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

Weston Municipal Center Board Room
5500 Schofield Avenue, Weston, WI 54476

The Public may attend the meeting virtually. See the instructions under Public Comments below.

Monday, September 28, 2020 @ 4:30 p.m.

AGENDA ITEMS.

1. Call to Order by Chairperson Ziegler
2. Roll Call by Recording Secretary Flory.
   a. Ziegler {c}, Hackbarth, Simmons, Fiene {vc}
3. Approval of minutes from previous meeting: June 1, 2020.

PUBLIC COMMENTS (At this point the Chairperson will ask if there are any comments to be heard from the public).

Join Zoom Meeting by Computer (audio only meeting to make comments):
https://zoom.us/j/95234502486

Join Zoom Meeting by Phone (audio only meeting to make comments):
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
+1 929 436 2866 US (New York)

Meeting ID: 952 3450 2486

NEW BUSINESS.

4. Discuss Operations During COVID-19
5. Request from Assistant Planner for Education expense reimbursement
6. Update on Group Health Insurance renewal and Health Insurance strategy for 2021 budget.
7. Acknowledge 2021 Workers Compensation experience modification factor
8. Organization chart
   a. Changes
   b. Recruitment for Public Works position(s)

FUTURE ITEMS.

9. Next meeting date: TBD
10. Topics for future meetings
11. Remarks from Staff
12. Remarks from Committee members
13. Announcements

ADJOURNMENT.

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

Monday, June 1, 2020 @ 4:30 p.m.

AGENDA ITEMS.

1. **Call to Order & Welcome by Chairperson Ziegler.**
   Meeting called to order by Chairperson Zeigler at 4:30 p.m.

2. **Roll Call by recording Secretary Flory.**

MEMBER	PRESENT
Fiene, Nate	YES
Hackbarth, Linda	YES
Schuster, Fred	YES
Simmons, Ryan	YES
Ziegler, Jon	YES

3. **Approval of minutes from previous meeting.**

   Motion by Schuster, second by Hackbarth to approve the minutes of February 24, 2020.

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

MEMBER	PRESENT
Fiene, Nate	YES
Hackbarth, Linda	YES
Schuster, Fred	YES
Simmons, Ryan	YES
Ziegler, Jon	YES

4. **Public comments.**
   There were no public comments made.

NEW BUSINESS

5. **Discuss Operations During COVID 19 Orders and Acknowledge Contagious Temporary Illness Policy** (Approved by the Board of Trustees at a special meeting held on April 2nd)

   Donner stated that this policy was adopted and modeled after Sheboygan County. He said certain measures have been put in place to include physical distancing and some employees are working remotely. Meetings have been held by Zoom or teleconference. Public Works and Utility personnel report to the shop at staggered times. Clerks department had challenges with the Election not being called off. Hackbarth suggested having employees call a COVID hotline if they experience symptoms. This takes the Village out of the mix, leaving the responsibility to the health care providers She also suggested that all employees wear masks.

6. Re-opening access to the Municipal Center

Donner stated there are some safety concerns with the free access to the building once we re-open to the public. To that end a ticket booth was ordered and will be installed in the vestibule along with an intercom system. Donner suggested the Village no longer accept utility payments at the municipal center and encourage people to use the drop box or pay electronically. The Municipal Center was thoroughly cleaned by K-Tech over the weekend. The D.C. Everest school district has been coming daily using a fogging machine to disinfect the municipal center. In-person absentee voting was reduced to one week instead of four weeks. There may be some federal funds available to offset our costs of cleaning supplies.

7. Social Media Policy

Zeigler feels that we need a social media policy in place. Schuster feels that you need to be careful with commenting on social media because people take things the wrong way or twist things around. Fiene feels that we should not limit free speech by elected officials, this policy should be for Village employees. Simmons does not think employees need to have a work Facebook account. Hackbarth asked if there is a Village of Weston Facebook page and is it monitored. Donner said yes. Staff will bring this item back to the committee for more discussion.

UNFISHISHED BUSINESS.

8. Aquatic Center Season Planning

Director Osterbrink has been working with the YMCA who will oversee the management of the Aquatic Center. The topic of opening the Aquatic Center for the season will be discussed at the June 1st Board of Trustees meeting.

FUTURE ITEMS.

9. Next regular meeting date: June 22, 2020

10. Topics for future meetings.

Social Media Policy.

11. Remarks from Staff.

None

12. Remarks from Committee members.

None

13. Announcements.

None

ADJOURNMENT

Motion by Fiene, second by Hackbarth to adjourn the meeting at 5:26 p.m.

