



**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN**  
**MEETING AGENDA OF THE HUMAN RESOURCES COMMITTEE**  
The Committee will hold a meeting on the date, time and location listed.

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, January 27, 2020 @ 6:00 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 by Chairperson Fiene.
2. Roll Call by Recording Secretary Flory.
  - Fiene {c}, Hackbarth, Schuster, Simmons and Zeyghami {vc},
3. [Approval of minutes from previous meeting: December 16, 2019.](#)
4. Public comments.

**NEW BUSINESS.**

5. [Revision to Sec. 5.14\(3\) Reimbursement rates for official Village meals](#)
6. [Acknowledge resignation from Parks Maintainer/Aquatic Center Manager Brad Mroczenski](#)
7. Process and options for filling vacancy of Aquatic Center Manager
8. Assistant Planner recruitment update
9. Workers compensation experience update

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

Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Resolution No. 2020-001 – 2020 Employee CPI compensation adjustments.

**RECONVENE TO OPEN SESSION**

**POSSIBLE ACTION ON CLOSED SESSION ITEMS**

10. [Resolution No. 2020-001 - 2020 Employee CPI compensation adjustments](#)

**FUTURE ITEMS.**

11. Next meeting date: February 24, 2020
12. Topics for future meetings
13. Remarks from Staff
14. Remarks from Committee members
15. Announcements

**ADJOURNMENT.**

**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN**  
**JOINT MEETING MINUTES OF THE BOARD OF TRUSTEES AND HUMAN RESOURCES COMMITTEE**

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**Monday, December 16, 2019, at 6:00 p.m.**

1. **Board of Trustee Meeting called to order by President Sparks**  
Meeting called to order by Vice President Zeyghami at 6:00 p.m.
2. **Human Resources Meeting called to order by Chairperson Fiene**  
Meeting called to order by Chairperson Fiene at 6:01 p.m.
3. **Pledge Allegiance to the Flag**
4. **Roll Call of Board of Trustees by Clerk**

Trustee	Present
Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Sparks, Wally	NO
Xiong, Yee	YES
Zeyghami, Hooshang	YES
Ziegler, Jon	YES

5. **Roll Call of Human Resources Committee Members by Clerk**

Member	Present
Fiene, Nate	YES
Hackbarth, Linda	YES
Schuster, Fred	YES
Simmons, Ryan	YES
Zeyghami, Hooshang	YES

**BOARD OF TRUSTEE MINUTES FROM PREVIOUS MEETINGS.**

6. **11/18/2019 Joint Board of Trustees/Finance Committee** (approval from Board of Trustees only)

*Motion by Maloney second by Fiene to approve the 11/18/19 minutes.*

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

Trustee	Voting
Spark, Wally	-
Zeyghami, Hooshang	YES
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

# VILLAGE OF WESTON, WISCONSIN

## JOINT MEETING OF THE BOARD OF TRUSTEES AND HUMAN RESOURCES COMMITTEE

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### 7. 12/2/2019 Board of Trustees (approval from Board of Trustees only)

*Motion by Maloney second by Fiene to approve the 12/2/19 minutes.*

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

Trustee	Voting
Spark, Wally	-
Zeyghami, Hooshang	YES
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

### HUMAN RESOURCES COMMITTEE MINUTES

#### 8. 11/4/2019 (approval from HR Committee only)

*Motion by Schuster second by Hackbarth to approve the 11/4/19 minutes.*

Yes Vote: 7      No Votes:0      Abstain:0      Not Voting: 0      Result: Pass

Member	Voting
Fiene, Nate	YES
Hackbarth, Linda	YES
Schuster, Fred	YES
Simmons, Ryan	YES
Zeyghami, Hooshang	YES

### NEW BUSINESS (for joint meeting)

#### 9. Acknowledge Assistant Planner Wehner resignation

Higgins said she received a resignation from Assistant Planner Wehner. His last day with the Village will be December 31<sup>st</sup>. She would like to get the Assistant Planner job posted as soon as possible.

