



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, JANUARY 27, 2026, 4:30 PM

In person at City Hall, Room 207.

Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

1. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/89810743735?pwd=FC59FwJJTSUyEpktbhjfu0C9LncYTl.1>

Or call in by phone: +1 312 626 6799

Meeting ID: 898 1074 3735

Passcode: 786556

If you wish to leave a comment for this public meeting, please fill out the online [Comment Form](#) prior to the meeting. More detailed [Zoom Instructions](#) can be found online.

B. Roll Call.

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

C. Approval of the Agenda.

1. Approval of the agenda for the Tuesday, January 27, 2026, meeting of the Personnel Committee.

D. Approval of Minutes.

1. Approval of the minutes from the January 13, 2026 meeting.

E. Regular Business.

1. For consideration with possible action to reclassify (2) vacant Police Lieutenant positions to Police Sergeant positions
2. For consideration with possible action to reclassify the vacant Right-of-Way Specialist position in the Department of Public Works to a Land & Property Specialist position and approval to fill any subsequent vacancies resulting from internal transfers.

F. Informational.

1. Report of Routine Personnel Actions
2. Next Meeting: February 24, 2026.

G. Adjournment.

1. Adjournment of the Tuesday, January 27, 2026, 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

January 27, 2026

PREPARED BY

AGENDA ITEM # D.I

Approval of the minutes from the January 13, 2026 meeting.

BACKGROUND

RECOMMENDATION

To approve the minutes.

FISCAL IMPACT

ATTACHMENTS

- I. 01.13.2026



MINUTES OF THE PERSONNEL COMMITTEE

TUESDAY, JANUARY 13, 2026, 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/89810743735?pwd=FC59FwJJTSUyEpkthjfu0C9LncYTl.1>

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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, January 13, 2026, meeting of the Personnel Committee.

Moved by Ald. Jennifer Grant, seconded by Ald. Brian Johnson 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 November 13, 2025 meeting of the Joint Finance/Personnel Committee.

Moved by Ald. Jennifer Grant, seconded by Ald. Kathy Hinkfuss 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 2026 City of Green Bay and City of Green Bay International Brotherhood of Electrical Workers Local No.158 labor agreement.

The Committee may convene in closed session pursuant to § 19.85(1)(e), Wis. Stats. for purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Committee may thereafter reconvene in open session pursuant to § 19.85(2), Wis. Stats. to report the results of the closed session and consider the balance of the agenda.

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

2. For consideration with possible action on the request to reclassify an Arborist I position to an Arborist II.

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

F. INFORMATIONAL.

1. Report of Routine Personnel Actions
2. Next Meeting: January 27, 2026

G. ADJOURNMENT.

- I. Adjournment of the Tuesday, January 13, 2026, meeting of the Personnel Committee.

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

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

January 27, 2026

PREPARED BY

AGENDA ITEM # E.1

For consideration with possible action to reclassify (2) vacant Police Lieutenant positions to Police Sergeant positions

BACKGROUND

The Police Department’s Community Services Division leadership consists of a Captain, two Lieutenants, a Traffic Sergeant, and a K-9 Sergeant. The Police Department is requesting to reclassify one of the Lieutenants to a Sergeant who will oversee the Community Police Officers and Neighborhood Response Team Officers. As a result, the Community Services Division leadership will consist of three Sergeants that will have oversight of their respective functions (i.e. Community Services, Traffic, and K-9) operating under the direction of a Lieutenant and Captain. This adjustment will create a balanced leadership structure within the division, with a Sergeant assigned to oversee each of the division functions.

The Emergency Preparedness Lieutenant position is also proposed to be reclassified to a Sergeant position. This position handles emergency preparedness for the department and works with public and private organizations to conduct security and threat assessments and plans. This work can be accomplished by a Sergeant working under the direction of the Training Lieutenant. Sergeants have core responsibilities for training and coaching Officers, identifying and resolving problems, and participating in community-based law enforcement activities, which are well-suited to designing emergency preparedness and threat assessment plans that are realistic and effective. Sergeant positions also provide career development opportunities for officers that are interested in advancing to management-level positions.

RECOMMENDATION

The Police Department and Human Resources recommend that two vacant Police Lieutenant positions (\$52.63-\$53.88/hour) be reclassified to Police Sergeant positions (\$49.89/hour).

FISCAL IMPACT

The estimated annual cost savings for each reclassification is \$9,179, which results in a total savings of \$18,358 for both reclassifications.