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

MEMBER	PRESENT
Fiene, Nate	YES
Hackbarth, Linda	YES
Schuster, Fred	YES
Simmons, Ryan	YES
Ziegler, Jon	YES

REQUEST FOR CONSIDERATION

PUBLIC MTG/DATE:	HUMAN RESOURCES, SEPTEMBER 28, 2020
DESCRIPTION:	REQUEST FROM ASSISTANT PLANNER FOR EDUCATION EXPENSE REIMBURSEMENT.
FROM:	JENNIFER HIGGINS, DIRECTOR OF PLANNING AND DEVELOPMENT
QUESTION:	SHOULD THE HR COMMITTEE APPROVE A REQUEST TO REIMBURSE ASSISTANT PLANNER WHEATON FOR EDUCATION EXPENSES SHE WOULD INCUR WHILE PURSUING HER AICP (AMERICAN INSTITUTE OF CERTIFIED PLANNERS) CERTIFICATION WITH THE AMERICAN PLANNING ASSOCIATION?

BACKGROUND

ASSISTANT PLANNER WHEATON HAS SUBMITTED A REQUEST FOR REIMBURSEMENT OF THE COSTS IF SHE IS SUCCESSFUL IN PASSING HER AICP CERTIFICATION TEST IN 2021. SHE HAS PROVIDED DETAILS OF THE CERTIFICATION FOR THE PACKET. THE AMERICAN INSTITUTE OF CERTIFIED PLANNERS PROVIDES THE ONLY NATIONWIDE, INDEPENDENT VERIFICATION OF PLANNERS' QUALIFICATIONS. CERTIFIED PLANNERS PLEDGE TO UPHOLD HIGH STANDARDS OF PRACTICE, ETHICS, AND PROFESSIONAL CONDUCT, AND TO KEEP THEIR SKILLS SHARP AND UP TO DATE BY CONTINUOUSLY PURSUING ADVANCED PROFESSIONAL EDUCATION. WITH AICP COMES A COMMITMENT TO CONTINUING EDUCATION AS SHE WOULD NEED TO DO SO MANY HOURS A YEAR TO KEEP HER CERTIFICATION. AICP IS NOT REQUIRED FOR HER JOB DUTIES BUT SHOWS HER WILLINGNESS TO GROW AND BETTER HERSELF FOR HER OWN CAREER AND HER CURRENT POSITION WITH THE VILLAGE.

ATTACHED DOCS:	REQUEST FOR PARTICIPATION IN EDUCATION EXPENSE REIMBURSEMENT PROGRAM APPLICATION SEC. 8.08 EDUCATION EXPENSE REIMBURSEMENT PROGRAM
COMMITTEE ACTION:	NONE
FISCAL IMPACT:	$765 WITH A SUCCESSFUL TEST
RECOMMENDATION:	DIRECTOR RECOMMENDS APPROVAL

RECOMMENDED LANGUAGE FOR OFFICIAL ACTION

I MOVE TO APPROVE THE REQUEST FROM ASSISTANT PLANNER WHEATON FOR EDUCATION EXPENSE REIMBURSEMENT.

ADDITIONAL ACTION:	WHEATON SUPPLY TEST RESULTS FOR REIMBURSEMENT

VILLAGE OF WESTON
REQUEST FOR PARTICIPATION IN
EDUCATION EXPENSE REIMBURSEMENT PROGRAM

Please print

Last Name	First Name	MI	Employment Type
Wheaton	Emily	C	☐ Department Head ☒ Staff ☐ Administrator
Address	**City**	**State** / **ZIP**	**Job Title**
1203 Western Ave	Mosinee	WI 54455	Assistant Planner
Email Address	**Phone** ☒ Cellular ☐ Other	**Last 4 digits of your Social Security Number**	
ewheaton@westonwi.gov	715-297-6227	XXX-XX-4546	

Name of School, College, University, etc. _____

Proposed Course is:

☒ Certificate/Diploma Credit Course Title American Institute of Certified Planners
Course Number _____ Credit/CEU Hours _____ Course Begins _____ Course Ends May 2021

☐ Associate's Degree Credit Course Title _____
Course Number _____ Credit Hours _____ Course Begins _____ Course Ends _____

☐ Undergraduate Course Credit Course Title _____
Course Number _____ Credit Hours _____ Course Begins _____ Course Ends _____

☐ Graduate Course Credit Course Title _____
Course Number _____ Credit Hours _____ Course Begins _____ Course Ends _____

Briefly describe the course (attach course syllabus, program course brochure or education institute's course catalog pages pertaining to this course).