*Motion by Maloney second by Fiene to acknowledge the resignation from Assistant Planner Wehner.*

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

Trustee	Voting
Spark, Wally	-
Zeyghami, Hooshang	YES
Ermeling, Barb	YES

# VILLAGE OF WESTON, WISCONSIN

## JOINT MEETING OF THE BOARD OF TRUSTEES AND HUMAN RESOURCES COMMITTEE

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Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

***Motion by Schuster second by Simmons to acknowledge the resignation from Assistant Planner Wehner.***

**Yes Vote: 7    No Votes:0    Abstain:0    Not Voting: 0    Result: Pass**

<b>Member</b>	<b>Voting</b>
Fiene, Nate	YES
Hackbarth, Linda	YES
Schuster, Fred	YES
Simmons, Ryan	YES
Zeyghami, Hooshang	YES

**10. Assistant Planner Job Description and revised pay grade**

Higgins said she did not make any changes to the current job description. The job descriptions for the Planning and Development Department were approved last year. She feels the Assistant Planner position deserves to be in a different pay grade. Donner said the market for this kind of position is higher. It should be reclassified to grade J. There is a need to have the position filled as quickly as possible. Higgins said she is not looking for someone that is at entry level and would like someone with experience. Simmons asked why the pay change was not made back when staff went through a review of employee compensation and classifications. Donner said it was based on employee performance. Hackbarth asked about the structure of a pay grade and how it is identified. Donner said this is where staff could use some help. We compared our positions with communities that had comparable positions. Xiong asked why staff base the pay scale off an individual when we should be hiring an individual to fit the pay scale. Donner said we will avoid this kind of thing in the future. Simmons questioned the requirement of a four-year degree. Hackbarth suggested adding associate degree required with bachelor's degree preferred to the job description. Higgins said staff can change that. Donner suggested also adding other combinations of education and experience will be considered.

***Motion by Schuster second by Hackbarth to approve moving the Assistant Planner to pay grade J and approving the job description, adding associate degree required with bachelor's degree preferred.***

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

<b>Member</b>	<b>Voting</b>
Fiene, Nate	YES
Hackbarth, Linda	YES

# VILLAGE OF WESTON, WISCONSIN

## JOINT MEETING OF THE BOARD OF TRUSTEES AND HUMAN RESOURCES COMMITTEE

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Schuster, Fred	YES
Simmons, Ryan	YES
Zeyghami, Hooshang	YES

*Motion by Maloney second by Xiong to approve moving the Assistant Planner to pay grade J and approving the job description, adding associate degree required with bachelor's degree preferred.*

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

Trustee	Voting
Spark, Wally	-
Zeyghami, Hooshang	YES
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

### ADJOURN (HR Committee only)

*Motion by Simmons second by Hackbarth to adjourn the Human Resources Committee meeting.*

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

Member	Voting
Fiene, Nate	YES
Hackbarth, Linda	YES
Schuster, Fred	YES
Simmons, Ryan	YES
Zeyghami, Hooshang	YES

### PUBLIC COMMENTS

No comments.

### WRITTEN CORRESPONDENCE

None.

### REPORTS/MINUTES FROM BOARDS, COMMITTEES, COMMISSIONS

11. Community Development Authority
12. Everest Metro Police Commission
13. Extraterritorial Zoning
14. Finance
15. Human Resources
16. Joint Review Board
17. Parks & Recreation

# VILLAGE OF WESTON, WISCONSIN

## JOINT MEETING OF THE BOARD OF TRUSTEES AND HUMAN RESOURCES COMMITTEE

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- 18. **Plan Commission**
- 19. **Public Works**
- 20. **SAFER**
- 21. **Tourism**
- 22. **Zoning Board of Appeals**

*Motion by Xiong second by Fiene to acknowledge items 18 and 19.*

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

<b>Trustee</b>	<b>Voting</b>
<b>Spark, Wally</b>	-
<b>Zeyghami, Hooshang</b>	<b>YES</b>
<b>Ermeling, Barb</b>	<b>YES</b>
<b>Ziegler, Jon</b>	<b>YES</b>
<b>Maloney, Mark</b>	<b>YES</b>
<b>Xiong, Yee</b>	<b>YES</b>
<b>Fiene, Nate</b>	<b>YES</b>

### REPORTS FROM DEPARTMENTS

**23. Administrator**

Donner said he will meet with FDG this coming Monday to discuss expectations of the development agreement. There was a short discussion regarding the ticket fee for the ski hill at Granite Peak. It was indicated Rib Mountain is looking into adding a resort tax. Fiene suggested having both the Village Board and Rib Mountain Board meet to discuss this issue. Xiong suggested the Administrator continue discussions with Rib Mountain. Zeyghami said he wants to make sure public safety has enough funding. Maloney said he would like to see a user fee. Xiong asked for this item to be put on a future agenda for discussion and possible action.

