



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, MAY 12, 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=FC59FwJJTSUyEpktbhifu0C9LncYTl.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: Jennifer Grant, Kathy Hinkfuss, Joey Prestley, Jon Shelton

C. Approval of the Agenda.

I. Approval of the agenda for the Tuesday, May 12, 2026, meeting of the Personnel Committee.

D. Approval of Minutes.

I. Approval of the minutes from the April 28, 2026 meeting of the Personnel Committee.

E. Regular Business.

I. For consideration with possible action to reclassify the Economic Development Specialist position within the Community and Economic Development Department to a Sr. Economic Development Specialist.

F. Informational.

I. Report of New Positions and Routine Personnel Actions

2. Next Meeting: May 26, 2026

G. Adjournment.

1. Adjournment of the Tuesday, May 12, 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

May 12, 2026

PREPARED BY

AGENDA ITEM # D.I

Approval of the minutes from the April 28, 2026 meeting of the Personnel Committee.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. PC Minutes 04.28.2026



MINUTES OF THE PERSONNEL COMMITTEE

TUESDAY, APRIL 28, 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=FC59FwJJTSUyEpktbhjfu0C9LncYTl.1>

Or call in by phone: +1 312 626 6799

Meeting ID: 898 1074 3735

Passcode: 786556

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B. ROLL CALL.

- I. Members: Jennifer Grant, Kathy Hinkfuss, Joey Prestley, Jon Shelton

Present: Kathy Hinkfuss, Jennifer Grant, Joey Prestley, Jon Shelton

C. APPROVAL OF THE AGENDA.

- I. Approval of the agenda for the Tuesday, April 28, 2026, meeting of the Personnel Committee.

Moved by Ald. Joey Prestley, seconded by Jon Shelton to approve the agenda.

Motion Passed.

Yes-Kathy Hinkfuss, Jennifer Grant, Joey Prestley, Jon Shelton, No-None, Abstain-None.

D. APPROVAL OF MINUTES.

1. Approval of the minutes from the April 14, 2026 meeting.

Moved by Ald. Joey Prestley, seconded by Jon Shelton to approve.

Motion Passed.

Yes-Kathy Hinkfuss, Jennifer Grant, Joey Prestley, Jon Shelton, No-None, Abstain-None.

E. REGULAR BUSINESS.

1. For consideration with possible action to appoint a Personnel Committee Chair.

Alder Shelton nominated Alder Prestly for the position of Chair. Nomination was approved by the committee unanimously.

2. For consideration with possible action to appoint a Personnel Committee Vice-Chair.

Alder Prestley nominated Alder Grant for Vice Chair. The committee approved the nomination unanimously.

3. For consideration with possible action to reclassify the Resiliency Coordinator position from Pay Grade J to Pay Grade K.

Moved by Ald. Kathy Hinkfuss, seconded by Ald. Jon Shelton to approve.

Motion Passed.

Yes-Kathy Hinkfuss, Jennifer Grant, Joey Prestley, Jon Shelton, No-None, Abstain-None.

4. For consideration with possible action on the petition and communication submitted by Ald. Alyssa Proffitt (District 7) to refer to staff to eliminate the need to seek approval for replacing any existing and budget approved positions when a vacancy is created. This includes internal transfers between positions that do not change classification, FTE status, or paygrade. [PC-26-05]

Moved by Ald. Kathy Hinkfuss, seconded by Jon Shelton to amend the action to require staff to report all vacant positions as an informational item on the committee meeting agenda.

Motion Passed 3-1.

Yes-Kathy Hinkfuss, Joey Prestley, Jon Shelton, No-Jennifer Grant, Abstain-None.

Moved by Jon Shelton, seconded by Ald. Kathy Hinkfuss to approve as amended.

Motion Passed 3-1.

Yes-Kathy Hinkfuss, Joey Prestley, Jon Shelton, No-Jennifer Grant, Abstain-None.

F. INFORMATIONAL.

- I. Report of Routine Personnel Actions

2. Next Meeting: May 12, 2026

G. ADJOURNMENT.

- I. Adjournment of the Tuesday, April 28, 2026, meeting of the Personnel Committee.

Moved by Ald. Kathy Hinkfuss, seconded by Ald. Jon Shelton to adjourn.

Motion Passed.

Yes-Kathy Hinkfuss, Jennifer Grant, Joey Prestley, Jon Shelton, No-None, Abstain-None.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 12, 2026

PREPARED BY

Melanie Falk, HR

AGENDA ITEM # E.1

For consideration with possible action to reclassify the Economic Development Specialist position within the Community and Economic Development Department to a Sr. Economic Development Specialist.

BACKGROUND

The Economic Development Specialist is responsible for managing City incentive programs that facilitate urban development and investment in properties and businesses. This work includes assisting the Deputy Development Director with the management of development projects; managing City programs that facilitate downtown revitalization and brownfield redevelopment; applying for and administering major grants and funding opportunities and assisting in the creation and implementation of development agreements, incentive packages and City plans for neighborhoods, districts, corridors and Tax Increment Districts (TID).

