



**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

Monday, May 01, 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	Yes
Hackbarth, Linda	Yes
Dirks-Luebbe, Micki	Excused
Hegg, Robin	Yes
Meinel, Steve	Yes
Arndt, Jay	Yes

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

Motion by Weiland, second by Hegg to approve the meeting minutes from April 3, 2023.

Yes Vote: 6 No Votes: 0 Abstain: 0 Not Voting: 1 Result: Pass

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

4. **Public comments**
None

UNFINISHED BUSINESS

5. **Public Works/Parks Operations Job Descriptions:**
- a. **Public Works Maintainer**
 - b. **Public Works Operator**

- c. Public Works Senior Operator
- d. Public Works Crew Leader (New)

Motion by Meinel, second by Weiland to approve Public Works/Parks Operations Job Descriptions A-D consecutively.

Yes Vote: 6 No Votes: 0 Abstain: 0 Not Voting: 1 Result: Pass

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

- 6. **Confirmation of Job Classifications for Public Works/Parks Employees (Closed Session if there is to be specific discussion of individual performance)**

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 – Confirmation of Job Titles for Public Works/Parks Employees and Possible promotion of employee(s) to new position of Crew Leader and recommendation for related compensation increase.

Motion by Hartinger, second by Meinel to move into Closed Session at 5:15 p.m.

Roll Call by Deputy Clerk Chibeya

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

RECONVENE TO OPEN SESSION

Motion by Hartinger, second by Meinel to move into Open Session at 5:47 p.m.

POSSIBLE ACTION ON CLOSED SESSION ITEMS

7. Possible promotion of employee(s) to the position of Crew Leader and recommendation for related compensation increase.

Motion by Hartinger, second by Hackbarth for the Human Resource Committee to give their recommendation to the Board of Trustees for approval as presented by Director Wodalski.

Yes Vote: 6 No Votes: 0 Abstain: 0 Not Voting: 1 Result: Pass

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

NEW BUSINESS

8. Discussion and/or action on Peer Communities for PAA Compensation Study

Administrator Donner presented the list of peer communities. Kevin Brunner from PAA has suggested the highlighted communities because have similar populations, geographically close, have similar populations, and have incorporated like Weston has. Hackbarth questioned why Merrill was not included in the study. Wodalski said that negative growth is the reason why it was not included. Staff would like to include Stevens Point in the study.

Motion by Hackbarth, second by Hegg to accept the recommendation as proposed by PAA Compensation with Stevens Point to be added in the study and forward to the Board of Trustees.

Yes Vote: 6 No Votes: 0 Abstain: 0 Not Voting: 1 Result: Pass

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

9. **Discussion of 2023-2025 Strategic Plan**

Hartinger and Hackbarth suggested that we focus on the items that relate to Human Resources that are due before December 2023. Hartinger and Donner will sit down and talk about the items that are related to Human Resources. Hackbarth questioned the Customer Service committee and the Asset Management software implementation having a December 2023 deadline. Donner and Wodalski said the software implementation is in progress, the customer service committee is not. She would like to see what is in progress and the targeted due dates and priorities. The Village website is currently being revised by the IT Director. Hackbarth suggested they improve their employment page for recruitment, including employee testimonials and culture. Hartinger would like to see a matrix with priorities, goals, and targets broken down to see the progress and initiatives pertaining to Human Resources. Hartinger would like to understand the baseline and how numbers are being polled. Hegg wants to see the goals and how they tie back to the strategic plan. Hartinger would like to see at the next Human Resources meeting feedback from the directors and the administrator of what their priorities are relative to the strategic plan and what needs to be accomplished by the end of 2023.

10. **Administrator Report**

Donner welcomed the new members of the committee. Scott Tatro will be returning to work part time. His focus will be commercial electrical inspections and building maintenance. The Public Works department had one resignation and our new Utility Clerk started May 1, 2023. Administrator recruitment is underway. The Human Resources committee should review the resumes for recommendation to the board of trustees. Hackbarth suggested that a few directors be involved in the recruitment process. Hartinger requested that at the next Board of Trustees meeting directions are given to the Human Resources committee and their involvement in the hiring process of the new administrator. Hartinger would like to review the resumes at the June 5th meeting. Hackbarth would like to see the strategic plan at a meeting in July.

REMARKS FROM COMMITTEE MEMBERS

None.

REMARKS FROM CHAIR

None.

FUTURE ITEMS

The Open House is May 12. Trustee Pinsonneault would like to have an instructional meeting on May 10th, to prepare for the upcoming open house.

Next meeting date: June 5th, 2023, at 5:00 p.m.

ADJOURN

Motion by Hackbarth, second by Hegg to adjourn the meeting at 6:37 p.m.

Yes Vote: 6 No Votes: 0 Abstain: 0 Not Voting: 1 Result: Pass

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