**24. Clerks**

No comments.

**Finance**

**25. No comments.**

**26. Fire/EMS**

Finke reported SAFER's fiscal agent contact is leaving the company.

**27. Parks & Recreation**

Osterbrink reported the ice rinks will open the end of this week.

**28. Plan/Dev**

Higgins said we should be closing soon with Mr. Sutton on Lot 1, located off Technology Drive.

**29. Police**

Chief Schulz gave an update on the department's current staffing. He also said they are looking to implement the dragon software after the first of the year.

# VILLAGE OF WESTON, WISCONSIN

## JOINT MEETING OF THE BOARD OF TRUSTEES AND HUMAN RESOURCES COMMITTEE

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30. **Public Works**  
Wodalski said staff has been busy with the recent snow events.
31. **Technology**  
No comments.

### WORK PRODUCT TRANSMITTALS

32. **November 2019 Building Permits**

*Motion by Xiong second by Maloney to acknowledge the November 2019 building permits.*

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

Trustee	Voting
Spark, Wally	-
Zeyghami, Hooshang	YES
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

33. **November 2019 Budget Status Report**

*Motion by Maloney second by Fiene to acknowledge the November Budget Status Report.*

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

Trustee	Voting
Spark, Wally	-
Zeyghami, Hooshang	YES
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

### CONSENT AGENDA

34. **Requests to pull items out of consent consideration.**  
Ermeling asked for action to be taken separately on item #37.
35. **Approve Vouchers 51490 to 51634**
36. **Approve Operator licenses**
37. **Acknowledge the Housing Assessment Report and the 2019 Village of Weston New Housing Fee Report**
38. **Acknowledge Customer Satisfaction Survey**
39. **Animal Fancier license renewal for JCDreamdachs**

# VILLAGE OF WESTON, WISCONSIN

## JOINT MEETING OF THE BOARD OF TRUSTEES AND HUMAN RESOURCES COMMITTEE

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### 40. Action on consent agenda items

*Motion by Ziegler second by Maloney to acknowledge or approve Consent items 35, 36, 38 and 39.*

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

Trustee	Voting
Spark, Wally	-
Zeyghami, Hooshang	YES
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

### 41. Action on items pulled from consent

**Item #37** - Ermeling is concerned about having more apartments. Maloney said the report indicates the Village issue is the availability of housing in the mid-range price point. Higgins said the need is the missing middle housing. There is not a lot of single-family lots available. It's not just a Village of Weston issue. Fiene said the Village needs affordable apartments. Ermeling is still concerned with having too many apartments. Maloney said any new apartments would be built to look nicer.

*Motion by Maloney second by Xiong to acknowledge Consent item #37.*

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

Trustee	Voting
Spark, Wally	-
Zeyghami, Hooshang	YES
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

## ORDINANCES

### 42. Ordinance No. 19-021: to rezone the Kennedy Park Nursing home properties from INT with WHP – A&B (Wellhead Protection – Zones A&B) to MF with WHP – A&B (Wellhead Protection – Zones A&B).

*Motion by Maloney second by Fiene to approve Ordinance No. 19-021.*

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

# VILLAGE OF WESTON, WISCONSIN

## JOINT MEETING OF THE BOARD OF TRUSTEES AND HUMAN RESOURCES COMMITTEE

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Trustee	Voting
Spark, Wally	-
Zeyghami, Hooshang	YES
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

### RESOLUTIONS

43. Resolution No. 19-032 - A Resolution to approve Addendum No. 1 to Stone Gate Condominiums (Project 20191360)

*Motion by Maloney second by Fiene to approve Resolution No. 19-032.*

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

Trustee	Voting
Spark, Wally	-
Zeyghami, Hooshang	YES
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

### UNFINISHED BUSINESS

No comments.

