and other test scores will remain valid for a period of 5 years.

Other examples of tests administered for purposes of transfer may include money counting, calculator skills, oral directions, data entry, basic math or other general job skill testing.

6.12.2 Requirements. Minimum requirements are established by Human Resources according to class specifications. A candidate may be required to demonstrate minimum competency by successfully passing approved tests, background checks and medical exams when required.





Report to the  
**Personnel Committee**  
of the City of Green Bay

**MEETING DATE**

September 9, 2025

**PREPARED BY**

**AGENDA ITEM # F.1**

Report of Routine Personnel Actions

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Personnel Action Report 9.9.25

**REPORT OF ROUTINE PERSONNEL ACTIONS  
FOR REGULAR EMPLOYEES  
September 9, 2025**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<b><u>New Hire</u></b>			
Administrative Clerk	PD	Elizabeth Kauth	8/19/2025
Community Service Officer	PD	Nicholas Milheiser	8/27/2025
Civil Engineer I	DPW	Mickenna Beach	9/2/2025
Administrative Clerk II	Muni Ct	Ariana Rivera	8/18/2025
Civil Engineer I	DPW	Jacob Thiem	9/2/2025
4K Nature Teacher	PRF	Jaime Spychalla	8/13/2025
4K Nature Teacher	PRF	Natalie Shikoski	8/21/2025
4K Naturalist	PRF	Andrew Waterman	8/21/2025
4K Naturalist	PRF	Paula Brummel	8/21/2025
Mechanic	DPW	Brandon Ready	8/26/2025
Transit Operator	Transit	Jesse Kayotawape	9/2/2025
<b><u>Transfer</u></b>			
Violence Interrupter	CED	Robert Fischer	8/8/2025
<b><u>Promotion</u></b>			
Civil Engineer II	PRF	EmmaLee Browne	8/25/2025
<b><u>Grade/Step Change</u></b>			
Patrol Officer	PD	Jacob Enli	8/5/2025
Lieutenant	PD	Kyle Harnish	8/1/2025
Appraiser II	Admn Svs	Matt Johnson	7/9/2025
GIS Coordinator	DPW	Brennan Rhode	8/8/2025
Transit Operator	Transit	Susan Horner	8/1/2025
Erosion Control Specialist	DPW	Andrew Wick	8/12/2025
Operator II	DPW	Kevin Burmeister	8/9/2025
Carpenter	PRF	Gary Faulkner	8/23/2025
Engineer	Fire	Jason Tease	8/7/2025
Engineer	Fire	Chad Weihbrecht	8/7/2025
Engineer	Fire	David Dellemann	8/7/2025
Engineer	Fire	Andrew Aschenbrenner	8/7/2025
Battalion Chief	Fire	Anthony Piontek	6/21/2025
Custodian II	CED	Michael Lemens	9/20/2025
Risk Manager	HR	Nate Froemming	8/26/2025
Parking Maintenance Tech	DPW	John Process	9/16/2025
Communications Coordinator	PD	Jennifer Gonzalez	8/22/2025
Payroll Specialist	Admn Svs	Ali Olson	8/26/2025
Patrol Officer	PD	Alec Schuetze	9/6/2025

HVAC Specialist	PRF	Jeremy Malvitz	9/1/2025
Park Maintenance Worker	PRF	Cameron Arvey	9/5/2025
Recreation Supervisor	PRF	Emma Magadan	9/11/2025

**End of Employment**

Seasonal Maintenance Employee	DPW	Aiden Cayemberg	8/15/2025
Seasonal Maintenance Employee	DPW	Andrew Malmberg	8/20/2025
Seasonal Maintenance Employee	DPW	Jason Moua	8/21/2025
Seasonal Maintenance Employee	DPW	Hayden Zarnoth	8/21/2025
Transit Service Tech	Transit	Bailey Brandner	8/15/2025
Community Corps Assistant	PRF	Christopher Keune	8/31/2025
Administrative Clerk	DPW	Amanda Zuleger	8/27/2025
Seasonal Engineering Aide	DPW	Isabella Raguse	8/14/2025
Seasonal Engineering Aide	DPW	Noah Xiong	8/15/2025
Seasonal Engineering Aide	DPW	Blaise Smits	8/15/2025
Seasonal Engineering Aide	DPW	Max Homme	8/22/2025
Seasonal Maintenance Employee	DPW	Kaden Diemer	8/21/2025
Seasonal Maintenance Employee	DPW	Melissa Hoppe	8/22/2025
Street Foreperson	DPW	Paul Mleziva	9/16/2025
Conservation Corps Field Assistant	PRF	Andrew Gilsdorf	9/12/2025