



Village of Weston, Wisconsin

OFFICIAL MEETING AGENDA OF THE PERSONNEL COMMITTEE

The Regular meeting of the Village of Weston Personnel Committee, composed of five (5) members, will convene at the Weston Municipal Center, Board Room, 5500 Schofield Ave., Weston, on **Monday, April 18, 2016, at 4:30 p.m.** to consider the following matters:

- A. Opening of Session.
 - 1. Meeting called to order by Trustee Ziegler at 4:30 p.m.
 - 2. Clerk will take attendance and roll call
 - 3. Request for silencing of cellphones and other electronic devices.
 - 4. Acknowledgment of visitors if any.
- B. Comments from the public on matters pertaining to committee business and oversight.
- C. Presentations.
- D. Business Items for consideration, discussion, and action.
 - 5. [Meeting minutes from February 15, 2016.](#)
 - 6. [Recommendation to approve the Aquatic Center Emergency Action Plan.](#)
 - 7. [Recommendation to approve the Aquatic Center Flexible Wage Scale.](#)
 - 8. Update on new hires.
- E. Reports.
 - 9. [Clerk/Employee Resources Manager](#)
 - 10. Administrator
- F. Remarks from Committee; discuss items to be included for the next Personnel Committee agenda.
- G. Set next meeting date for **Mon, May 16, 2016.**
- H. Announcements.
- I. Adjourn.

WITNESS: My signature this 15th day of April, 2016.

Sherry Weinkauff
Weston Village Clerk

This notice was posted at the Municipal Center, and on the Village's website at www.westonwi.gov, and was emailed to local media outlets (Print, TV, and Radio) on 4/15/2016 @ 4:20 p.m. A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Board of Trustees. Should a quorum be other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993). Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting. Any person who has a qualifying disability as defined by the Americans with Disabilities Act requires that meeting or material to be in accessible location or format must contact the Weston Municipal Center at 715-359-6114, by 2pm the Friday prior to the meeting so any necessary arrangements can be made to accommodate each request.

Village of Weston, Wisconsin
REGULAR MEETING OF THE PERSONNEL COMMITTEE
April 18th, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – D.5.



Village of Weston, Wisconsin
OFFICIAL MEETING MINUTES OF THE PERSONNEL COMMITTEE

Monday, February 15, 2016, at 4:30 p.m.

A. Opening of Session.

1. Meeting called to order by Trustee Ziegler at 4:30 p.m.
2. Clerk will take attendance and roll call

Roll call indicated 4 members present.

Member	Present
Ziegler, Jon	YES
Berger, Scott	YES
Penza, Don	YES
Hegg, Robin	NO
Pagel, Deb	YES

Village Staff in attendance: Higgins, Weinkauff, Hodell, Donner and Wodalski. Trustee White was also in attendance.

3. Request for silencing of cellphones and other electronic devices.

Ziegler requested the silencing of cellphones.

4. Acknowledgment of visitors if any.

There were no visitors present.

B. Comments from the public on matters pertaining to committee business and oversight.

No comments.

C. Presentations.

No presentations.

D. Business Items for consideration, discussion, and action.

5. Meeting minutes from January 18, 2016.

Motion by Berger, second by Pagel to approve the meeting minutes.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

Trustee	Voting
Ziegler, Jon	YES
Berger, Scott	YES
Penza, Don	YES
Hegg, Robin	-
Pagel, Deb	YES

6. Recommendation to make modifications to Section 7.07 “Call-in-Pay” and Section 7.08 “On Call Pay / Stand-by-Duty” of the Village of Weston Policies and Procedures Handbook.

Donner explained that last year the modifications to call-in pay and stand-by duty pay were approved by the Committee and Board of Trustees, but the changes were never made to Section 7.07 of the Employee Handbook. Berger asked about the difference in pay between the Street employees and Utility employees. Donner said the call-in and stand-by hours for the Utility employees is more unpredictable than the employees of the Street Department. Penza asked about the frequency of call-in hours. Donner said, on average, it happens once a week with the Utility employees. Berger asked about the call-in and stand-by pay for other municipalities in the area. Donner said the amounts compare to what others are paying. Typically, it’s about

10 percent of an employee's gross pay. Donner said the Village's attorney reviewed his opinion and the Village is complying with all applicable laws as it relates to call-in pay. Ziegler does not feel we need to be concerned with what others are paying. Pagel said she is fine with the recommendation as long as the Village is being fair.