### NEW BUSINESS

44. Installation of streetlights
- Corner of Radtke Ave and Elm St
  - Corner of Callon Ave and Hunt St

Xiong asked if it was common practice for the Board to approve the placement of streetlights. Wodalski said yes. Zeyghami suggested having a study done on this. Ermeling recommended removing the streetlight located on the former Callon/Schofield Ave. intersection. Wodalski said staff will look into this.

*Motion by Ermeling second by Fiene to approve the installation of Radtke/Elm and Callon/Hunt streetlights, and approve staff review the placement of the streetlight located on the former Callon/Schofield Ave. intersection.* Q/ Xiong is concerned with the Board making these decisions. Ermeling and Wodalski said there is a policy in place. Donner said the policy could be reviewed. Xiong suggested staff review the policy and bring back to the Board for consideration.

# VILLAGE OF WESTON, WISCONSIN

## JOINT MEETING OF THE BOARD OF TRUSTEES AND HUMAN RESOURCES COMMITTEE

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

Trustee	Voting
Spark, Wally	-
Zeyghami, Hooshang	YES
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

45. **Contract with Strand Associates to update the Stormwater Management Plan**

*Motion by Maloney second by Fiene to approve the contract with Strand Associates.*

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

Trustee	Voting
Spark, Wally	-
Zeyghami, Hooshang	YES
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

46. **Engineering Services Amendment No. 2 with MSA for the Margaret Street Reconstruction Water & Sewer Project**

*Motion by Maloney second by Ziegler to approve the Engineering Services Amendment No. 2 with MSA.*

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

Trustee	Voting
Spark, Wally	-
Zeyghami, Hooshang	YES
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

# VILLAGE OF WESTON, WISCONSIN

## JOINT MEETING OF THE BOARD OF TRUSTEES AND HUMAN RESOURCES COMMITTEE

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### 47. Approve Implementing the Step II Water Rates

*Motion by Maloney second by Fiene to approve implementing the Step II Water Rates.*

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

Trustee	Voting
Spark, Wally	-
Zeyghami, Hooshang	YES
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

### 48. Assigned Fund Balance for 2019 General Fund

*Motion by Maloney second by Ermeling to approve the Assigned Fund Balance for the 2019 General Fund.*

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

Trustee	Voting
Spark, Wally	-
Zeyghami, Hooshang	YES
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

### 49. Accounts Receivable write-offs

*Motion by Maloney second by Ermeling to approve the Accounts Receivable write-offs in the amount of \$3,178.93. Q/ Trautman stated First Phoenix Weston, in the amount of \$5,863.52, was added to the outstanding accounts receivable report.*

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

Trustee	Voting
Spark, Wally	-
Zeyghami, Hooshang	YES
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES

# VILLAGE OF WESTON, WISCONSIN

## JOINT MEETING OF THE BOARD OF TRUSTEES AND HUMAN RESOURCES COMMITTEE

---

Xiong, Yee YES  
Fiene, Nate YES

50. Marathon County Municipalities Economic Development Agreement and Strategic Plan Updates.

*Motion by Maloney second by Fiene to approve participation in the Marathon County Municipalities Economic Development Agreement and Strategic Plan Updates.*

Yes Vote: 5 No Votes:0 Abstain:1 Not Voting: 1 Result: Pass

Trustee	Voting
Spark, Wally	-
Zeyghami, Hooshang	YES
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	- (abstain)
Fiene, Nate	YES

51. Insurance proposal from LWMMI, MPIC and United Heartland for liability, auto, property and workers compensation insurance

*Motion by Ermeling second by Maloney to approve the insurance proposal from LWMMI, MPIC and United Heartland for liability, auto, property and workers compensation insurance.*

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

Trustee	Voting
Spark, Wally	-
Zeyghami, Hooshang	YES
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

52. 2020 Meeting Calendar

*Motion by Maloney second by Ziegler to acknowledge the 2020 Meeting Calendar.*

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

Trustee	Voting
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# VILLAGE OF WESTON, WISCONSIN

## JOINT MEETING OF THE BOARD OF TRUSTEES AND HUMAN RESOURCES COMMITTEE

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Spark, Wally	-
Zeyghami, Hooshang	YES
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

### 53. Appointment of Election Inspectors for 2020-2021 term

*Motion by Maloney second by Xiong to approve the Appointment of Election Inspectors for 2020-2021 term.*

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

Trustee	Voting
Spark, Wally	-
Zeyghami, Hooshang	YES
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

### REMARKS FROM TRUSTEES

Xiong said December 19<sup>th</sup> is the 15<sup>th</sup> anniversary for the closing of the Wat Tham Krabok refugee camp.

