



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, SEPTEMBER 23, 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 23, 2025, meeting of the Personnel Committee.

D. Approval of Minutes.

I. Approval of the minutes from the September 9, 2025 meeting.

E. Regular Business.

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

F. Informational.

I. Report of Routine Personnel Actions

2. Next Meeting: October 14, 2025

G. Adjournment.

1. Adjournment of the Tuesday, September 23, 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

September 23, 2025

PREPARED BY

AGENDA ITEM # D.I

Approval of the minutes from the September 9, 2025 meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. PC Minutes 09.09.2025



MINUTES 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>

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B. ROLL CALL.

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

Present: Brian Johnson, Kathy Hinkfuss, Jennifer Grant

Excused: Bill Galvin

C. APPROVAL OF THE AGENDA.

- I. Approval of the agenda for the Tuesday, September 9, 2025, meeting of the Personnel Committee.

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

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

D. APPROVAL OF MINUTES.

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

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

Motion Passed.

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

E. REGULAR BUSINESS.

1. For consideration with possible action on the request to fill the following positions and all subsequent vacancies resulting from internal transfers.
 - a. Custodian I
 - b. Administrative Clerk
 - c. Laborer
 - d. Conservation Corps Field Assistant

Moved by Ald. Jennifer Grant, seconded by Ald. Kathy Hinkfuss to to take items (I) A,B,C and D with one roll call vote.

Motion Passed.

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

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

Motion Passed.

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

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.

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

Motion Passed.

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

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.

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

Motion Passed.

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



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

September 23, 2025

PREPARED BY

AGENDA ITEM # E.1

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

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 23, 2025

PREPARED BY

AGENDA ITEM # F.1

Report of Routine Personnel Actions

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 9.23.25

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
September 23, 2025**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Firefighter	Fire	Jacob Corbley	9/15/2025
Firefighter	Fire	Nathan Doherty	9/15/2025
Firefighter	Fire	Mason Geurts	9/15/2025
Firefighter	Fire	Carl Heezen	9/15/2025
Firefighter	Fire	Elijah Hermann	9/15/2025
Firefighter	Fire	Alyssa Kott	9/15/2025
Conservation Corps Crew Member	PRF	Bennett Schmitz	9/22/2025
Conservation Corps Crew Member	PRF	Heather Thomas	9/22/2025
Conservation Corps Crew Member	PRF	Lyric Esslinger	9/22/2025
Conservation Corps Crew Member	PRF	Caitlin Kafura	9/22/2025
Conservation Corps Crew Member	PRF	Elizabeth Angemi	9/22/2025
Conservation Corps Crew Member	PRF	Mason Wenzel	9/22/2025
Conservation Corps Crew Member	PRF	Arianna Druecke	9/22/2025
Conservation Corps Crew Member	PRF	Zachary King	9/22/2025
Conservation Corps Crew Member	PRF	Nicholas Larson	9/22/2025
Conservation Corps Crew Member	PRF	Shannon Norton	9/22/2025
Conservation Corps Crew Member	PRF	Brandon Bryant	9/22/2025
Conservation Corps Crew Member	PRF	Caleb Newberry	9/22/2025
Conservation Corps Crew Member	PRF	Zachary Locklear	9/22/2025
Conservation Corps Crew Member	PRF	Crystal Guo	9/22/2025
Conservation Corps Crew Member	PRF	Ingrid Westervelt	9/22/2025
Transit Operator	Transit	Julie Lippincott	9/15/2025
<u>Grade/Step Change</u>			
Battalion Chief	Fire	Eric Jeltema	8/30/2025
Engineering Aide II	DPW	Tanner Matheny	9/13/2025
Design Specialist	CED	Erin Rovinski	9/27/2025
City Sealer	CED	Joseph Hoppe	9/10/2025
Engineering Technician	DPW	Adam Meade	9/10/2025
Records Clerk	PD	Heather Phillips	9/9/2025
Programmer Analyst	PD	Nicholas Rouse	9/26/2025
Communications Technician	DPW	Robert Jones	9/4/2025
Engineering Technician	DPW	Jeffrey Lambrecht	9/16/2025
Truck Driver - Streets	DPW	Josh Razutis	9/17/2025
Municipal Court Administrator	Muni Ct	Neil Basten	10/3/2025
Records Clerk	PD	Ann Wright	9/11/2025
Park Superintendent	PRF	Andy Krzewina	9/16/2025
<u>Longevity</u>			
Transit Operator	Transit	Tyler King	8/29/2025
<u>End of Employment</u>			

Payroll Specialist	Admn Svs	Ali Olson	9/18/2025
Patrol Officer	PD	Phillip Maguire	9/5/2025
Sewer Maintenance Worker	DPW	Lucas Cravillion	9/9/2025
Park Maintenance Worker	PRF	Steven Wells	9/26/2025
Community Service Officer	PD	Anna Rouleau	9/18/2025
Transit Operator	Transit	Ron Tennesen	9/26/2025
Conservation Corps Crew Member	PRF	Savannah Mikle	8/29/2025