



**OFFICIAL MEETING PACKET OF THE  
HUMAN RESOURCES COMMITTEE**

**Chairperson/Trustee Mark Porlier presiding**

**Village Administrator Daniel Guild; staff advisor**

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This regular monthly meeting of the Human Resources Committee, during the 21<sup>st</sup> legislative session of the elected Board of Trustees, composed five (5) appointed members, will convene at the Weston Municipal Center's Board Room, which is located at 5500 Schofield Avenue, Weston, Wisconsin on **Monday, February 5, 2018, at 4:30 p.m.**



**Village of Weston, Wisconsin**  
**ATTENTION – NOTICE OF PUBLIC MEETING**

Meeting of: **HUMAN RESOURCES COMMITTEE**

Members: **Porlier (chairperson), Berger, Hegg, Pagel, Schuster**

Date/Time: **Monday, February 5, 2018 @ 4:30 P.M.**

Location: **Weston Municipal Center (5500 Schofield Ave) – Board Room**

Agenda: **The agenda packet will be emailed out 3 days prior to the meeting, and posted on the Village website at [www.westonwi.gov](http://www.westonwi.gov).**

Attendance: **All Village officials are encouraged to attend. Finance Committee members and Department Directors, please indicate if you will, or will not, be attending so we may determine in advance if there will be a quorum.**

Questions: **Victoria Henschel**                      **Daniel Guild**  
[vhenschel@westonwi.gov](mailto:vhenschel@westonwi.gov)                      [dguild@westonwi.gov](mailto:dguild@westonwi.gov)  
**715-241-2613**                                      **715-241-2613**

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A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Human Resources Committee. Should a quorum of 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, by 12 noon the Friday prior to the meeting so any necessary arrangements can be made to accommodate each request.



**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN  
OFFICIAL MEETING AGENDA OF THE HUMAN RESOURCES COMMITTEE**

The Committee will hold a meeting on the date, time and location listed.

TO THE HONORABLE TRUSTEE PORLIER AND FOUR (4) APPOINTED MEMBERS OF THE HUMAN RESOURCES COMMITTEE: The following items were listed on the agenda in the Village Clerk's Office, in accordance with Chapter 2 of the Village's Municipal Code and will be ready for your consideration at the Committee's next regular monthly meeting on **Monday, February 5, 2018 @ 4:30 p.m.** at the Weston Municipal Center's Board Room.

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above-noticed meeting to gather information. Should a quorum be other government bodies are 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. No officials' actions other than those of the Human Resources Committee shall take place.

**REVISED AGENDA ITEMS (additional items highlighted in red)**

1. Call to Order & Welcome by Chairperson Porlier.
2. Roll Call by recording secretary.
3. Approval of minutes from previous meeting: October 2<sup>nd</sup>, 2017
4. Public comments.

**ACKNOWLEDGE WORK PRODUCT TRANSMITTALS.**

**EDUCATIONAL PRESENTATIONS & REPORTS.**

5. Human Resources Committee Role & Responsibilities.
6. Sec 2.303 (1) b – Plan of Administration
7. Review of 2018 Organization Chart.
8. Public Works Staffing Story & Organization Chart\*
9. 2018 Work Projects

**CLOSED SESSION.** Convene into closed session under Wisconsin State Statutes 19.85 (1) (c) to discuss confidential personnel information and review the performance of certain Village employees.

10. Reconvene into open session.
11. Consider action on closed session items.

**POLICY QUESTIONS.**

12. Appointment vs. Hiring authority policy language. \*

13. Hiring recommendation for Deputy Clerk position.
14. AC Wage Scale. \*

## **RESOLUTIONS & ORDINANCES.**

## **FUTURE ITEMS.**

15. Next meeting date: March 5, 2018
16. Topics for future meetings
  - a. Applicability of employee handbook to elected and appointed officials.
  - b. Anti-bullying policy.
  - c. Crisis response plan.
  - d. Health Insurance costs.
  - e. Mental Health review policy.
  - f. Mileage reimbursement rate.
  - g. NEOGOV upgrade.
  - h. Pay-for-performance policy
  - i. Recording device policy.
  - j. Rewards-based wellness program.
17. Remarks from Staff
18. Remarks from Committee members.
19. Announcements

## **ADJOURNMENT**

**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN  
OFFICIAL MEETING MINUTES OF THE PERSONNEL COMMITTEE**

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**Monday, October 2<sup>nd</sup>, 2017 @ 4:30 p.m.**

**1) CALL TO ORDER & CHAIRPERSON PORLIER'S WELCOME.**

Meeting called to order by Trustee Berger at 4:30 p.m.