Ziegler said he will attend the January 6<sup>th</sup> meeting by phone.

Maloney said he received a called from a resident on Fuller Street that is concerned with traffic going too fast. Chief Schulz will put officers over there.

Fiene said starting next year he would like to have open door meetings one Saturday a month for residents. He would be available for residents to ask questions.

### REMARKS FROM THE PRESIDENT

No comments.

### FUTURE ITEMS

Next meeting date(s):

- January 6, 2019, Board of Trustees Regular Meeting at 6:00 p.m.
- January 20, 2019, Board of Trustees Regular Meeting at 6:00 p.m.

### ADJOURN

# VILLAGE OF WESTON, WISCONSIN

## JOINT MEETING OF THE BOARD OF TRUSTEES AND HUMAN RESOURCES COMMITTEE

---

*Motion by Fiene second by Xiong to adjourn the meeting at 7:13 p.m.*

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

Trustee	Voting
Spark, Wally	-
Zeyghami, Hooshang	YES
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

**VILLAGE OF WESTON, MARATHON COUNTY,  
WISCONSIN  
5500 SCHOFIELD AVENUE, WESTON, WI 54476**

**Human Resources Committee – 1/27/2020**

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**From:** Sherry Weinkauf, Clerk

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**Subject:** Amendment to Sec. 5.14 Reimbursement for Travel Expenses of the Employee Personnel Policies and Procedures Handbook.

**Background**

We recently received some employee concerns regarding the Village's meal reimbursement rates. It was indicated the rates for reimbursement may be too low. Our current reimbursement rates are as follows:

The Village *in-state rate* is \$42. Therefore, maximum amounts for each meal are as follows:

Breakfast = \$8.50

Lunch = \$12.50

Dinner = \$21.00

Total = \$42

The Village *out-of-state rate* is \$50. Therefore, maximum amounts for each meal are as follows:

Breakfast = \$10

Lunch = \$15

Dinner = \$25

Total = \$50

I have found that these kinds of policies vary across employers and recommend using the per diem rates established by the U.S. General Services Administration (GSA). GSA establishes the per diem rates for the lower 48 Continental United States (CONUS), which are the maximum allowances that federal employees are reimbursed for expenses incurred while on official travel. Most of the CONUS (approximately 2600 counties) are covered by the standard CONUS per diem rate of \$151 (\$96 lodging, \$55 meals and incidental expenses). In fiscal year (FY) 2020, there are 322 Non-Standard Areas (NSAs) that have per diem rates higher than the standard CONUS rate.

To search per diem rates by state you can visit <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

To search per diem rates for Wisconsin you can visit [https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup/?action=perdiems\\_report&state=WI&fiscal\\_year=2020&zip=&city=](https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup/?action=perdiems_report&state=WI&fiscal_year=2020&zip=&city=).

Wisconsin's standard rate breakdown for meals is as follows: \$13 Breakfast, \$14 Lunch and \$23 Dinner.

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**Public Review:**      **No Prior Official Review.**

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**Fiscal Impact:**      **N/A**

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**Recommendation:**    **I move to recommend the Board of Trustees approve an amendment to Sec. 5.14 Reimbursement for Travel Expenses of the Employee Personnel Policies and Procedures Handbook.**

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

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**Sec. 5.12. Performance Bonuses.**

Performance bonuses are intended to ensure that performance is recognized and that equity is achieved and maintained. The Administrator will review market conditions and trends to recommend a merit increase budget on an annual basis that will be approved by the Board of Trustees. Recommendations for individual merit increases will be determined by Department Directors within the budget provided and should be on the basis of performance. Merit increases are not permitted if the increase would move the compensation of an employee past the control point established for the salary range. A merit increase is applied by taking the employee's current rate of pay, identifying which quintile that rate of pay is in, and then multiplying the current rate by the percentage increase established in the annual merit increase decision worksheet based on the employee's level of performance. The merit increase worksheet will be determined within the budget approved by the Board of Trustees, employee performance, and both overall and individual comparative ratio analysis on an annual basis.