Motion by Pagel, second by Penza to approve the Recommendation to make modifications to Section 7.07 "Call-in-Pay" and Section 7.08 "On Call Pay / Stand-by-Duty" of the Village of Weston Policies and Procedures Handbook.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

Trustee	Voting
Ziegler, Jon	YES
Berger, Scott	YES
Penza, Don	YES
Hegg, Robin	-
Pagel, Deb	YES

7. Update on Carlson Dettmann Training.

Weinkauf gave an update on the employee training with Carlson Dettman.

8. Update on Lumin Training.

Weinkauf gave an update on the employee training with Lumin.

9. Update on recruitments and searches.

Weinkauf gave an update on the recent recruitments and open positions that the Village is trying to fill.

E. Reports.

10. Clerk / Employee Resources Manager

Weinkauf reported there is an Election tomorrow and she has been really busy trying to get ready for it.

11. Administrator

No comments.

E. Remarks from Committee; discuss items to be included for the next Personnel Committee agenda.

No comments.

F. Set next meeting date for Mon, March 21st, 2016.

H. Announcements.

- Save the date: 20th Anniversary Celebration – Friday, March 11th, 2016 @ Dale's Weston Lanes.

I. Adjourn.

Ziegler adjourned the meeting at 4:47 p.m.

Sherry Weinkauf, Village Clerk

Village of Weston, Wisconsin
REGULAR MEETING OF THE PERSONNEL COMMITTEE
April 18th, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – D.6.



**Village of Weston, Wisconsin
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review**

REQUEST FROM: BRADLEY MROCZENSKI, AQUATIC CENTER MANAGER

ITEM DESCRIPTION: AQUATIC CENTER EMERGENCY ACTION PLAN

DATE/MTG: PERSONNEL COMMITTEE; MONDAY, APRIL 18, 2016

POLICY QUESTION: Should the Personnel Committee approve the Aquatic Center Emergency Action Plan?

RECOMMENDATION TO: I recommend the approval of the Aquatic Center Emergency Action Plan

LEGISLATIVE ACTION:

- | | | |
|--|------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Acknowledge/Approve | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Administrative Order | <input type="checkbox"/> Policy | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Expenditure | <input type="checkbox"/> Procedure | <input type="checkbox"/> Resolution |
-

FISCAL IMPACT ANALYSIS:

- Budget Line Item: _____
 - Budget Line Item: _____
 - Budgeted Expenditure: _____
 - Budgeted Revenue: _____
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

- WI Statue: _____
 - WI Administrative Code: _____
 - Case Law / Legal: _____
 - Municipal Code: _____
 - Municipal Rules: _____
-

PRIOR REVIEW: The Aquatic Center Emergency Action Plan has been reviewed by Parks, Recreation and Forestry Director Osterbrink and Administrator Guild.

BACKGROUND:

Until now, the Weston Aquatic Center has used a plan that was originally provided by the Wausau/Marathon County Parks, Recreation and Forestry Department, when the aquatic center was built. The plan was a very broad plan that didn't pertain to our facility all that well and didn't address how to handle specific emergencies. I developed the Emergency Action Plan to provide specific protocol in responding to specific emergencies and provide all emergency information and phone numbers that would be needed. This plan was put together with the help of Marty Christiansen from S.A.F.E.R. in regards to Fire and Chemical Spill emergency protocol and also Detective Goff from Everest Metro in regards to Missing Person and Major Criminal emergency protocol. All other emergency protocol was developed from the training I've received as a lifeguard and lifeguard instructor through the American Red Cross.

- Supplemental Briefer for Agenda Items under Consideration?
 - Attachments?
-

Village of Weston, Wisconsin
AGENDA ITEM LEGISLATIVE ANALYSIS
Supplemental Briefer for Agenda Items under Consideration

From: Bradley Mroczenski, Aquatic Center Manager
Date/Mtg: Monday, April 18, 2016
Re: Aquatic Center Emergency Action Plan

1. Policy Question:

Should the Personnel Committee approve of the Aquatic Center Emergency Action Plan?

2. Purpose:

The purpose of the Aquatic Center Emergency Action Plan is to provide staff with specific protocol in various emergency situations, which will allow us to act in a more professional and efficient manner should an emergency occur.

3. Background:

Until now, the Weston Aquatic Center has used a plan that was originally provided by the Wausau/Marathon County Parks, Recreation and Forestry Department, when the aquatic center was built. The plan was a very broad plan that didn't pertain to our facility all that well and didn't address how to handle specific emergencies. I developed the Emergency Action Plan to provide specific protocol in responding to specific emergencies and provide all emergency information and phone numbers that would be needed. This plan was put together with the help of Marty Christiansen from S.A.F.E.R. in regards to Fire and Chemical Spill emergency protocol and also Detective Goff from Everest Metro in regards to Missing Person and Major Criminal emergency protocol. All other emergency protocol was developed from the training I've received as a lifeguard and lifeguard instructor through the American Red Cross.