The Sr. Economic Development Specialist has a more autonomous role and the complexity of work differentiates this position from the ED Specialist position. Primary responsibilities of this position include managing and coordinating the City's involvement in major development projects; applying for and administering major grants; creating and implementing development agreements; providing direction and guidance to project teams, outside consultants and vendors and cultivating business networks.

While the creation and implementation of the development agreements are the primary responsibility of the Deputy Development Director, within the last 2 years, the ED Specialist has been assigned more complex projects due to a significant increase in complex economic development activity. This development activity increase is driven in part by the City's proactive efforts to address a critical housing shortage, support commercial and industrial growth and expand the tax base. As a result, more time is being spent by staff structuring deals, evaluating financial gaps, and identifying creative solutions to advance priority projects.

Over the last 2 years, the City has created 7 TIF districts and approved 15 development agreements. By comparison, only 2 TIF districts and 5 development agreements were approved in the preceding 2-year period. It should be noted that of the 15 development agreements approved within the last 2 years, the ED Specialist was the point of contact and lead for 3 of those agreements.

To maintain a high level of service and effectively manage the increased workload, it is recommended that the Economic Development Specialist be reclassified to a Sr. Economic Development Specialist. This reclassification will better position the role to lead more complex projects, support strategic economic development initiatives and ensure the City continues to respond effectively to development opportunities and community needs.

RECOMMENDATION

The Community and Economic Development Department and the Human Resources Department are requesting that the Economic Development Specialist position (Pay Grade I, \$71,406-\$83,970) be reclassified

to a Sr. Economic Development Specialist (Pay Grade K (\$82,950-\$97,594).

FISCAL IMPACT

The estimated annual cost increase of this reclassification is \$4,479. This increase will be funded through available Tax Increment District revenue.

Estimated	Economic Development Specialist Grade I, Step 7	Sr. Economic Development Specialist Grade O, Step 3
Salary	\$83,970	\$87,859
FICA	\$6,424	\$6,721
WRS (General)	\$6,046	\$6,326
Worker's Comp	\$176	\$185
Health Insurance	\$17,712	\$17,712
Dental Insurance	\$1,402	\$1,402
Life Insurance	\$106	\$111
TOTAL COMPENSATION	\$115,836	\$120,315

ATTACHMENTS

- I. Sr. Economic Development Specialist

JOB DESCRIPTION

City of Green Bay

Position Title:	SENIOR ECONOMIC DEVELOPMENT SPECIALIST
Department:	Community and Economic Development
Reports To:	Deputy Development Director
Position Status:	Exempt
Salary Range:	Grade K
Job Summary:	Creates an economically vibrant community by managing City initiatives and programs that facilitate urban development and investment in properties and businesses. This position requires a high degree of versatility and a working understanding of the basic principles of urban planning, downtown revitalization, brownfield redevelopment, public administration and political science.
Essential Functions:	<ol style="list-style-type: none"> 1) Manages and coordinates City involvement in major development projects in coordination with other City departments, private developers, consultants, state and federal partners, and community stakeholders. 2) Manages City programs and initiatives focusing on property development, downtown revitalization, and brownfields. 3) Proactively seeks out, applies for, and administers major grants and loans that complement Department and City objectives, including but not limited to brownfields, business development, housing, placemaking, and public infrastructure. 4) Supports the Deputy Development Director in the creation and implementation of development agreements, incentive packages, economic development policies, and City plans for neighborhoods, districts, corridors and Tax Increment Districts (TIDs). 5) Provides direction and guidance to project teams, and outside consultants or vendors who provide project support and services for City projects. 6) Cultivates business networks by collaborating with Business Improvement Districts (BIDs) and other economic development partners. 7) Works collaboratively with staff and external partners to retain and grow City businesses, especially major employers, second-stage firms and startup companies. Strategically recruits cluster-related industries, residential developers and specialty retailers. 8) Creates maps and data visualizations. Compiles and presents information on local, state and national trends in real estate, business climate, business finance, tax policy and labor market trends. 9) Guides people through permitting processes and compliance with building and zoning codes. Responds to questions about City planning and enforcement. 10) Performs other duties as assigned.
Knowledge, Skills And Abilities	<ul style="list-style-type: none"> • Considerable knowledge of the principles, techniques, and objectives of economic development, urban planning, and land development concepts, especially brownfield redevelopment. Considerable knowledge of the basic principles of urban planning and design, and the tools and practices of economic