**ROLL CALL INDICATED 3 MEMBERS PRESENT.**

<b>MEMBER</b>	<b>PRESENT</b>
<b>PORLIER, MARK</b>	<b>NO</b>
<b>BERGER, SCOTT</b>	<b>YES</b>
<b>FRED SCHUSTER</b>	<b>YES</b>
<b>HEGG, ROBIN</b>	<b>YES</b>
<b>PAGEL, DEB</b>	<b>NO</b>

**2) AUDIENCE COMMENT.**

No comments.

**3) APPROVAL, OR CORRECTIONS TO THE PREVIOUS MINUTES:**

**3.1 August 7, 2017.**

**3.2 September 5, 2017.**

*Motion by Schuster, second by Hegg to approve the minutes of August 7, 2017 and September 5, 2017.*

**Yes Vote: 3      No Votes: 0      Abstain: 0      Not Voting: 2      Result: PASS**

<b>Trustee</b>	<b>Voting</b>
Porlier, Mark	-
Berger, Scott	YES
Schuster, Fred	YES
Hegg, Robin	YES
Pagel, Deb	-

**4) ACKNOWLEDGE TRANSMITTALS OF WORK PRODUCTS.**

No comments.

5) **PRESENTATIONS.**

No scheduled presentations.

6) **DISCUSSION/RECOMMENDATION.**

6.1 **Continued discussion about changes to Chapter 5: Classification & Compensation, within the Personnel and Policy Procedures Handbook regarding the Village's Pay Matrix and moving towards a full pay-for-performance model (materials will be distributed at the meeting).**

Guild said Trustee Ziegler would like to see changes to the current employee pay matrix.

Changes that include just having a hiring rate, mid-rate and max rate instead of steps. Guild also said he is working on making some changes to the performance review worksheet. He talked about implementing a points-based system. He is looking for ideas and suggestions. Hegg explained the process she has used before with a pay for performance system. She would be willing to work with Guild on scenarios. Guild said he would also like to put something in place for employee expectations. There was a short discussion regarding employee expectations vs. salary increases. Berger and Hegg said that if an employee is exceeding expectations they are doing this consistently. Hegg also suggested the pay matrix be used as a guide in determining pay increases. A short discussion continued regarding performance measurement.

7) **STAFF REPORTS.**

Guild reported staff is busy working on the 2018 budget. Weinkauff reported that staff is also busy working on employee performance reviews.

8) **ANNOUNCEMENTS.**

No comments.

9) **REMARKS FROM COMMITTEE MEMBERS.**

No comments.

10) **ADJOURNMENT. Next meeting scheduled for MONDAY, NOVEMBER 4, 2017 @ 4:30 p.m.**

Berger adjourned the meeting at 5:27 p.m.

Sherry Weinkauff

- j. Consider any other matter the Board may refer.

**(2) Personnel Committee.**

- a. Advise the board regarding potential and pending litigation involving the Village.
- b. In cooperation with the Administrator, recommend for Board consideration policies and procedures regarding personnel issues of the Village.
- c. Negotiate contracts for labor negotiation services.
- d. Monitor, in cooperation with the Administrator, the general personnel policies for the Village, including such things as sick leave, vacations, holidays and leaves of absence.
- e. In cooperation with the Administrator, review and make recommendations for additions and deletions of positions to the Board and make recommendations regarding disciplinary actions involving Village employees.
- f. Consider and recommend departmental organization, reorganization and staffing levels and make appropriate recommendations to the Board.
- g. Consider any other matter the Board may refer.

**(3) Property and Infrastructure Committee.**

- a. Review and recommend a property and infrastructure budget to the Administrator and Finance Committee.
- b. In cooperation with the Administrator, recommend Board consideration of appropriate policies and procedures regarding public works, utility operations, property and buildings operations and the delivery of services to the public.
- c. Coordinate the Village's refuse collection activities.
- d. Recommend actions regarding use and maintenance of Village streets.
- e. Review and finalize the annual capital improvements program.
- f. Review bidding documents and requests for proposals for capital projects for public works projects. Review contractor proposals and bids for all

**VILLAGE OF WESTON, WISCONSIN  
AGENDA ITEM COVER SHEET**

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**MTG/DATE:** Personnel Committee – 2/5/18

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**FROM:** Bradley Mroczenski, Aquatic Center Manager

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**DESCRIPTION:** 2018 Aquatic Center Pay Rates

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<b>ACTION:</b>	<input checked="" type="checkbox"/> <b>Approve</b>	<input type="checkbox"/> <b>Ordinance</b>	<input type="checkbox"/> <b>Proclamation</b>
	<input type="checkbox"/> <b>Deny</b>	<input type="checkbox"/> <b>Policy</b>	<input type="checkbox"/> <b>Report</b>
	<input checked="" type="checkbox"/> <b>Expenditure</b>	<input type="checkbox"/> <b>Procedure</b>	<input type="checkbox"/> <b>Resolution</b>

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**QUESTION:**

Should the Personnel Committee recommend changes to the wage rates for staff at the Weston Aquatic Center?