4. Issue Analysis:

The Emergency Action Plan addresses our most common emergencies such as a distressed swimmer, thunder and lightning, high winds and missing persons. The plan also covers less common but extremely possible emergencies such as drowning and spinal emergencies, various facility emergencies, several medical emergencies and major criminal emergencies. This plan will take a specific emergency and provide protocol in the visual manner of a flow chart. The flow chart is designed to take each staff member step by step through their role in the emergency. Also provided is a more detailed explanation of the steps in the flow chart.

In developing the Emergency Action Plan, I received help from Marty Christiansen from S.A.F.E.R. in regards to the Fire and Chemical Spill emergencies. I also received help from Detective Goff from Everest Metro in regards to the Missing Person and Major Criminal Emergencies. I wanted to include individuals that had more knowledge and experience in these emergencies to be sure that we have the proper protocol in place when responding to the emergencies. The rest of the emergency protocols in the plan were developed by myself through the lifeguard and lifeguard instructor training I have received through the American Red Cross.

I've also included in the Emergency Action Plan, an example of a 911 call that includes all the information that needs to be relayed to dispatch. In an emergency, most people have a high stress level and by providing what needs to be relayed, it can help with the efficiency of the call as well as reduce the stress on the individual that calls.

5. Fiscal Impact:

6. Statutory References:

7. Prior Review:

Upon completing the Emergency Action Plan, I submitted it to Director Osterbrink and Administrator Guild for their thoughts and input on the plan.

8. Policy Choices:

Approve Aquatic Center Emergency Action Plan
Approve Aquatic Center Emergency Action Plan with modifications
Not Approve Aquatic Center Emergency Action Plan

9. Recommendation:

I recommend the Aquatic Center Emergency Action Plan be approved.

10. Legislative Action:

11. Attachments:

Village of Weston, Wisconsin
REGULAR MEETING OF THE PERSONNEL COMMITTEE
April 18th, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – D.7.



**Village of Weston, Wisconsin
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review**

REQUEST FROM: BRADLEY MROCZENSKI, AQUATIC CENTER MANAGER

ITEM DESCRIPTION: AQUATIC CENTER FLEXIBLE WAGE SCALE

DATE/MTG: PERSONNEL COMMITTEE; MONDAY, APRIL 18, 2015

POLICY QUESTION: Should the Personnel Committee approve the Aquatic Center Flexible Wage Scale?

RECOMMENDATION TO: I recommend the approval of the Aquatic Center Flexible Wage Scale.

LEGISLATIVE ACTION:

- | | | |
|--|------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Acknowledge/Approve | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Administrative Order | <input type="checkbox"/> Policy | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Expenditure | <input type="checkbox"/> Procedure | <input type="checkbox"/> Resolution |
-

FISCAL IMPACT ANALYSIS:

- Budget Line Item: Minimal impact due to budgeting between \$9.00 and \$10.75 per hour.
- Budget Line Item: _____
- Budgeted Expenditure: _____
- Budgeted Revenue: _____
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

- WI Statue: _____
- WI Administrative Code: _____
- Case Law / Legal: _____
- Municipal Code: _____
- Municipal Rules: _____
-

PRIOR REVIEW: The Aquatic Center Flexible Wage Scale has been discussed with Administrator Guild and Park, Recreation and Forestry Director Osterbrink.

BACKGROUND:

In 2014, all starting wages were raised in an effort to become more competitive in the area. In 2014, Wausau also raised their wages which continued to make them the highest paying entity in the area for lifeguards. In 2015, a wage scale was implemented in the effort to reward staff that returned each season and keep us competitive by offering a higher wage for returning guards.

In February I had two lifeguard applicants that had informed me they no longer would continue in the hiring process due to accepting positions with Wausau. I also currently have an applicant who has told me she has also applied at Wausau.

- Supplemental Briefer for Agenda Items under Consideration?
- Attachments?
-

Village of Weston, Wisconsin
AGENDA ITEM LEGISLATIVE ANALYSIS
Supplemental Briefer for Agenda Items under Consideration

From: Bradley Mroczenski, Aquatic Center Manager
Date/Mtg: Monday, April 18, 2015
Re: Aquatic Center Flexible Wage Scale

1. Policy Question:

Should the Personnel Committee approve of the Aquatic Center Flexible Wage Scale?

