



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

Chairperson/Trustee Wally Sparks presiding

**Administrator Keith Donner & Clerk Sherry
Weinkauff; staff advisors**

This regular monthly meeting of the Human Resources Committee, during the 21st legislative session of the elected Board of Trustees, composed five (5) appointed members, will convene at the Weston Municipal Center's in the Large Conference Room, which is located at 5500 Schofield Avenue, Weston, Wisconsin on **Monday, April 1, 2019, at 4:30 p.m.**



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 SPARKS 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, April 1, 2019 @ 4:30 p.m.** at the Weston Municipal Center, 5500 Schofield Avenue, Weston, WI 54476.

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 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. No officials' actions other than those of the Human Resources Committee shall take place.

AGENDA ITEMS.

1. Call to Order & Welcome by Chairperson Sparks.
2. Roll Call by recording secretary.
3. [Approval of minutes from previous meeting: March 4, 2019.](#)
4. Public comments.

NEW BUSINESS.

5. Discussion and possible action on compensation for Aquatic Center Manger/Public Works Maintainer position.
6. Recruitments Update
 - a. Economic Development Coordinator
 - b. Utility Superintendent
 - c. Deputy Clerk

FUTURE ITEMS.

7. Next meeting date: May 6, 2019
8. Topics for future meetings
9. Remarks from Staff
10. Remarks from Committee members
11. Announcements

ADJOURNMENT.

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

Monday, March 4, 2019 @ 4:30 p.m.

1. Call to Order & Welcome by Chairperson Sparks.

Meeting was called to order by Chairperson Sparks at 4:30 p.m.

2. Roll Call by recording secretary.

MEMBER	PRESENT
Sparks, Wally	YES
Ostrowski, Kevin	YES
Porlier, Mark	NO
Schuster, Fred	YES
Hegg, Robin	YES

Village staff in attendance: Keith Donner, Jessica Trautman, Jennifer Higgins, Sherry Weinkauff, Michael Wodalski, Renee Hodell, and Heather Reich.

3. Approval of minutes from previous meeting February 4, 2019.

Motion by Schuster, second by Hegg to approve the meeting minutes of February 4, 2019.

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

Trustee	Voting
Sparks, Wally	YES
Ostrowski, Kevin	YES
Porlier, Mark	---
Schuster, Fred	YES
Hegg, Robin	YES

4. Public comments.

There were no public comments.

PRESENTATION

5. Anne Mathson, University of Wisconsin-Stevens Point – Writing Workshop

Schuster contacted UW-Stevens Point to get information about a business writing course for village staff. Anne Mathson and another colleague put the class together to help with professional writing. The class would be \$1,200 and can include at least 30 participants. Participates will be asked to submit samples of their writing, and based on these samples, they will put together a 3-hour workshop. Donner said the workshop was not budgeted in any department. The committee said if the funding is available they are fine with staff attending the workshop.

NEW BUSINESS

6. Vacant Director of Public Works Position

Donner believes we have a candidate that is suitable and qualified for the position. He recommends the village promote Deputy Director of Public Works, Michael Wodalski to Director of Public Works. Donner also added Wodalski will be offered the minimum rate in pay matrix, grade R, which is \$84156.80 annually.

Motion by Schuster, second by Hegg to recommend the Village Board fill the position of Director of Public Works & Utilities from within, as recommended by the Village Administrator and Employee Resources Manager.

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

Trustee	Voting
Sparks, Wally	YES
Ostrowski, Kevin	YES
Porlier, Mark	---
Schuster, Fred	YES
Hegg, Robin	YES

7. Recruitment for the position of Deputy Public Works Position

Donner stated if the promotion is accepted by Wodalski, staff will have to start the recruitment process for the Deputy Public Works position.

Motion by Ostrowski, second by Hegg to recommend the Village Board allow staff to begin recruitment of the Deputy Director of Public Works upon appointment of the new Director of Public Works.

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

Trustee	Voting
Sparks, Wally	YES
Ostrowski, Kevin	YES
Porlier, Mark	---
Schuster, Fred	YES
Hegg, Robin	YES

8. Acknowledge Resignation from Donna Van Swol

The committee acknowledged Donna Van Swol's resignation.

Motion by Schuster, second by Ostrowski to accept the resignation from Donna Van Swol.

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

Trustee	Voting
Sparks, Wally	YES
Ostrowski, Kevin	YES
Porlier, Mark	---
Schuster, Fred	YES
Hegg, Robin	YES

9. Recruitments Update

a) Economic Development Coordinator

Higgins stated the job posting closed last week. There were 25 applicants and she is going to interview six. Two of the interviews are scheduled for the end of March.

b) Utility Clerk

Weinkauff said Theresa Coleman was offered the position and accepted it.

c) Utility Superintendent

Wodalski stated there have been five applicants and one will be interviewed on March, 5. There was one applicant who was called for an interview, but they already accepted another job. Some of the applications do not have the qualifications we are looking for and staff may rename the job title.

d) Deputy Clerk

Weinkauff said since Theresa Coleman has accepted the Utility Clerk position, this leaves the Deputy Clerk position open. We have received 4 applications so far and we have only advertised on social media. The job posting will run through February 17.

10. EAP Utilization Report

Weinkauff stated no action is needed and the report is attached to show, EAP services are being utilized.

MOVE TO CLOSED SESSION PER 19.85(1)(c)

Move to closed session to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Performance Bonus for Utility Clerk.

Motion by Schuster, second by Ostrowski to convene into closed session.

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

Trustee	Voting
Sparks, Wally	YES
Ostrowski, Kevin	YES
Porlier, Mark	---
Schuster, Fred	YES
Hegg, Robin	YES

Motion by Schuster, second by Ostrowski to reconvene into open session.

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

Trustee	Voting
Sparks, Wally	YES
Ostrowski, Kevin	YES
Porlier, Mark	---
Schuster, Fred	YES
Hegg, Robin	YES

POSSIBLE ACTION ON CLOSED SESSION ITEMS

11. Performance Bonus for Utility Clerk

Motion by Hegg, second by Ostrowski to approve a one-time performance bonus of \$1,000, for Donna Van Swol based on recent 2018 accomplishments.

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

Trustee	Voting
Sparks, Wally	YES
Ostrowski, Kevin	YES
Porlier, Mark	---
Schuster, Fred	YES
Hegg, Robin	YES

RESOLUTIONS & ORDINANCES.

There were no Resolutions or Ordinances.

FUTURE ITEMS.

12. **Next regular meeting date: April 1, 2019.**
13. **Topics for future meetings.**
Brad Mroczenski's Aquatic Center duties and how they are split up during the year.
14. **Remarks from Staff.**
There were no remarks from staff.
15. **Remarks from Committee members.**
Sparks will be absent at the April 1, 2019 meeting.
16. **Announcements.**
There were no Announcements.

ADJOURNMENT

The meeting was adjourned by Chairperson Sparks at 5:09 p.m.