



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, APRIL 14, 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, April 14, 2026, meeting of the Personnel Committee.

D. Approval of Minutes.

- I. Approval of the minutes from the Tuesday, March 10, 2026 meeting.

E. Regular Business.

- I. For consideration with possible action to reclassify the vacant Traffic Manager position.

F. Informational.

- I. Report of Routine Personnel Actions
2. Next Meeting: Tuesday, April 28, 2026

G. Adjournment.

I. Adjournment of the Tuesday, April 14, 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

April 14, 2026

PREPARED BY

AGENDA ITEM # D.I

Approval of the minutes from the Tuesday, March 10, 2026 meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. PC Minutes 03.10.2026



MINUTES OF THE PERSONNEL COMMITTEE

TUESDAY, MARCH 10, 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>

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B. ROLL CALL.

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

Present: Bill Galvin, Kathy Hinkfuss, Jennifer Grant

Excused: Brian Johnson

C. APPROVAL OF THE AGENDA.

- I. Approval of the agenda for the Tuesday, March 10, 2026, meeting of the Personnel Committee.

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

Motion Passed.

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

D. APPROVAL OF MINUTES.

1. Approval of the minutes from the February 24, 2026 meeting.

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

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

E. REGULAR BUSINESS.

1. For consideration with possible action to amend the City of Green Bay Personnel Policy Chapter 6 regarding authorization to offer moving expenses to candidates.

Moved by Ald. Bill Galvin, seconded by Ald. Jennifer Grant to refer to staff and bring back for consideration a system using radiuses with the relocation dollars increasing the farther out the candidate resides.

Motion Passed.

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

2. For consideration with possible action on the recommendation to enter into a Benefits Partnership with USI Insurance Services.

Moved by Ald. Bill Galvin, seconded by Ald. Kathy Hinkfuss to open the floor.

Motion Passed.

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

Moved by Ald. Jennifer Grant, seconded by Ald. Kathy Hinkfuss to close the floor.

Motion Passed.

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

Moved by Ald. Kathy Hinkfuss, seconded by Ald. Jennifer Grant to approve the change to the brokerage firm USI effective May 1, 2026.

Motion Passed.

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

F. INFORMATIONAL.

1. Report of Routine Personnel Actions

2. Next Meeting: Tuesday, April 14, 2026

G. ADJOURNMENT.

1. Adjournment of the Tuesday, March 10, 2026, meeting of the Personnel Committee.

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

Motion Passed.

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



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

April 14, 2026

PREPARED BY

Jennifer Smits

AGENDA ITEM # E.1

For consideration with possible action to reclassify the vacant Traffic Manager position.

BACKGROUND

As part of the 2026 budget, a vacant Engineering Technician position was reclassified to a Traffic Manager position. For the purpose of creating a budget estimate for this new position, the Traffic Manager was budgeted and approved at Pay Grade M of the City Pay Plan. Subsequently, this position was reviewed by the City's salary plan consultant, Cottingham & Butler, and based upon that review, it is recommended that the Traffic Manager position be placed in Pay Grade O of the City Pay Plan.

The newly created Traffic Manager will lead the Traffic Division. The current structure of this division includes a Traffic Engineer and Engineering Technician which report to the Assistant Public Works Director. By consolidating the traffic-related duties under the oversight of the Traffic Manager, this position will assume responsibilities that are currently performed by the Public Works Director and Assistant Public Works Director.

The new Traffic Manager will report to the Public Works Director and will supervise the Traffic Engineer and Electrical Section Manager. Responsibilities of this position include preparing the Traffic Division budget, implementing traffic calming and safety measures, completing traffic-related studies, developing and overseeing the implementation of traffic controls, and serving as the technical advisor to the Traffic, Bicycle and Pedestrian Commission. This position will also provide direction to the Public Works Sign Shop staff, Electricians, and other operational staff as needed.

RECOMMENDATION

The Department of Public Works and Human Resources Department are requesting that the vacant Traffic Manager position be reclassified from Pay Grade M (\$94,557-\$111,218) to Pay Grade O (\$106,131-\$124,871). The Department of Public Works also requests approval to fill the Traffic Manager position and all subsequent vacancies resulting from internal transfers.

FISCAL IMPACT

The estimated annual cost increase of this pay grade placement is \$14,155. Director Joosten has stated that there is money in the budget to cover this increase.