Estimated	Lieutenant (\$53.88/hour)	Sergeant (\$49.89/hour)
Salary	\$105,847	\$98,009
FICA	\$8,097	\$7,498
WRS (General)	\$7,621	\$7,057
Worker's Comp	\$2,265	\$2,097
Health Insurance	\$17,712	\$17,712
Dental Insurance	\$1,402	\$1,402
Life Insurance	\$134	\$125

**TOTAL
COMPENSATION**

\$143,078

\$133,899

ATTACHMENTS

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

January 27, 2026

PREPARED BY

AGENDA ITEM # E.2

For consideration with possible action to reclassify the vacant Right-of-Way Specialist position in the Department of Public Works to a Land & Property Specialist position and approval to fill any subsequent vacancies resulting from internal transfers.

BACKGROUND

Historically, the Right-of-Way Specialist position required State registration as a Professional Land Surveyor. This requirement was based on the position's responsibilities of providing direction to in-house land surveying staff, performing survey field work, and conducting technical reviews of survey documents prepared by contracted surveyors.

Preparing legal descriptions that are to be recorded requires the position to possess a land surveyor license. Over time, the duties of the position have evolved, and this position no longer provides direction to surveyors, and the City has transitioned the preparation of legal descriptions to external consultants.

It is noteworthy that this position has been vacant for 21 months while the City actively recruited to fill the position. During this time, 50 candidates applied, 6 candidates who possessed related experience were selected to interview, but no employment offers were made. The City has been unable to attract candidates that hold the land surveyor license. As a result, Public Works Director Joosten evaluated the position and department needs and the survey work and the license requirement have been removed from the job description. The minimum requirements of an Associate's degree in a related field and two years of related experience remain.

The proposed reclassification, including the removal of the land survey responsibilities and license, was necessary to reflect the actual work being performed. It is anticipated that these changes will broaden the pool of qualified candidates by focusing on a wider range of related skills and experience, rather than the surveyor license and survey work experience which is no longer required for the job. In addition, the recommended title of Land & Property Specialist better reflects the focus of the position and provides greater clarity for prospective candidates.

With these changes to the job description, the position's primary responsibilities are focused on coordinating the acquisition and disposal of right-of-way properties, including the preparation of legal descriptions, deeds, easements, agreements, and right-of-way plats. This position also performs related research and prepares and maintains maps.

This position was reviewed by the City's salary plan consultant, Cottingham & Butler, for appropriate placement in the salary plan due to the removal of the land surveyor license requirement and related responsibilities. Based upon that review, it is recommended that the position be placed in Pay Grade H of the City Pay Plan. This placement aligns with the City's Real Estate Specialist, a similar position in the Department of Community and Economic Development responsible for the acquisition, management, and

disposition of City properties.

RECOMMENDATION

The Department of Public Works and Human Resources recommend that the Right-of-Way Specialist position (Pay Grade I, \$33.49/hour-\$39.39/hour) be reclassified to a Land & Property Specialist (Pay Grade H, \$30.76/hour-\$36.18/hour).

FISCAL IMPACT

The estimated annual cost savings of this reclassification is \$7,092.

Estimated	Right-of-Way Specialist Grade I, Step 4	Land & Property Specialist Grade H, Step 4
Salary	\$75,795	\$69,638
FICA	\$5,798	\$5,327
WRS (General)	\$5,457	\$5,014
Worker's Comp	\$159	\$146
Health Insurance	\$17,712	\$17,712
Dental Insurance	\$1,402	\$1,402
Life Insurance	\$96	\$88
TOTAL COMPENSATION	\$106,420	\$99,328