_____

Number of Credits/CEUs N/A Cost per Credit/CEUs N/A Total Cost for Credits/CEUs $510.00

Course Textbook(s) Cost N/A Other Course Fees $255.00 - Test Prep

Are courses for a credit leading to a degree? ☐ Yes ☒ No

Name of Diploma/Degree: N/A Major Field of Study: Land Use Planning

Are you receiving Veterans Administration benefits? ☐ Yes ☒ No

Attach supporting documents addressing the following questions:

How does the proposed course of study relate to your job assignment/position duties?
Better knowledge of this topic will make me an assesst to the Planning & Development Department.

Yearly continuing education credits would help me stay up to date in this field

If the course meets during your normal work hours, how will your work schedule be adapted?

PTO or

How will the course-provided knowledge/techniques improve your performance and be useful to the Village? The exam + study materials will show that I have a fundamental knowledge of core elements + competencies that form the foundation for planners

I understand that this application will be reviewed by my Department Director for his/her review and comment. After which the application and comments by my Department Director will be reviewed by the Administrator for his/her approval or denial. If approved, the Administrator will negotiate with me concerning the terms of a commitment to continued employment during and subsequent to the completion of the program.

I understand that if approved the following terms and condition are contingent upon my receiving reimbursement:

If approved, I will be eligible for 75 percent reimbursement of the cost for tuition, books, and lab fees (if applicable) to a maximum of $2,000.00 per calendar year for graduate degree programs and $1,500.00 per calendar year for under-graduate degree and certificate programs.

I must successfully complete each course and receive a passing grade if the course is graded on a pass/fail basis or a grade of B or better if letter grades are issued.

In order to receive reimbursement, I will provide a copy of the grade report, or confirmation from the school that the course has been completed, along with original receipts for tuition, books, and lab fees paid shall be submitted to the Employee Resources Manager. This shall be done within 30 days of notification of satisfactory completion of the course.

Mileage and other travel expenses are not reimbursable. Time spent for classes shall not be paid, work time.

I understand that if I am allowed to participate in this Education Expense Reimbursement Program that I will abide by the terms and conditions of the agreement pertaining to the length of time that I will be required to remain in employment with the Village of Weston subsequent to my successful completion of the course(s)

Signature — Date (MM/DD/YYY): 09/16/2020

Department Director — Signature — Date (MM/DD/YYY)

Administrator use only:

I have reviewed this application for Request for Participation in Education Expense Reimbursement Program.

☐ Application is approved ☐ Application is denied

If denied, reason for denial:

Created 03/06/2018

"I'm an employer and I always look for the AICP credential. In fact, AICP certification is a precondition for employment or promotion into many of our planning positions."

—Rodger Lentz, AICP
Director of Planning & Development Services, Wilson, North Carolina

The American Planning Association's Professional Institute
American Institute of Certified Planners

Making Great Communities Happen

Earn certification by the American Institute of Certified Planners and help your employer excel.

Take the first step toward AICP certification by applying to take the AICP Comprehensive Planning Exam. Ask your employer to support your professional advancement by paying the exam application and registration fees and, once you're certified, to continue that support by paying your AICP dues and the costs of continuing professional education.

For your employer, your AICP certification is a sound investment. Why? Because the payoff is a better employee who is always well-informed and up-to-date.

Here are some talking points to reinforce your request:

- By passing the AICP exam, you will demonstrate comprehensive understanding of planning. Your proven versatility and breadth of knowledge ensures your ability to take on—and successfully complete—a wide range of projects.
- Continuous learning will keep you engaged, informed, and in command of contemporary planning practice.
- Employing and retaining certified planners saves employers time and money. AICP certification is the national qualifying standard for planners and earning "AICP" will guarantee you're a solid professional.
- AICP certification means your employer can depend on your commitment to ethical practice and to making sound decisions for the communities you serve.
- Your AICP certification will enhance your agency's authority, prestige, and credibility.

To learn more about AICP certification and how it benefits both planners and employers, visit planning.org/aicp/why.

APA Learn
Planning education from A(ffordable housing) to Z(oning)
(https://www5.smartadserver.com/click?imgid=24936779&insid=9237096&pgid=584791&ckid=7658500445450045702&uii=3874144377976040 10&acd=1600186824608&opid=6196953087789711628&opdt=

Why AICP?

Demonstrate Your Expertise

AICP Certification (/certification/) is the only nationwide, independent verification of planners' qualifications. Earn the AICP Certification and colleagues and employers will know that you have the academic qualifications, relevant work experience, and mastery of essential skills required to serve your community effectively.

> "AICP is the seal of approval. It gives identity to the profession and it gives planners credibility."
> *— Sergio Rodriguez, FAICP; Former City Manager, Miami Beach, Florida*

Get an Edge in the Job Market

Employers recognize — and reward — AICP Certification. On average, AICP-certified planners earn $16,000 more annually than non-certified planners.