Estimated	Traffic Manager Grade M, Step 3	Traffic Manager Grade O, Step 3
Salary	\$100,110	\$112,399
FICA	\$7,658	\$8,599
WRS (General)	\$7,208	\$8,093
Worker's Comp	\$210	\$236
Health Insurance	\$17,712	\$17,712

Dental Insurance	\$1,402	\$1,402
Life Insurance	\$127	\$142
TOTAL		
COMPENSATION	\$134,428	\$148,583

ATTACHMENTS

- I. Traffic Manager



JOB DESCRIPTION

City of Green Bay

Position Title:	TRAFFIC MANAGER
Department:	Department of Public Works/Traffic
Reports To:	Director of Public Works
Position Status:	Exempt
Salary Range:	Grade O
Job Summary:	Under the general direction of the Director of Public Works, oversees and directs the activities of staff within the Traffic Division. Prepares the division budget; manages grants and resources; implements traffic calming and safety measures; collects and analyzes data; completes various traffic related studies; develops and oversees the implementation of all traffic controls for various projects and serves as technical advisor and recording secretary to the Traffic, Bicycle and Pedestrian Commission.
Essential Functions:	<ol style="list-style-type: none"> 1) Supervises, oversees and provides direction to Traffic Division staff, including traffic engineering/technician staff, Electrical Section supervisor, seasonal engineering aides, and other operational staff, as assigned. 2) Develops and oversees the implementation of all traffic control for maintenance and construction projects. 3) Directs and oversees the design, installation and maintenance of all traffic controls. 4) Conducts or contracts for various traffic engineering analysis, including street light studies, capacity analysis, signal timing, geometric analysis and prepares various reports and recommendations. 5) Responds to complaints related to the Traffic Division functions. 6) Maintains related traffic ordinances as the secretary of the Traffic, Bicycle and Pedestrian Commission. 7) Responsible for planning of annual traffic programs including pavement marking and large traffic signing activities 8) Advises Operations Division Street Section Sign Shop on proper process, installation and maintenance of traffic control activities 9) Responsible for budget preparation and tracking for the Traffic Division. 10) Prepares grant applications and manages grants related to traffic signals, traffic control or calming. 11) Administers agreements and invoicing related to intergovernmental traffic related services and / or special events. 12) Reviews traffic control plans, development plans, obstruction plans, and other technical reports. 13) Serves as the liaison between the City and other governmental agencies (WisDOT, OCR, federal railroad commission, etc.) 14) Meets with contractors, applicants, utilities and others related to traffic control matters. 15) Performs other duties as assigned.

<p>Knowledge, Skills And Abilities</p>	<ul style="list-style-type: none"> ▪ Considerable knowledge of traffic engineering principles and practices, signal design, operation, traffic signal electrical systems, pavement marking, railroad crossings and official street signing and barricading, including related federal guidelines. Considerable knowledge of state and local codes relating to traffic control. Considerable knowledge of administrative skills related to planning, scheduling and managing traffic related activities. Good knowledge of civil engineering principles, practices and methods as applied to the preparation of designs, specifications, estimates and reports. Working knowledge of traffic engineering software. ▪ Skill in receiving assignments in general terms and to schedule, plan, direct and oversee the work of Traffic Division staff and other operational staff when assigned. Skill in applying engineering theory to complex field and office problems. Skill in coordinating various engineering and operational activities. Good organization skills. Skill in planning, budget preparation, and grant management. ▪ Ability to manage contracted consultants used to supplement staff resources for design and/or construction related services. Ability to proficiently utilize a computer and the required software. Ability to follow oral and written instructions and to work independently. Ability to analyze and make sound, independent decisions. Ability to communicate effectively both verbally and in writing. Ability to establish and maintain effective working relationships with staff, other agencies, contractors, the general public and City officials. Ability to work the required hours of the position.
<p>Minimum Education And Experience</p>	<ul style="list-style-type: none"> ▪ Bachelor of Science Degree in Civil Engineering, Electrical Engineering, or related field. ▪ Minimum of six years of experience in traffic engineering, planning or management with two years in a supervisory capacity, preferred. ▪ Registration with the Wisconsin State Board of Architects, Professional Engineers, Designers and Land Surveyors as a Professional Engineer or ability to obtain within 12-months of hire. ▪ Valid driver's license and a good driving record <p>A combination of equivalent experience and/or education may be considered.</p>
<p>Physical Requirements</p>	<p>Ability to perform the following activities:</p> <ul style="list-style-type: none"> ▪ Lifting up to 10-20 pounds. ▪ Carrying up to 10-20 pounds. ▪ Frequent standing, walking, sitting, crawling and stooping. ▪ Ability to reach and climb. ▪ 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>	
<p>_____ Employee Name (please print)</p>	<p>_____ Date</p>
<p>_____ Employee Signature</p>	



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

April 14, 2026

PREPARED BY

AGENDA ITEM # F.1

Report of Routine Personnel Actions

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Actions Report 4.14.26 REVISED