ATTACHMENTS

- I. ROW Specialist



JOB DESCRIPTION

City of Green Bay

Position Title:	RIGHT-OF-WAY SPECIALIST/SURVEYOR <u>LAND & PROPERTY SPECIALIST</u>
Department:	Department of Public Works/Engineering
Reports To:	Assistant Director of Public Works
Position Status:	Non-Exempt
Salary Range:	Grade <u>H</u>
Job Summary:	Under general supervision of the Assistant Director of Public Works, performs work of considerable difficulty in land surveys and related to the review and legal documentation of work within the right-of-way, including right-of-way the acquisition and disposal. and disposal of right-of-way properties.
Essential Functions:	<ol style="list-style-type: none"> 1) Administers the acquisition and disposal of right-of-way <u>properties</u> including the preparation of legal descriptions, deeds, easements, agreements and right-of-way plats. 2) Performs land surveys and in doing so, performs the following duties: rResearches recorded documents, <u>and</u> prepares land division maps, , and directs survey crews in matters related to land surveys. Reviews proposed certified survey map applications. 3) Researches and recommends the purchase of survey equipment and trains crews on proper use of equipment. 4) <u>3) Coordinates amendments to</u> Maintains the official City map and amendments. 5) Prepares legal descriptions for the disposal of public land. 6) <u>4) Prepares and executes various legal documents such as hold harmless agreements, revocable occupancy permits, and similar documents.</u> 5) Oversees management of all public and private facilities located within the right-of-way. 7) <u>6) Reviews and issues permits for work within the right-of-way.</u> 8) <u>7) Performs other duties as assigned.</u>
Knowledge, Skills And Abilities	<ul style="list-style-type: none"> ▪ Comprehensive knowledge of the right-of-way process <u>procedures, including acquisition and disposal. Knowledge of</u> and land survey practices and procedures. <u>Knowledge of legal descriptions, agreements, etc.</u> Knowledge of WisDOT protocol related to land acquisitions and resident relocations. ▪ Skill in understanding and interpreting maps and construction documents. Working skill in the operation of various surveying instruments. ▪ Ability to communicate effectively, both orally and in writing. Ability to use independent judgment and work independently. Ability to learn and apply departmental policies and City ordinances. Ability to utilize a computer and the required software, including CAD and GIS. Ability to establish effective relationships with staff and the public. Ability to work the required hours of the position.
Minimum Education And Experience	<ul style="list-style-type: none"> ▪ Associate's degree in Land Surveying, <u>Civil Engineering Technology</u>, or a related degree field which includes at least 12 credits in Surveying or the completion of an accredited four-year land surveying program or an accredited four-year Civil Engineering program. ▪ Registration with the Wisconsin State Board of Architects, Professional Engineers,

	<p>Designers and Land Surveyors as a Land Surveyor.</p> <ul style="list-style-type: none">▪ 2 years <u>of related</u> experience <u>within legal descriptions</u>, land survey and land acquisition.▪ Valid driver's license and good driving record. <p>A combination of equivalent experience and/or education may be considered.</p>
Physical Requirements	<p>Ability to perform the following activities:</p> <ul style="list-style-type: none">▪ Lifting up to 20 pounds.▪ Carrying up to 20 pounds.▪ Frequent standing, walking, sitting, and bending.▪ Ability to reach, stoop and lift.▪ Ability to focus on projects for long periods of time.▪ Ability to work in varied environmental conditions.
<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>	
_____ Employee Name (please print)	_____ Date
_____ Employee Signature	



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

January 27, 2026

PREPARED BY

AGENDA ITEM # F.1

Report of Routine Personnel Actions

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Actions Report 1.27.26

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

January 27, 2026

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Patrol Officer	PD	Joshua Laedtke	1/19/2026
Sewer Maintenance Worker	DPW	James Mattila	1/26/2026
Mechanic	DPW	Shawn Kelly	2/2/2026
Administrative Clerk	Adm Svs	Sara Cavanaugh	2/2/2026
<u>Transfer</u>			
Custodian II	Police	Jamie Heezen	1/25/2026
<u>Reclassification</u>			
Arborist I	PRF	Charles Morrone	1/26/2026
<u>Promotion</u>			
Specialist I	PD	Cameron Boersma	1/12/2026
Adv Patrol Officer	PD	Taylor Carlson	1/12/2026
Battalion Chief	Fire	Eric Jeltema	1/8/2026
Lieutenant	Fire	Keith Zaidel	1/8/2026
Engineer	Fire	Brian Norton	1/8/2026
Firefighter	Fire	Taylor Noe	1/8/2026
<u>Grade/Step Change</u>			
Arborist II	PRF	Cole Kirchman	1/1/2026
Firefighter	Fire	Alexander Becker	1/16/2026
Engineering Aide II	DPW	Jonathan Humphrey	1/21/2026
Laborer - Street	DPW	Matthew Kartheiser	1/13/2026
Sewer Maintenance Worker	DPW	Kurt Umentum	1/15/2026
Park Supervisor	PRF	Gregory Barta	1/12/2026
Operations Supervisor	Transit	Patrick Schmidt	1/22/2026
Document Center Lead	Adm Svs	Erica Kirchen	1/1/2026
Custodian II	PRF	Cheyenne Stevens	1/17/2026
Operator II	DPW	Adam Grimm	1/28/2026
Operator I	DPW	Michael Derbique	1/28/2026
Operator I	DPW	Ryan Lewis	1/28/2026
<u>Name Change</u>			
Criminalistic Specialist	PD	Kendyl Danelski	1/12/2026

End of Employment

Office of Violence Prevention Director	CED	Andrea Kressin	12/30/2025
Temporary Program Transition Assistant	CED	Robert Fisher	12/30/2025
Document Center Lead	Adm Svs	Erica Kirchen	1/22/2026
Captain	Fire	Ronald Roberts	2/1/2026