	<p>development including incentives and public-private financial structures; Federal and state statutes; and real estate sales and financing. Knowledge of the City’s economic structure and of local, state and federal loan and tax credit programs.</p> <ul style="list-style-type: none"> • Working skill in the application of principles and practices of community and economic development, especially through grant writing and administration, program and project management, drafting policies, and analyzing data and preparing reports on the economy, housing, the environment, transportation and other relevant topics. • Good ability in the collection, preparation, and analysis of reports and data; financial analysis; analytical skill preparing and maintaining accurate and complete records, files and reports; and making public presentations. Ability to communicate effectively both verbally and in writing; establish and maintain effective working relationships with staff, elected officials, and members of the public and private sectors. Ability to work the required hours of the position.
Minimum Education And Experience	<ul style="list-style-type: none"> • Bachelor’s degree in Urban Planning, Public Administration, Economics, Political Science or other closely related field. Master’s degree desirable. • Three years related experience in economic development, planning, or real estate development desired. • Experience applying for and administering federal and state grants. • Experience with GIS desirable. • Experience conducting real estate market analysis desirable. • Certification through International Economic Development Council (IEDC), American Institute of Certified Planners (AICP), or similar accreditation desirable. • Valid driver’s license and a 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 10 – 20 pounds. • Carrying up to 10 – 20 pounds. • Frequent standing and sitting. • Ability to focus on projects for long periods of time. • Ability to reach, stoop and lift.
<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 (please print) _____ Date</p> <p>_____</p> <p>Employee Signature</p>	



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 12, 2026

PREPARED BY

AGENDA ITEM # F.1

Report of New Positions and Routine Personnel Actions

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Actions Report 5.12.26

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

May 12, 2026

NEW OPEN POSITIONS

<u>Position</u>	<u>Department/Division</u>	<u>Date Position Opened</u>
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There are no newly opened budgeted positions to report at this time.

PERSONNEL ACTIONS

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Seasonal Engineering Aide	DPW	Ellie Mills	5/6/2026
Seasonal Engineering Aide	DPW	Ephraim Rogina	5/11/2026
Seasonal Engineering Aide	DPW	Charles Van Sickle	5/11/2026
Seasonal Maintenance Employee	DPW	Andrew Malmberg	5/18/2026
Seasonal Engineering Aide	DPW	Kaden Diemer	5/11/2026
Seasonal Maintenance Employee	DPW	Melissa Hoppe	6/9/2026
Mechanic	DPW	Kris Johnson	5/11/2026
Transit Operator	Transit	Mark Schlaefer	5/12/2026
<u>Transfer</u>			
Laborer - Streets	DPW	Christopher Jelinek	5/4/2026
Truck Driver - Streets	DPW	Richard Semrow	5/4/2026
Engineer	Fire	Jordan Waack	5/4/2026
Mechanic	DPW	Shawn Kelly	5/4/2026
<u>Grade/Step Change</u>			
Account Clerk II	DPW	Candie Van Beckum	4/7/2026
Streets Foreperson	DPW	Nathan Francois	5/3/2026
City Forester	PRF	Brian Pelot	4/5/2026
Mechanic	PRF	Benjamin Smits	4/8/2026
Administrative Clerk	DPW	Michelle Wolter	4/5/2026
Legal Assistant	Law	Jonathan Lee	4/25/2026
Records Clerk	PD	Jen Swisher	5/2/2026
Public Records Specialist	PD	Amy LeFevre	4/22/2026
Public Records Specialist	PD	Jamie Wozniak	4/1/2026
Parking Maintenance Tech	DPW	Jason Shelly	4/7/2026

Parking Maintenance Tech	DPW	Eric Doyka	4/7/2026
Financial Analyst	Adm Svs	Veronica Aguilera-Escobedo	4/29/2026
Appraiser II	Adm Svs	Alex Drews	4/23/2026
Sewer Maintenance Worker	DPW	Carlos Castro	4/22/2026
Sewer Maintenance Worker	DPW	Jeremy Gilson	4/7/2026
Mechanic	Transit	Jim Drake	4/1/2026
Construction Manager	DPW	Kyle Vander Loop	4/21/2026
Time Clerk	DPW	Racheal Baker	5/5/2026
Maintenance Clerk	Transit	Renee Curl	5/4/2026
Economic Development Specialist	CED	Rebecca Finco	5/6/2026
Laborer - Streets	DPW	Michael Joachim	5/12/2026
Sewer Foreperson	DPW	Scott LeGrave	5/13/2026
Transit Service Technician	Transit	Christian Salinas Ruiz	5/20/2026
Sr. Landscape Architect	PRF	Lindsey Larsen	6/1/2026
Arborist II	PRF	Nicholas McDonald	4/17/2026
Marketing Coordinator	PRF	Alexandra Walschinski	6/1/2026
Accounting Assistant	PRF	Kala Winkler	6/1/2026
IT Specialist	Fire	Justin Magyar	5/9/2026

End of Employment

Truck Driver - Sanitation	DPW	Timothy Kosch	5/1/2026
Operations Director	DPW	Christopher Pirlot	6/1/2026
Conservation Corps Crew Member	PRF	Arianna Druecke	4/23/2026