AICP Certification is an assurance of quality — a professional pre-screen — for employers who want to attract the most highly qualified candidates for their open positions. The majority of planning employers say that AICP Certification is a factor when hiring planners.

> "I'm an employer. I look for the AICP credential in our screening process to find the best and most qualified employees for our planning positions."
> *— Rodger Lentz, AICP; Director of Planning and Development Services, Wilson, North Carolina*

Show Your Commitment to Ethics

87% of planning employers report that it is important that staff demonstrate allegiance to a code of ethics. The AICP Code of Ethics and Professional Conduct (/ethics/ethicscode/) helps planners negotiate the tough ethical and moral dilemmas they sometimes face on the job, and 97% of AICP members say that AICP Certification meets or exceeds expectations for demonstrating their commitment to ethical standards of practice.

Grow Your Career

If you're just starting out and setting goals for your planning career, think about what you want to accomplish in five years, or 10. As an APA member, you can set your sights on certification — a professional achievement that will open doors. In fact, four out of five AICP members attribute their career advancement to having earned AICP Certification.

MENU

Planetizen

Planetizen AICP* Exam Preparation Class

In an effort to protect employees and contain the spread of Coronavirus we will be sending out shipments one day per week. Please expect reduced shipping speeds for class materials. Thank you for your understanding.

Are you ready to take the AICP* exam?

88% of students who took Planetizen's AICP* Exam Preparation Class in 2016 passed the test and became AICP* certified.

The national pass rate for the AICP* exam is only 64%.

Over 1/3rd of all successful AICP* exam takers used our class to help them pass.

Join the thousands of students who have used the Planetizen AICP* Exam Preparation Class to prepare for the American Planning Association's AICP* exam.

The class is 100% web-based and mobile and tablet friendly. You can access anywhere you have a web browser and internet connection.

Standard Class
$255.00

Enhanced Class
$589.00

Premium Class
$689.00

FEATURES FAQ OUTLINE REVIEWS ABOUT THE INSTRUCTOR

Learn on Your Schedule

- ✓ Under **Sec, 5.10. Salary Ranges.** Review, modify, and approve the implementation of the current year's Village of Weston Pay Matrix.

- ✓ Under **Sec. 5.06. Reclassification Requests Procedures (6)** During the August meeting, approve new or expanded position requests for the following year. If the position involves a new classification, the Human Resources Committee will establish the new classification and approve a pay level submitted by the Administrator.

- ✓ Under **Sec. 5.07. Reclassification Review Procedure**. Approve new classes with the appropriate pay range as submitted by the Administrator. Approve classification changes as submitted by the Administrator. In most cases the authorized changes are effective on January 1 of the upcoming year.

- ✓ Under **Sec. 7.11. Telework and Telecommuting. (2) Approval.** Review modify, deny and/or approve a department's written plan for telecommuting and submit their findings thereafter to the Board of Trustees.

- ✓ Under **8.07. (3) Performance Appraisal Process, Accelerating Pay Increases.** Review, approve, modify, or deny a Department Director's or Administrator's request for accelerating an employee's pay within the Village of Weston Grade and Pay Matrix and submit their findings thereafter to the Board of Trustees.

- ✓ Under **Sec. 8.08. (2) Education Expense Reimbursement Program.** Review all requests meeting the minimum criteria. This committee will approve or deny reimbursement requests based upon:

    - ✓ Whether certificate or degree program is directly related to the employee's current job and/or will improve management skills,

    - ✓ Employee's performance history including the length of time employed by the Village, achievements and contribution during this period, and overall quality of work performed,

    - ✓ Appropriateness of the educational goal (e.g. level of correlation between the education and a likely career path within the Village Government.

- ✓ Under **Sec. 11.08. Grievances against Employee Discipline, Terminations, and Workplace Safety. (2) Appeal to Impartial Hearing Officer: (c) <u>Impartial Hearing Officer Recommendation:</u>** Receive the Impartial Hearing Officer recommendations affirming or reversing the action with the reasons therefore in writing.

- ✓ Under **Sec. 11.08. Grievances against Employee Discipline, Terminations, and Workplace Safety. (3) Appeal to Human Resources Committee, (a) Step 5**, **after having** received a properly submitted appeal, shall meet with the parties to discuss the matter as soon as practicable.

    - ✓ At the conclusion of that meeting, the Human Resources Committee may affirm, modify, or reverse, by a majority vote of the committee, the Impartial Hearing Officer's determination.

be achieved. Professional development goals relate to the competencies, knowledge, skills and abilities that an employee needs to perform the essential functions of his/her current position and/or to prepare him/her for future career growth.

Sec. 8.08. Education Expense Reimbursement Program.