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**BRIEF:**

Staff is recommending that the Village increase the wage rates for Aquatic Center Staff. Staff is recommending an increase for 2018, to try and remain competitive and attract more applicants. Staff has shared the challenges to get qualified lifeguard applicants each year and feels that increasing the hourly rate to be more in line with other seasonal jobs in the area will help with the recruitment process. We don't want to end up like Wausau last year closing each of their facilities for a week due to staffing shortages. Staff feels that we need to bring the starting wages up to \$8.85 for desk/slide attendant positions and are proposing a starting wage of \$10.50 for lifeguards and \$11.25 for head guards due to the required training and increased responsibilities of these positions. These wages are in line with Wausau's wage increase for 2018. Upon talking to Karyn Powers of the City of Wausau in late November 2017, it was learned they were planning a wage increase for aquatic staff in 2018. Prior approval had been received by the Park and Recreation Committee in October of 2017, but due to budget concerns, the increase was removed from the budget for 2018. The prior proposal that was approved by the Park and Recreation Committee included different wage numbers. Those numbers were put in place to attempt to bring Aquatic Center staff up to the seasonal level on the pay matrix. This current proposal matches Wausau's wage increase. We are reintroducing the wage increase to keep pace with Wausau and not lose staff due to lower wages when staffing is difficult already. The additional cost to wages for this approval would be about \$9,532.00. This could be covered by \$5,000 out of the Aquatic Center maintenance budget and the remaining out of room tax.



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**RECOMMEND:** Staff recommends approval.

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**COMMITTEE:** Parks and Recreation Committee, October 2017

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**REQUEST:** To recommend approval of the wage increases for Aquatic Center staff for 2018 with the cost being about \$9,532.00 paid out from \$5,000 of the Aquatic Center maintenance budget and the remaining from room tax.

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Is there an additional briefer with this agenda item?

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Are there additional reference documents which have been attached to this report?

- Wausau/Marathon County wage rates
- Merrill wage rates
- 2017 Pay scale
- 2018 Proposed pay scale

**APPENDIX A**  
**Park Recreation Forestry Department**  
**Casual/Seasonal/Temporary Wage Rates**  
**Payroll Group 6**

Revised 10/2/17

<b>EEOC</b>	<b>Position #</b>	<b>Title</b>	<b>Code</b>	<b>1<sup>st</sup> Year</b>	<b>2<sup>nd</sup> Year</b>	<b>3<sup>rd</sup> Year</b>	<b>Wage / Salary</b>	<b>Source</b>
2	19999	Asst Facility Manager	9499	\$17.25	\$17.25	\$17.25	W	Joint
7	19999	Asst Pool Director	9503	\$13.00	\$13.50	\$14.00	W	City
6	19999	Clerical Worker I	9710	\$10.00	\$10.50	\$11.00	W	Joint
6	19999	Clerical Worker II	9720	\$10.85	\$11.35	\$11.85	W	Joint
8	19999	Facility Attendant*	9517	\$11.00	\$11.50	\$12.00	W	County
8	19999	Groomer Operator	9997	\$11.00	\$11.50	\$12.00	W	County
8	19999	Lead Worker	9526	\$13.00	\$13.50	\$14.00	W	Joint
7	19999	Park Manager	9505	\$11.25	\$11.75	\$12.25	W	Joint
7	19999	Playground Director	9508	\$11.55	\$12.05	\$12.80	W	City
8	19999	Playground Leader	9518	\$9.80	\$10.30	\$10.80	W	City
7	19999	Pool Director	9501	\$16.25	\$16.75	\$17.25	W	City
7	19999	Pool Head Lifeguard	9512	\$11.25	\$11.75	\$12.25	W	City
8	19999	Pool Lifeguard	9513	\$10.50	\$11.00	\$11.50	W	City
7	19999	Pool Supervisor	9510	\$11.35	\$11.85	\$12.35	W	City
7	19999	Rangemaster	9506	\$11.75	\$12.25	\$12.75	W	County
8	19999	Seasonal Laborer**	9750	\$11.00	\$11.50	\$12.00	W	Joint
7	19999	Seasonal Ranger	9502	\$16.00	\$16.00	\$16.00	W	Joint
8	19999	Snack Bar Attendant/Cashier	9533	\$8.85	\$9.35	\$9.85	W	Joint
8	19999	Splash Pad Attendant	9524	\$9.30	\$9.80	\$10.30	W	Joint
5	19999	Student Intern	9760	\$12.26	\$12.26	\$12.26	W	Joint
5	19999	Tennis Instructor	9532	\$9.80	\$10.30	\$10.80	W	City
2	19999	Water Exercise Instructor	9528	\$13.30	\$13.80	\$14.30	W	City
5	19999	Water Exercise Lifeguard	9516	\$12.05	\$12.55	\$13.05	W	City

\*Facility Attendant includes park attendant and trail attendant.

