



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, FEBRUARY 24, 2026, 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/89810743735?pwd=FC59FwJJTSUyEpkthjfu0C9LncYTl.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.

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

C. Approval of the Agenda.

I. Approval of the agenda for the Tuesday, February 24, 2026, meeting of the Personnel Committee.

D. Approval of Minutes.

I. Approval of the minutes from the January 27, 2026, meeting.

E. Regular Business.

I. For consideration with possible action to reclassify the vacant Office Manager position in the Police Department to a Records Manager position and approval to fill the position and all subsequent vacancies resulting from internal transfers.

F. Informational.

I. Report of Routine Personnel Actions

2. Next Meeting: March 10, 2026

G. Adjournment.

1. Adjournment of the Tuesday, February 24, 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

February 24, 2026

PREPARED BY

AGENDA ITEM # D.I

Approval of the minutes from the January 27, 2026, meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. PC Minutes 01.27.2026



MINUTES 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.

- I. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/89810743735?pwd=FC59FwJJTSUyEpkthjfu0C9LncYTl.1>

Or call in by phone: +1 312 626 6799

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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, January 27, 2026, meeting of the Personnel Committee.

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

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

D. APPROVAL OF MINUTES.

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

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

Motion Passed.

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

E. REGULAR BUSINESS.

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

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 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.

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

Motion Passed.

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

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.

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

Motion Passed.

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



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 24, 2026

PREPARED BY

Jennifer Smits

AGENDA ITEM # E.1

For consideration with possible action to reclassify the vacant Office Manager position in the Police Department to a Records Manager position and approval to fill the position and all subsequent vacancies resulting from internal transfers.

BACKGROUND

The Office Manager oversees the Records and Front Desk functions of the Police Department. Responsibilities include supervising and evaluating staff, overseeing the reporting of crime statistics to the State of Wisconsin, and ensuring compliance with open records and records management regulations and policies.

Following the recent retirement of the incumbent, the Police Department reviewed the responsibilities of the position and departmental needs. As a result, a need was identified for a position dedicated to serve as the primary administrator for the Department's electronic records management system (RMS). This function has historically been handled by Police Department sworn supervisors. The work requires knowledge of both the end-user and functional components of the RMS, including system configuration, report generation, and the integration of multiple modules. This position will serve as the primary liaison with IT programmers to identify system improvements, troubleshoot issues, and ensure system integrity and functionality. In addition, because several other law enforcement agencies within Brown County utilize the Green Bay Police Department's RMS, this position will coordinate with those agencies to ensure that their operational needs are met. The recommended title of Records Manager more accurately reflects the responsibilities of the position.

This position was reviewed by the City's salary plan consultant, Cottingham & Butler, for appropriate placement in the pay plan. Based upon that review, it is recommended that the position be placed in Pay Grade J of the City Pay Plan.

RECOMMENDATION

The Police Department and Human Resources are requesting that the vacant Office Manager position (Pay Grade I \$69,569-\$81,931) be reclassified to a Records Manager position (Grade J \$75,275-\$88,566). The Police Department also requests approval to fill the Records Manager position and all subsequent vacancies resulting from internal transfers. This position is vacant due to a recent retirement.

FISCAL IMPACT

This reclassification results in an annual cost increase of \$7,643. The Department has stated that there is money in the budget to cover this increase.

Estimated

**Office Manager
Grade I, Step 7**

**Records Manager
Grade J, Step 7**

Salary	\$81,931	\$88,566
FICA	\$6,268	\$6,775
WRS (General)	\$5,899	\$6,377
Worker's Comp	\$172	\$186
Health Insurance	\$17,712	\$17,712
Dental Insurance	\$1,402	\$1,402
Life Insurance	\$103	\$112
TOTAL	\$113,487	\$121,130
COMPENSATION		

ATTACHMENTS

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 24, 2026

PREPARED BY

AGENDA ITEM # F.1

Report of Routine Personnel Actions

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Actions Report 2.24.26

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
February 24, 2026**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Development Support Specialist	CED	Pamela Sylvester	2/16/2026
Document Center Lead	Adm Svs	Seneca Jeffries	2/18/2026
<u>Promotion</u>			
Lieutenant	Fire	Nathan Timm	2/1/2026
Engineer	Fire	Shane Hanson	2/1/2026
Firefighter	Fire	Elliot Collier	2/1/2026
Neighborhood Compliance Inspector	CED	Leon Kaiver	1/26/2026
Truck Driver - Sanitation	DPW	Benjamin Cathey	2/9/2026
<u>Grade/Step Change</u>			
Administrative Clerk	PRF	Abigail Rybacki	1/27/2026
Park Maintenance Worker	PRF	Patrick Langin	1/28/2026
Administrative Clerk	PRF	Stacey Malvitz	2/19/2026
Custodian I	Transit	Emmett Parks	1/27/2026
City Clerk	Adm Svs	Celestine Jeffreys	1/20/2026
Recreation Manager	PRF	Ann Moeller	1/1/2026
Truck Driver - Sanitation	DPW	John Krumrey	1/1/2026
Architect/Commercial Building Inspector	CED	Erik Wasilewski	1/15/2026
Parking Maintenance Tech	DPW	Celeste Hoffmann	1/18/2026
Operator II	DPW	Scott Walczyk	1/28/2026
Operator II	DPW	Brian Hunter	2/7/2026
Laborer - Street	DPW	Christopher Jelinek	2/17/2026
Streets Foreperson	DPW	Randy Trembl	2/19/2026
Captain	PD	Clinton Beguhn	3/10/2026
Support Assistant	PD	Kristin Clark	2/5/2026
Public Records Specialist	PD	Patty Patrick	1/29/2026
Criminalistic Specialist	PD	Kristen McMullen	1/1/2026
Criminalistic Specialist	PD	Michelle Czarneski	1/1/2026
Criminalistic Specialist	PD	Kendyl Oldenburg	1/1/2026
Criminalistic Specialist	PD	Baeleigh Andrae	1/1/2026
Park Maintenance Worker	PRF	Jacob Zeitler	2/1/2026
Legal Assistant	Law	Deanna Debruler	2/11/2026
Appraiser II	Adm Svs	Kristi Norton	2/19/2026
Planner I	CED	Dena Mooney	3/6/2026
Assistant City Attorney	Law	Rachel Maes	2/19/2026
Advanced Patrol Officer	PD	Miles Ganz	2/6/2026
Advanced Patrol Officer	PD	Sheila Carlson	2/6/2026
Specialist II	PD	Eric Andrae	2/18/2026
Mental Health Nurse Practitioner	PD	Whitney Recla	2/3/2026
Signs Operator	DPW	Kelly Stacie	2/19/2026
Operator I	DPW	Jacob Borley	3/1/2026
<u>End of Employment</u>			
Housing Inspector	CED	Nathan Keeler	1/21/2026

Transit Operator	Transit	Devin Bowers	1/22/2026
Document Center Operator	Adm Svs	Melissa Price	1/28/2026
Transit Operator	Transit	Sadie Mercier	1/29/2026
Principal Planner	CED	David Buck	2/17/2026
Fire Chief	Fire	Matthew Knott	2/15/2026
Specialist II	PD	Jeffrey Stone	2/26/2026