The Education Expense Reimbursement Program provides financial assistance to eligible employees who take college or technical college courses during their off time to complete an associate's degree, bachelor's degree, or master's degree in public or business administration, accounting, finance, or other degrees related to a current management position. This program also provides financial assistance to eligible employees who take courses to complete certificate programs related to Village employment.

Benefit eligible employees who have completed their introductory period are eligible to participate. Employees receiving grants from other sources which cover the full cost of tuition and materials will not be eligible to participate. Reimbursement for educational expenses may be available for college or technical college or certificate courses meeting the following eligibility requirements:

- ✓ Employee must be satisfactorily performing the duties and responsibilities of his/her current job.
- ✓ The educational degree or certificate, in the judgment of the Administrator, must be directly related to the employee's current position or must directly enhance potential for advancement within the Village to a position which the individual has a reasonable expectation of achieving.

Employees approved for a certificate or degree program shall execute an agreement (see Appendix 8-C) with the Village which will include a commitment to continued employment during and subsequent to the completion of the program. The Administrator shall negotiate the terms of the agreement with the employee.

(1) Employees shall complete and submit a request (see Appendix 8-A) to the Employee Resources Manager requesting participation in the program prior to actually taking courses for which reimbursement is requested.

(2) The Human Resources Committee will review all requests meeting the minimum criteria. This committee will approve or deny reimbursement requests based on the following criteria:

Whether certificate or degree program is directly related to the employee's current job and/or will improve management skills;

Employee's performance history including the length of time employed by the Village, achievements and contribution during this period, and overall quality of the work performed;

Appropriateness of the educational goal (e.g. level of correlation between the education and a likely career path within Village Government).

(3) Employees are eligible for 75 percent reimbursement of the cost for tuition, books, and lab fees (if applicable) to a maximum of $2,000 per calendar year for graduate degree programs and $1,500 per calendar year for under-graduate degree and certificate programs.

(4) Employees must successfully complete each course and receive a passing grade if the course is graded on a pass/fail basis or a grade of "B" or better if letter grades are issued.

(5) Reimbursement will be made after satisfactory completion of each course. A copy of the grade report, or confirmation from the school that the course has been completed, along with original receipts for tuition and books and lab fees paid shall be submitted to the Employee Resources Manager for processing. This shall be done by the employee within 30 days of notification of satisfactory completion of the course. (See Appendix 8-B)

(6) Mileage and other travel expenses are not reimbursable. Time spent for classes shall not be paid, work time.

Annually, the Employee Resources Manager will budget for funds for the purpose of providing educational reimbursement. Based upon the predetermined criteria, reimbursement may be provided to qualified employees until the budget allocation has been expended. Funds are budgeted annually, and there is no guarantee that funds will continue to be available beyond what is approved through the annual budget process**.** Departments will be responsible for tuition reimbursement when funding is available through non-Village tax levy sources, such as state and federal grants.

Seminars, workshops, other training conducted during work time as a means of skill development and keeping current in the field remains the responsibility of the operating departments and is not covered by this policy. Funds for this type of training will be the departments' responsibility. If department funds are insufficient, they may request assistance from the Employee Resources Manager.

262-796-4540 Fax 262-796-4400 www.wcrb.org
P.O. Box 3080 Milwaukee, WI 53201-3080
Located at 20700 Swenson Drive - Suite 100, Waukesha, WI 53186

Wisconsin Compensation Rating Bureau

August 2, 2020

WESTON VILLAGE OF
5500 SCHOFIELD AVE
WESTON, WI 54476

Combinable ID No:020296000 Rating Date:01/01/21 to 01/01/22
Coverage ID No: 0093396
Employer Name: WESTON VILLAGE OF
Carrier 95062 LEAGUE OF WISCONSIN MUNICIPALITIES MUTUAL(1) Policy:0900056586

Your experience modification factor of .86 to be applied to your Worker's Compensation premiums effective 01/01/21 to 01/01/22 is now available to view/print from the URL provided below. You will also have access to an explanation of experience rating and how it affects your Worker's Compensation premium.

To access your experience modification worksheet and explanation of experience rating:

1. Go to wcrb.org

2. Select the FIND MY MOD link located in the orange EMPLOYER box.

3. Enter the following access code to view your Employer Rating Worksheet:

   Access Code: YCL3NIAU
   Coverage ID: 0093396

Your Worker's Compensation experience modification is based on the payroll and loss information supplied to us by your insurance carrier(s). We suggest that you review it carefully, and if you have any questions regarding your payroll or claim information please contact your insurance carrier or agent as soon as possible. If you have any questions regarding the calculation of the modification factor, you may also contact our office at (262) 796-4594.