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
April 14, 2026**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Parking Maintenance Tech	DPW	Conner Jensen	3/23/2026
Patrol Officer	PD	Joshua Kadish	3/23/2026
Patrol Officer	PD	Riley Irvin	5/26/2026
Engineering Aide I	DPW	Autumn Magnin	3/23/2026
Planning Manager	CED	Kristan Sanchez	3/18/2026
Firefighter	Fire	Emilio Cerda	3/30/2026
Firefighter	Fire	Brady Eichmeier	3/30/2026
Firefighter	Fire	Tyler Lacrosse	3/30/2026
Firefighter	Fire	Nebraska Thorson	3/30/2026
Transit Operator	Transit	Bradley Phillips	3/25/2026
Document Center Operator	Adm Svs	Chelsea Miota	4/6/2026
Land & Property Specialist	DPW	James Arbter	4/14/2026
Engineering Tech	DPW	Rigoberto Andrade Chavez	4/6/2026
Custodian II	PD	Victor Loberger	4/13/2026
<u>Transfer</u>			
Laborer - Sanitation	DPW	Alex Hilke	3/9/2026
<u>Reclassification</u>			
Electrical Foreperson	DPW	Jerry Bruley	3/22/2026
Architect/Commercial Building Inspector	CED	Erik Wasilewski	3/22/2026
<u>Promotion</u>			
Specialist II	PD	Kamra Allen	3/8/2026
Bay Beach Assistant Manager	DPW	Megan Jonet	5/19/2026
Lieutenant	Fire	Robert Paul	4/2/2026
Engineer	Fire	Michael Tomaso	4/2/2026
Firefighter	Fire	Dennis Jolly	4/2/2026
<u>Grade/Step Change</u>			
Firefighter	Fire	Kyle Ayvazzadeh	3/13/2026
Firefighter	Fire	Cory Peloch	3/13/2026
Firefighter	Fire	Jared Cartwright	3/13/2026
Firefighter	Fire	Riley Nietzer	3/13/2026
Firefighter	Fire	Natalie Boney	3/13/2026
Firefighter	Fire	Trevor Tupper	3/13/2026
Firefighter	Fire	Colton Reince	3/13/2026
Firefighter	Fire	Connor Ferral	3/13/2026
Firefighter	Fire	Andrew Bronkhorst	3/13/2026
Firefighter	Fire	Caleb Mostek	3/13/2026
Firefighter	Fire	Jesse Schwoerer	3/13/2026
Firefighter	Fire	Samantha Hackl	3/13/2026
Firefighter	Fire	John Jorns	3/13/2026

Firefighter	Fire	Eric Beaumia	3/13/2026
Firefighter	Fire	Alexander Kurth	3/13/2026
Firefighter	Fire	Wesley Pautz	3/13/2026
Arborist II	PRF	Sawyer Gonnering	2/26/2026
Advanced Paralegal	Law	Lindsey Belongea	3/11/2026
Park Maintenance Worker	PRF	Tyler Mabbett	3/24/2026
Buyer	Adm Svs	Troy VanHandel	2/27/2026
Parking Enforcement Officer	DPW	Gaylord Katzbahn	3/23/2026
Sewer Maintenance Worker	DPW	Kenneth Calewarts	2/26/2026
Operator I - Streets	DPW	Kenneth Hansen	3/25/2026
Operator II	DPW	Jake LaCount	3/9/2026
Advanced Paralegal	Law	Lindsey Belongea	3/11/2026
Grant Accountant	Adm Svs	Kaysie Schultz	3/10/2026
Park Maintenance Worker	PRF	Matthew Jacques	3/10/2026
Engineering Aide II	DPW	Joseph Bittner	3/31/2026
Account Clerk II	Adm Svs	Jessica Deal	3/13/2026
Truck Driver - Sanitation	DPW	Timothy Cropsey	1/28/2026
Park Ranger II	PRF	Austin Larsen	3/18/2026
Wildlife Sanctuary Superintendent	PRF	Steven Lakatos	3/2/2026
Administrative Clerk II	Adm Svs	Nathan Condon	3/24/2026
Neighborhood Compliance Inspector	CED	Michael Boutott	4/8/2026
Transit Operations Supervisor	Transit	Jacob Lueptow	3/28/2026
Inspections Support Specialist	CED	True Xiong	4/8/2026
Homeless Outreach Case Coordinator	CED	Jeremy Pingel	4/14/2026
Assistant City Engineer	DPW	Chaming Yang	1/29/2026
Evidence Tech	PD	Jean Rakers	2/20/2026
Administrative Clerk	PRF	Jamie Destiche	4/7/2026
Park Maintenance Worker	PRF	Gregory Heezen	4/7/2026
Public Works Superintendent	DPW	Justin Linzmeier	4/7/2026
Custodian I	CED	Tyodus Morrow	4/21/2026
Park Maintenance Worker	PRF	Benjamin Verheyen	4/7/2026
Administrative Clerk	PD	Gina Bendorf	3/25/2026

Name Change

Finance Director	Adm Svs	Diana Ellenbecker	1/16/2026
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End of Employment

Specialist II	PD	Jonathon Nejedlo	3/19/2026
IT Intern	PD	Aiden Mandel	3/30/2026
Conservation Corps Crew Member	PRF	Tyler Rasmussen	3/5/2026
Conservation Corps Crew Member	PRF	Caleb Newberry	3/5/2026
Clean Energy Connector	DPW	Alex Galt	3/31/2026
Mechanic	PRF	Benjamin Miller	3/23/2026
Captain	Fire	Greg Weddle	4/2/2026
Neighborhood Support Specialist	CED	Antoinett Loch	3/19/2026
Mechanic	Fire	Matthew Dessell	3/27/2026
Transit Operator	Transit	Nedra McGriff	3/27/2026
Park Maintenance Worker	PRF	Carson Hillery	4/6/2026