2. Purpose:

The purpose of the Aquatic Center Flexible Wage Scale is to provide a range in wages that staff can earn. Wages would be based on employee performance and experience. This would allow me flexibility when hiring staff to be competitive and attract new staff.

3. Background:

In 2014, all starting wages were raised in an effort to become more competitive in the area. In 2014, Wausau also raised their wages which continued to make them the highest paying entity in the area for lifeguards. In 2015, a wage scale was implemented in the effort to reward staff that returned each season and keep us competitive by offering a higher wage for returning guards.

In February I had two lifeguard applicants that had informed me they no longer would continue in the hiring process due to accepting positions with Wausau. I also currently have an applicant who has told me she has also applied at Wausau.

4. Issue Analysis:

With current staffing issues in the area, primarily with lifeguards, having a flexible scale to work with would allow us to be more competitive and potentially hire more experienced guards. The flexible scale would be what we currently have in place for a wage scale. What would differ would be having the flexibility to offer staff wage increases based on their experience and performance rather than having a hard set amount for each year. This would allow me to pay experienced guards a little more than new guards and also be able to match what Wausau is paying their lifeguards.

5. Fiscal Impact:

Since we would continue to use the current wage scale, there wouldn't be any fiscal impact. Employee wages are already budgeted between \$9.00 and \$10.75 per hour.

6. Statutory References:

7. Prior Review:

There hasn't been any prior review of this proposal, but I have spoken to Administrator Guild and Park, Recreation and Forestry Director Osterbrink.

8. Policy Choices:

Approve Aquatic Center Flexible Wage Scale
Approve Aquatic Center Flexible Wage Scale with modifications
Not Approve Aquatic Center Flexible Wage Scale

9. Recommendation:

I recommend the Aquatic Center Flexible Wage Scale be approved.

10. Legislative Action:

11. Attachments:

Village of Weston, Wisconsin
REGULAR MEETING OF THE PERSONNEL COMMITTEE
April 18th, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – E.9.



Village of Weston, Wisconsin
Report for the month of March 2016
MONTHLY DEPARTMENT REPORT FROM CLERK

Monthly Department Briefer #2016-03
Sherry Weinkauf, Clerk
Monday, April 18th, 2016

1. FOR YOUR IMMEDIATE ATTENTION -- TRUSTEES.

- **60% Voter turnout. 4,994 residents casted a ballot during the April 5th election. Staff issued 601 absentee ballots.**
- **Will be working with both the Board and Lumin to get something scheduled for the Board members to participate in the TKI, MBTI and Strengths Finder surveys. Stay Tuned!**

2. STRATEGIC PLAN PROJECT STATUS.

- Continue to work with Trustee White and Higgins on the ordinance amendments.
- Continue to work with the Technology Directors on the licensing conversion.
- Elections – After further review we are not going to Implement a different numbering system to be used at the polling place. I am, however, looing to create a central count location for processing absentee ballots. Stay tuned..... more information to come.
- Website Update – No progress to date on getting the licensing forms online (except for pet licensing).

3. BUDGET AND FINANCIAL PLAN STATUS.

- Nothing at this time.

4. EMPLOYEE DEVELOPMENT & ENGAGEMENT.

- Continue to work with the Front Office staff on Election administration items to include entering voter registration and voter participation.
- Continue to work with the Front Office Staff on the renewal licensing procedures. We did add weights and measure licensing this year.
- Met with our new Property Inspector to review benefit paperwork. Entered new hire paperwork for paid on call employee into the payroll system (ADP). Will be meeting with the new fulltime employee with SAFER to review his benefit paperwork the week of April 18th.
- Staff is currently participating in a wellness challenge called “33 miles in 33 days. We have 15 employees participating.
- Working on 2015 Total Compensation statements for employees.
- Posted a job ad on the Village’s website for Committee/Commission member vacancies. Also sent notice out in “This Week in Weston”. The Committee member appointment and terms will come before the Board the first meeting in May.
- Lumin met with all Staff last week to review the results of the MBTI surveys.

5. PERFORMANCE AND METRICS.

- Nothing at this time.

6. COMMUNITY FEEDBACK

- Nothing at this time.

7. IDENTIFIED NEEDS.

- Nothing at this time.

8. NEW IDEAS & OPPORTUNITIES.

- International Public Management Association for Human Resources (IPMA-HR) Certificate Program– Will be registering both Daniel and myself for this program. This program is public sector focused and competency based. I'm very much looking forward to this program.

9. MISCELLANEOUS COMMENTS / ISSUES.