This modification has been provided to the insurance carrier named below. Your carrier will apply the modification to your Worker's Compensation policy in accordance with the terms and conditions of your policy.

You are urged to print your modification worksheet from the URL provided as part of your Worker's Compensation insurance records. You may reproduce the Worksheet and provide it to whomever you choose. We will not give your worksheet to any unauthorized party without consent from you.

INSURANCE CARRIER

LEAGUE OF WISCONSIN MUNICIPALITIES
15200 WEST SMALL ROAD
NEW BERLIN, WI 53151

Form Rev. 08/05/17

VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN
5500 SCHOFIELD AVENUE, WESTON, WI 54476
REQUEST FOR CONSIDERATION

PUBLIC MTG/DATE:	**HUMAN RESOURCES COMMITTEE – 09/28/2020**
DESCRIPTION:	**DISCUSS ORGANIZATIONAL CHART, POSSIBLE CHANGES AND RECRUITMENTS.**
FROM:	**KEITH DONNER, ADMINISTRATOR**
QUESTION:	**ACKNOWLEDGE ADMINISTRATOR RESPONSIBILITIES FOR ORGANIZATIONAL STRUCTURE AND PROVIDE FEEDBACK ON PROPOSED RECRUITMENTS.**

BACKGROUND

The year 2020 has been a true "curve-ball" with respect to operations and personnel due to the presence and impacts of CORONA virus. Despite the unusual and unimaginable situation, there are more normal issues to contend with.

Earlier this year, Brad Mroczenski, our Aquatic Center Manger and Parks/Public Works Maintainer moved on to a position with Marathon County. The Aquatic Center Manager vacancy was "filled" by entering an agreement with the YMCA to serve as our Aquatic Center Manager under terms of a 3-year agreement. Because the financial implications of the agreement were not fully comprehended from a budget standpoint, and with the YMCA's capacity to assume the duties of Aquatic Center Manager, the vacancy in this position was not re-filled.

During the summer of 2020, Tony Skrzypchak, Street (Foreman) Lead, has announced his intention to retire within the next 6 to 9 months. It is our understanding this would be near the first of the year 2021 but, the retirement date is a bit ambiguous at the present time.

Duties of the Village Administrator include keeping a current organization chart, personnel management, and informing the Village Board of matters impacting the Village (to paraphrase).

The Administrator has consulted with the Director of Public Works and there is a consensus to recruit for a Street Operator/Maintainer position immediately. This is to replace the Skrzypchak position with an entry level position in anticipation of a possible promotion. Budget implications still need to be reviewed and better understood. Recruitment for the open Public Works Maintainer as a shared position with Utilities is also recommended.

COMMITTEE ACTION:	**NONE**
FISCAL IMPACT:	**TBD**
RECOMMENDATION:	**RECOMMENDATIONS AS OUTLINED ABOVE. THE ADMINISTRATOR IS CHARGED WITH RESPONSIBILITIES TO MAINTAIN AN ORGANIZATION CHART AND MANAGE VILLAGE PERSONNEL.**

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

RECOMMENDED LANGUAGE FOR OFFICIAL ACTION

I MOVE TO:

ACKNOWLEDGE THE ORGANIZATION CHART

ACKNOWLEDGE THAT RECRUITMENT FOR A STREET OPERATOR / MAINTAINER POSITION CAN PROCEED BY THE VILLAGE ADMINISTRATOR AND DIRECTOR OF PUBLIC WORKS.

ACKNOWLEDGE THE RECRUITMENT OF A PUBLIC WORKS OPERATOR/MAINTAINER CAN PROCEED WITH HIRE DEPENDENT ON THE FINANCIAL CAPACITY (ABILITY TO PAY) OF THE VILLAGE AND AFFECTED ENTERPRISE FUNDS.