**Sec. 5.13. Clothing and Equipment.**

The Village may make arrangements to provide uniforms to employees of the Services Division. When uniforms are provided, employees are expected to wear the provided apparel. The Village will also furnish Personal Protective Equipment (PPE) necessary for employees' safety on the job. Department Directors shall determine the PPE to be provided for their departments. The Village may, from time to time, make special purchases of clothing. The Village, payable when receipts are turned in, shall also contribute one hundred ninety-five dollars (\$195) to a winter clothing allowance for each employee listed (Public Works Leads, Public Works Operator/Maintainer, Parks Director, Aquatic Manager, Arborist/Forester, Building Inspector/Manager, Property Inspector) for such items as jackets, bib overalls, insulated coveralls, boots, hats and gloves.

**Sec. 5.14. Reimbursement for Travel Expenses.**

Receipts upon return from business-related travel are required for reimbursement rates for authorized local or long-distance travel shall be as follows:

- (1) The two definitions for a business-related activity are as follows:
  - (a) the Village policy, which determines what meals will be reimbursed by the Village and,
  - (b) the IRS guidelines, which determine which meals are taxable to the individual.
- (2) Reimbursement rates for official Village business travel shall be as follows:
  - (a) Airplane or Other Commercial Transportation: Actual fare at coach or economy class for the most direct route, receipts required. Alternate forms of transportation may be reimbursed at the equivalent of air fare at coach or economy for the most direct route not to exceed actual costs.
  - (b) Lodging: Actual amount, receipts required.
- (3) Reimbursement rates for official Village meals shall be as follows:
  - (a) Meals: Meal claims will be paid based on a daily per diem rate. The meal claims must be reasonable, necessary and closely represent the amount actually spent. To be allowed breakfast, departure must be before 6:00 a.m.; lunch, departure must be before 10:30 a.m.,

and return after 2:30 pm.; dinner, employee must return after 7:00 p.m., or depart his/her headquarters for overnight travel before 6:00 p.m.

Subject to the Department Director or their designee's approval, meal reimbursement is allowed when the employee is on Village business related activities outside of the Village. Reimbursement for meals consumed in the Village may be approved in conjunction only with a business meeting at the discretion of the Village Administrator or his/her designee.

(b) Under the Village's policy, a business-related activity for meals reimbursed outside the Village includes the following:

1. Business meeting including a third-party or non-Village employee in which business is conducted or,
2. Business related situation that would occur in the normal performance of your job duties. A third-party or non-Village employee would generally include but is not limited to the following: outside experts (consultants, lawyers, auditors, etc.), visiting dignitaries (state and local officials or members of commissions, committees or boards) and interviewees. Reimbursements for other business-related situations outside of the Village, could include, but are not limited to the following:
  - a. meals at conferences/conventions/etc. that are not included in the registration fee or
  - b. meals incurred that are not considered business meetings but are considered necessary and reasonable while performing your normal job duties

(c) Under the IRS guidelines, meal reimbursements for business meetings that include a third-party or non-Village employee as defined above, are not taxable to the individual if a receipt is submitted for reimbursement within 60 (sixty) calendar days of the date incurred. However, meal reimbursements made for other business-related activities (as defined previously), which are not overnight, are considered a fringe benefit and are taxable to the employee (see criteria listed previously) or are not reimbursable by Village policy.

