



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

Weston Municipal Center Board Room  
4747 Camp Phillips Rd, Weston, WI 54476

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**Monday, August 7, 2023 @ 5:00 p.m.**

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.

**ATTENDEES MAY ALSO PARTICIPATE VIA ZOOM**

**Join Zoom Meeting:**

<https://zoom.us/j/5445915099>

**Join Zoom Meeting by Phone:**

+1 312 626 6799 US (Chicago)

**Meeting ID: 544 591 5099**

**AGENDA ITEMS**

1. Call to Order & Welcome by Chairperson Hartinger.
2. Pledge Allegiance to the Flag
3. Roll Call by Clerk

Human Resources Committee: Weiland, Hartinger, Hackbarth, Dirks-Luebbe, Hegg, Meinel, and Arndt.

4. [Approval of Human Resources Committee Meeting Minutes of July 12, 2023](#)
5. Public comments

**NEW BUSINESSr**

6. [Administrator Report](#)
7. [Discussion and possible action on Employee Handbook Content](#)
  - [Chapter 5 Job Classifications and Compensation](#)
  - [Chapter 8 Training, Development, Appraisals](#)
  - [Chapter 13 Employee Paid and Unpaid Leaves](#)
    - [Additional Floating Holiday](#)

**REMARKS FROM COMMITTEE MEMBERS**

**REMARKS FROM CHAIR**

**FUTURE ITEMS**

Next meeting date:

September 5<sup>th</sup>? (or other date the first week of September?)

**ADJOURN**



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

Weston Municipal Center Board Room  
4747 Camp Phillips Rd, Weston, WI 54476

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**Monday, July 12, 2023 @ 5:00 p.m.**

1. **Call to Order & Welcome by Chairperson Hartinger.**  
The meeting was called to order by Chairperson Hartinger at 5:00 p.m.

2. **Roll Call by Clerk**

<u>Human Resource Member</u>	<u>Present</u>
Hartinger, Jasper	Yes
Weiland, Jamie	No
Hackbarth, Linda	Yes
Dirks-Luebbe, Micki	Yes -arrived 5:15 p.m.
Hegg, Robin	Excused
Meinel, Steve	Yes
Arndt, Jay	Yes

3. **Approval of Human Resources Committee Meeting Minutes of June 5, 2023**

*Motion by Hackbarth, second by Arndt to approve the meeting minutes from June 5, 2023.*

**Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 3 Result: Pass**

<u>Human Resource Member</u>	<u>Voting</u>
Hartinger, Jasper	Yes
Weiland, Jamie	----
Hackbarth, Linda	Yes
Dirks-Luebbe, Micki	----
Hegg, Robin	----
Meinel, Steve	Yes
Arndt, Jay	Yes

4. **Public comments**  
None.

**NEW BUSINESS**

5. **Discussion/Update Strategic Plan**

Donner gave a brief overview of the strategic plan. The committee would like an update on what they can do to help with any HR functions. Hartinger spoke about a current project called Employee Engagement Plan with the Public Works and Utilities departments. The standard practices are being compiled into an employee manual.

**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 to wit – Review Administrator applicants.

Hartinger, Hackbarth, Meinel, Arndt stayed for the closed session. Dirks-Luebbe arrived at 5:15 p.m. as the committee was going into closed session.

***Motion by Hartinger, second Meinel to move into closed session at 5:11 p.m.***

**Roll Call by Deputy Clerk Chibeya**

<u>Human Resource Member</u>	<u>Present</u>
Hartinger, Jasper	Yes
Weiland, Jamie	No
Hackbarth, Linda	Yes
Dirks-Luebbe, Micki	Yes -arrived 5:15 p.m.
Hegg, Robin	Excused
Meinel, Steve	Yes
Arndt, Jay	Yes

**RECONVENE TO OPEN SESSION**

***Motion by Meinel, second Arndt to come out of closed session at 5:53 p.m.***

**Yes Vote: 5 No Votes: 0 Abstain: 0 Not Voting: 2 Result: Pass**

<u>Human Resource Member</u>	<u>Voting</u>
Hartinger, Jasper	Yes
Weiland, Jamie	----
Hackbarth, Linda	Yes
Dirks-Luebbe, Micki	Yes
Hegg, Robin	-----
Meinel, Steve	Yes
Arndt, Jay	Yes

**POSSIBLE ACTION ON CLOSED SESSION ITEMS**

The Human Resources committee recommended the board interview four applicants for the Administrator role.

## REMARKS FROM COMMITTEE MEMBERS

### REMARKS FROM CHAIR

Hartinger requested that the Employee Handbook be emailed to the committee members two weeks prior to the next meeting.

### FUTURE ITEMS

Next meeting date: August 7, 2023 @ 5 p.m.

### ADJOURN

*Motion by Hackbarth, second Arndt to adjourn the meeting at 5:53 p.m.*

Yes Vote: 5 No Votes: 0 Abstain: 0 Not Voting: 2 Result: Pass

<u>Human Resource Member</u>	<u>Voting</u>
Hartinger, Jasper	Yes
Weiland, Jamie	-----
Hackbarth, Linda	Yes
Dirks-Luebbe, Micki	Yes
Hegg, Robin	-----
Meinel, Steve	Yes
Arndt, Jay	Yes

# REQUEST FOR CONSIDERATION

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<b>Public Mtg/Date:</b>	Human Resources Committee, August 7, 2023
<b>Description:</b>	Administrator Report and Discussion/Action on Employee Handbook Chapters, 5, 8, and 13
<b>From:</b>	Keith Donner, P.E., Administrator
<b>Question:</b>	Committee perspectives on Handbook content? Specific discussion on Chapters 5, 8, and 13.

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## Background

I will provide an update on Human Resources items. I have not included Discussion of Strategic Plan. The Standard Operating Procedures mentioned at our last meeting are a topic of Public Works Departmental Operation and are not specifically mentioned in the plan. This is an example of something that is a work in progress and the Director of Public Works will update the Public Works Committee as part of their agenda.

At the July 12 meeting of the HR Committee there was a request for a copy of the Employee Handbook to be furnished to members of the Committee. Since we are in the 3<sup>rd</sup> quarter of the year, it would be good to review and discuss some of the content of the handbook.

- **Chapter 5 Job Classifications and Compensation**

Related to this chapter is the annual compensation review. The Handbook discusses market adjustment to the Matrix (a.k.a. Pay Plan) and performance/merit adjustments.

- **Chapter 8 Training, Development, Appraisals**

We wish to initiate annual reviews earlier this year.

- **Chapter 13 Employee Paid and Unpaid Leaves**

There was some mention of questions about employee Paid Time Off in the July meeting minutes. Discussion at previous meetings included ideas on things that help employee morale and retention. A specific idea that has been discussed among the Director staff is adding a floating holiday to be observed when holidays like the 4<sup>th</sup> of July, Christmas, and New Year's land on days of the week that result in a Monday or Friday of regular business.

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**Attached Docs:** [One Drive link for Handbook Copy and related materials.](#)