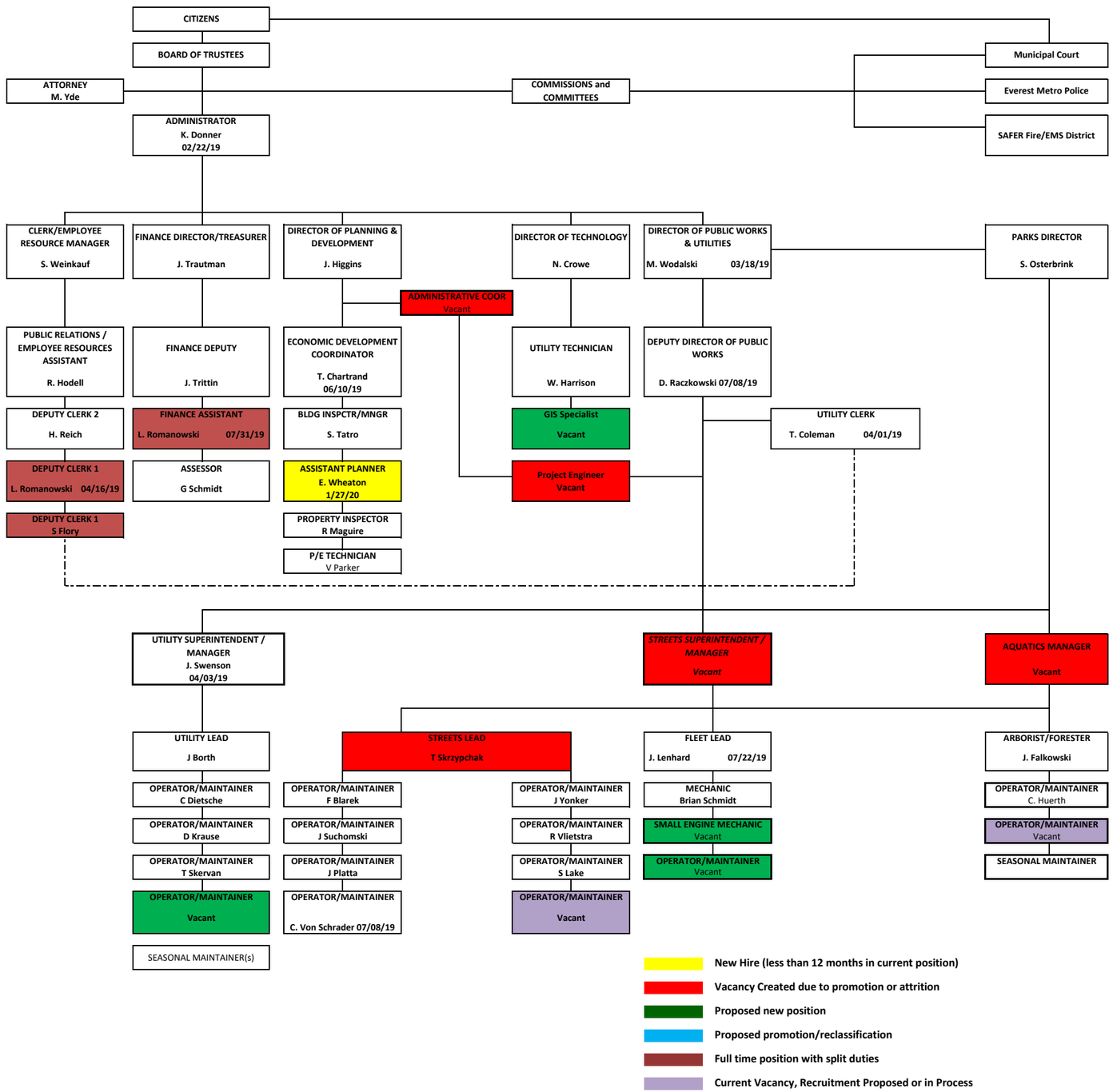
OR,

SOMETHING ELSE

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

Village of Weston Organizational Chart

Thursday, September 24, 2020



(Code 1982, § 1.06(3); Ord. of 12-10-2011)

_____
*** Cross References--**Any ordinance setting salaries of village officers and employees or any personnel regulations saved from repeal, § 1.110(13).

DIVISION 2 ADMINISTRATOR

Sec. 2.302. Appointment, term of office and removal.

The Village Administrator shall be appointed by a majority vote of the Board on the basis of merit with due regard to training, experience, administrative ability and general fitness for the office. The Village Administrator shall hold office for an indefinite term subject to removal at any time by a majority vote of the Board. This section, however, shall not preclude the Board from establishing other employment terms and conditions not inconsistent with the provisions of this Code or statute.

(Ord. of 7-29-1991, § 1(2, 5); Ord. of 12-10-2011)

Sec. 2.303. Functions and duties.

The Village Administrator, subject to the limitations defined in resolutions and ordinances of the Village, statutes and administrative rules, shall be the chief administrative officer of the Village, responsible only to the President and the Board for the proper and efficient administration of the business and affairs of the Village with powers and duties as follows:

(1) **General duties**.

a. Be responsible for the administration of all day-to-day operations of the village government, including the monitoring of all ordinances, resolutions, board meeting minutes, statute and administrative rules.

b. Maintain a plan of administration, including an organization chart, which defines the authority and responsibility for all non-statutory positions of the Village; and submit it to the Board for adoption as the official organization and administrative procedure plan for the Village and make suggestions for amendments and/or changes when needed.

c. Establish when necessary administrative procedures to increase the effectiveness and efficiency of the village government consistent with current practices in local government and not inconsistent with subsection (1)c. of this section or the directives of the President and Board.