\*\*Seasonal Laborers operate the Sylvan Tow

<b>City of Merrill</b>		<b>Limited Term Employees (Seasonal) Compensation</b>					
		<b>Effective May 2015</b>					
	<b>Parks</b>	<b>Playground/</b>	<b>Aquatic</b>	<b>Outdoor Rinks</b>	<b>Street/</b>	<b>Utility</b>	
	<b>Maintenance</b>	<b>Recreation</b>	<b>Center</b>	<b>&amp; Smith Center</b>	<b>Utility</b>	<b>Intern</b>	
<b>1st Year</b>	<b>\$11.00</b>	<b>\$11.00</b>	<b>\$11.00</b>	<b>\$11.00</b>	<b>\$11.00</b>	<b>\$11.00</b>	<b>\$12.50</b>
<b>2nd Year</b>	<b>\$11.50</b>	<b>\$11.50</b>	<b>\$11.50</b>	<b>\$11.50</b>	<b>\$11.50</b>	<b>\$11.50</b>	<b>\$13.00</b>
<b>3rd Year</b>	<b>\$11.75</b>	<b>\$11.75</b>	<b>\$11.75</b>	<b>\$11.75</b>	<b>\$11.75</b>	<b>\$11.75</b>	<b>\$13.25</b>
<b>4th Year*</b>	<b>\$12.00</b>	<b>\$12.00</b>	<b>\$12.00</b>	<b>\$12.00</b>	<b>\$12.00</b>	<b>\$12.00</b>	<b>\$13.50</b>
<b>Parks &amp; Recreation Department</b>							
<b>Supervisory*</b>	<b>N/A</b>	<b>\$13.00</b>	<b>\$13.00</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>*With additional 25 cents for each additional year.</b>							

Pay Scale for Aquatic Center Staff 2017 (updated Lifeguard/Swim Instructor wages to match what was paid 2016)

	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year	6 <sup>th</sup> Year
Head Guard	\$10.25	\$10.60	\$10.95	\$11.30	\$11.65	\$12.00
Lifeguard	\$9.25	\$9.60	\$9.95	\$10.30	\$10.65	\$11.00
Swim Instructor	\$9.35	\$9.70	\$10.05	\$10.40	\$10.75	\$11.10
Front Desk	\$7.75	\$8.10	\$8.45	\$8.80	\$9.15	\$9.50
Maintenance	\$8.50	\$8.85	\$9.20	\$9.55	\$9.90	\$10.25

\*1<sup>st</sup> year wages are current and the only wages set for a pay scale. 2<sup>nd</sup> year and beyond are proposed wages and parallel the old pay scale that rewarded employees with a \$.35 wage for returning each season.

\*Swim Instructor is not a current wage position as they are paid as lifeguards. Thoughts from staff was that it would be nice to include swim instructors in the weekend rotation. Currently, swim instructors do not work weekends and they have not in the past. Swim instructors also have what most staff considers the “perfect schedule” seeing they work mostly first shift hours and only a handful of times may be scheduled past 6 pm. Since there was not a pay increase for the added responsibility, I decided to use the weekends off as incentive for taking on the added responsibility. If I would include them in the weekend rotation, I feel that there should be some form of compensation for taking on the added responsibility.

\*Maintenance is not a current position at the aquatic center, but included a pay scale should we decide to go this direction. If we can find people that are capable of doing the pool maintenance such as spraying off the deck, cleaning the facility, shower foaming the locker rooms, etc. it would take pressure off the park staff. We’ve had maintenance staff in the past but it didn’t work out for various reasons.

### **Pay Scale for Aquatic Center Staff 2018**

Head Guard	\$11.25 - \$12.50
Lifeguard	\$10.50 - \$12.00
Swim Instructor	\$10.60 - \$12.10
Front Desk	\$8.85 - \$10.00
Maintenance*	\$8.85 - \$10.00

\*Maintenance is not a current position at the aquatic center, but included a pay scale should we decide to go this direction. If we can find people that are capable of doing the pool maintenance such as spraying off the deck, cleaning the facility, shower foaming the locker rooms, etc. it would take pressure off the park staff. We've had maintenance staff in the past but it didn't work out for various reasons.