(d) Claims for meals shall be paid on a standard daily per diem basis. Claims for meals shall be paid on a standard daily per diem basis. Daily meal and incidental expense per diems (including all related taxes and tips) are prescribed by the General Service Administration (GSA) for the location of expense. If the expense location is not listed, the standard rate for the applicable state will apply unless you are in a high cost county (high cost city rates extend to all locations within the county). Current domestic per diem rates range from \$46 (standard rate) to \$71 depending on the location of the expense. To find the per diem rates please visit <https://www.gsa.gov/travel/plan-book/per-diem-rates> for meal breakdown. The maximum daily amount permitted, including tax and tip (tip not to exceed 20% of meal cost), for all meal reimbursements within the State of Wisconsin, is \$42 per day. The meal reimbursement for meals outside the State of Wisconsin will be \$50 per day. Employees must submit a copy of their receipt along with the Statement of Expenses Incurred for Village form worksheet (Appendix 5-A) in order to receive reimbursement.

~~The Village in-state rate is \$42. Therefore, maximum amounts for each meal are as follows:~~

<del>Breakfast</del>	<del>_____</del>	<del>=</del>	<del>\$8.50</del>
<del>Lunch</del>	<del>_____</del>	<del>=</del>	<del>\$12.50</del>
<del>Dinner</del>	<del>_____</del>	<del>=</del>	<del>\$21.00</del>

~~Total \_\_\_\_\_ = \$42~~

~~The Village out of state rate is \$50. Therefore, maximum amounts for each meal are as follows:~~

~~Breakfast \_\_\_\_\_ = \$10~~

~~Lunch \_\_\_\_\_ = \$15~~

~~Dinner \_\_\_\_\_ = \$25~~

~~Total \_\_\_\_\_ = \$50~~

- (e) When an employee claims reimbursement for two or more meals in a day and exceeds the maximum on one or more meals, the employee may claim per diem for each allowable meal on that day not to exceed actual costs of meals. An employee must request reimbursement for three meals to be eligible for the full daily per diem rate. Each day is considered separately for application of this policy. If meal maximums are not reached on one day, the savings do not accrue and cannot be applied to expenses claimed on another day or for other costs such as lodging.
  - (f) Expenditures for alcoholic beverages, or any spouse or guest, are not reimbursable. Meals included in the cost of airfare or registration fees are not reimbursable.
- (4) Reimbursement rates for official Village travel mileage shall be as follows:
- (a) Mileage when traveling by personal automobile on official Village business shall be reimbursed at the rate determined by the IRS <https://www.irs.gov/>. Employees shall maintain a policy of personal auto insurance policy that meets minimum financial responsibility liability limits of: Bodily Injury: \$25,000 for each person and \$50,000 for each occurrence; Property Damage: \$10,000 for each occurrence (or a Combined Single Liability Limit of \$50,000); and Uninsured Motorists and Underinsured Motorists coverage of \$ 50,000 per person/\$50,000 per occurrence (or a Combined Single Limit of \$50,000).
  - (b) Those individuals who maintain a personal auto insurance policy of not less than Bodily Injury: \$100,000 for each person and \$300,000 for each occurrence; Property Damage: \$100,000 per accident (or a Combined Single Limit of \$300,000); Medical Payments: \$5,000 and Uninsured Motorists and Underinsured Motorists coverage of \$100,000 per person/\$300,000 per occurrence (or a Combined Single Limit of \$300,000) shall qualify for a higher level of reimbursement equal to the IRS business mileage rate commencing on the effective date established by the IRS. During the course of any given year, if the IRS adjusts the business mileage rate, either up or down, Village reimbursement will be adjusted the same amount as of the effective date of any change.
  - (c) Request for reimbursement shall be made on forms which indicate that the responsible Department Director has been provided with the necessary documentation certifying that the driver's personal insurance coverage meets or exceeds the established standards. Employees must also provide their Department Director with a photocopy of their auto declarations page or a certificate of insurance to qualify for mileage reimbursement and shall sign an Employee Acknowledgment of Personal Automobile Liability Insurance Form which remains on file in the department files. (See Appendix 5-B of this Chapter).
- (5) Travel Reimbursement:

- (a) Requests for reimbursement shall be reported on forms as determined appropriate by the Employee Resources Manager and Finance Director.
  - (b) Employee expense reimbursement forms need to be approved and signed by someone in a higher management position than the employee submitting the reimbursement request. Department Director requests shall be signed by the Administrator.
  - (c) Actual receipts are required before reimbursement will be made to any employee.
  - (d) Employees and officials shall make a reasonable effort to save Village funds by sharing transportation and lodging arrangements wherever practical.
- (6) Conferences:
- (a) Conferences should relate to the attendees' work as well as the mission statements of the department and the Village. This requirement is in effect regardless of which funding source will cover the cost of the conference.
  - (b) Employees wishing to attend a conference with a registration fee costing more than \$1,500 requires prior approval from the Administrator.
  - (c) Employees planning to attend more than two (2) out-of-state conferences during a calendar year requires approval from the Administrator, regardless of cost.
  - (d) Employees planning to attend any conference out of the country requires approval from the Administrator prior to travel.
  - (e) Employees planning to travel out of town for multiple days should calculate the cost difference between driving to the event each day and returning home each night versus hotel and meal(s) costs at the event location and balance the economic considerations against the practical considerations.
  - (f) In the event that an employee cannot travel to scheduled conference:
    - 1. An attempt to recoup any payments already made (hotel, conference registration, etc.) should be started immediately. This includes obtaining credit for unused airline tickets.
    - 2. When the above is not possible, consideration should be given to sending a substitute attendee to obtain notes or other conference materials.

*Modified by an act of the Board of Trustees on August 18<sup>th</sup>, 2014.*

**Sec. 5.15. Reimbursement for Meetings and Miscellaneous Expenses.**

Employees may be reimbursed for meeting/miscellaneous expenses related to their employment. Requests for such reimbursement shall be reported on form (Appendix 5-A) as determined appropriate by the Employee Resources Manager and Finance Director. Actual receipts are required before reimbursement will be made to any employee and shall be provided on separate receipts (no personal items should be included on receipts).

December 19, 2019

Shawn Osterbrink  
Director of Parks, Recreation and Forestry  
5500 Schofield Avenue  
Weston, WI 54403

Director Shawn Osterbrink,

Please accept this letter as formal notification of my resignation as the Aquatic Center Manager/Park Maintainer for the Village of Weston. I have enjoyed my sixteen plus years with the Village but have been offered an Operations Manager position with the City of Wausau/Marathon County Parks, Recreation and Forestry Department. While this decision did not come easily, I believe I am ready to further my professional growth and development.

I would like to thank you for all that you have done for me over the past 16 years. I began this job directly out of college with little experience and have transformed into someone with confidence to tackle challenges on many levels. The skill set that you've helped me develop is the reason I'm able to continue my growth. I want to be sure you understand my gratitude for all you have done.

While I know there are many challenges on the horizon moving forward, I want you to know that I will do whatever I can to help ease the transition. If you have questions moving forward, please don't hesitate to ask! Thank you again for all you've done and I wish you and the Village nothing but the best moving forward.

Sincerely,



Bradley Mroczenski  
Aquatic Center Manager  
Village of Weston

CC: Keith Donner, Village Administrator  
Sherry Weinkauff, HR/Village Clerk  
Employee File

**VILLAGE OF WESTON  
MARATHON COUNTY  
RESOLUTION NO. 2020-001**

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**APPROVING THE EMPLOYEE 2020 COMPENSATION ADJUSTMENTS**

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**WHEREAS, the Board of Trustees, at their October 21, 2019 meeting approved a CPI wage adjustment, based on the CPI index used by the DOR, and recommends a contingency of up to \$25,000 for merit increases in the 2020 budget; and**

**WHEREAS, the Human Resources Committee, at their November 4, 2019 meeting approved the 2020 Classification and Compensation Matrix with a 1.85% CPI increase; and**

**WHEREAS, the Board of Trustees, of the Village of Weston, adopted the 2020 budget on November 18, 2019 which included funding to cover the CPI increases; and**

**NOW THEREFORE BE IT RESOLVED that the Board of Trustees approve the 2020 Employee Compensation Adjustments, dated January 24, 2020, to be effective the first full payday in January 2020.**

**PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WESTON, at a regular meeting thereof, this 3rd day of the month of February 2020.**

**VILLAGE OF WESTON, a Municipal Corporation of the State of Wisconsin.**

**By: \_\_\_\_\_  
WALLY SPARKS, President**

**ATTEST:**

**By: \_\_\_\_\_  
SHERRY WEINKAUF, Clerk**