d. Serve as ex officio nonvoting member of all boards, commissions and committees of the Village, except as specified by the Village Board or statute. Serve as an alternate for the village president, and/or village trustees, and/or other village committee members and representatives on all non- Village, (except the Everest Metro Police Department Joint Finance Committee and the S.A.F.E.R. Board of Directors) boards, commissions, and committees, except as directed by the village board, by-law, or statute.

e. Keep informed concerning current federal, state and county legislation and administrative rules affecting the Village, and submit appropriate reports and recommendations to the board.

f. Represent the village in matters involving legislative and intergovernmental affairs as authorized and directed as to that representation by the President and Board.

g. Act as public information officer for the Village, with the responsibility of assuring that the news media are kept informed about the operations of the Village and that all open meeting rules and regulations are followed.

h. Establish and maintain procedures to facilitate communications between citizens and village government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official, and to assure that all such matters are expeditiously resolved.

i. Promote the economic well-being and growth of the Village through public and private sector cooperation.

j. The Administrator shall be the head of emergency management services for the Village of Weston per Wis. Stat. § 323.14(1)(b)(2).

(Ord. No. 15-030 of 12-09-2015; Ord. No. 19-004 of 2/21/2019)

(2) **Responsibilities to the Board**.

a. Carry out all directives of the President and Board that require administrative implementation and make prompt and complete reports to the president and board of any difficulties or problems encountered.

b. Attend all meetings of the Board, assisting the President and the Board as required in the performance of their duties.

c. In coordination with the President, the Board, and the village clerk, ensure that appropriate agendas are prepared to all meetings of the board, all board committees, and all other appropriate committees and commissions of the

Village, together with such supporting material as may be required, with nothing in this subsection being construed as to give the Village Administrator authority to limit or in any way prevent matters from being considered by the board, or any of its committees and commissions.

d. Assist in the preparation of ordinances and resolutions as requested by the President or the Board, or as needed.

e. Keep the President and Board regularly informed about the activities of the Village Administrator's office by oral or written report at regular and special meetings of the board.

(Ord. No. 15-030 of 12-09-2015)

(3) **Personnel**.

a. Be responsible for the administrative direction and coordination of all employees of the Village according to established organization procedures.

b. Recommend to the board the hiring, appointment, promotion, and suspension of department heads. Recommend to the board the termination of certain department heads, except for statutory officers.

c. In consultation with the appropriate department head, be responsible for the hiring, appointment, promotion, and when necessary for the good of the Village, the suspension or termination of employees below the department head level.

d. Nothing in this section shall preclude an employee from exercising their grievance rights under state law.

e. Serve as personnel officer for the Village with responsibilities to see that complete and current personnel records, including specific job descriptions, for all village employees are kept; evaluate in conjunction with department heads the performance of all employees on a regular basis; recommend salary and wage scales for village employees not covered by collective bargaining agreements; develop and enforce high standards of performance by village employees; assure that village employees have proper working conditions; work closely with department heads to promptly resolve personnel problems or grievances.

f. Assist in labor contract negotiations and collective bargaining issues.

g. Work closely with department heads to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and act as the approving authority for requests by employees to attend

conferences, meetings, training schools, etc., provided that funds have been budgeted for these activities.

h. All duties as so enumerated in the Village of Weston Employee Policy and Procedure Manual as being assigned to the Administrator.

(Ord. No. 15-030 of 12-09-2015; (Ord. No. 18-010 of 03-27-2018)

(4) **Budgeting**.

a. Be responsible for preparation of the annual village budget in accordance with guidelines as may be provided by the Board, and in coordination with department heads and pursuant to statute, for review and approval by the president and the Board prior to submission to the annual budget hearing.

b. Administer the budget as adopted by the Village at its annual budget hearing.

c. Keep informed concerning the availability of federal, state and county funds for local programs. Assist department heads and the board in obtaining these funds under the direction of the president and the board.

(Ord. of 7-29-1991, § 1(4); Ord. of 12-10-2011; Ord. No. 15-030 of 12-09-2015)

Sec. 2.304. Cooperation.

All officials, employees and the Administrator of the Village shall cooperate with one another so that the village government shall function effectively and efficiently.

(Ord. of 7-29-1991, § 1(5); Ord. of 12-10-2011)

Sec. 2.305. Compensation.

The Village Administrator shall receive such compensation as the Board shall prescribe.

(Ord. of 7-1-1991, § 1(5)(c); Ord. of 12-10-2011)

Sec. 2.306. Residency.

Refer to Section 2.303(1)(j).

(Ord. of 7-29-1991, § 1(3); Ord. of 12-10-2011; Ord. No. 15-030 of 12-09-2015)