

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

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Monday, January 27, 2019 @ 6:00 p.m.

AGENDA ITEMS.

1. **Call to Order & Welcome by Chairperson Fiene.**  
Meeting called to order by Chairperson Fiene at 6:00 p.m.
2. **Roll Call by Recording Secretary Flory.**

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

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

***Motion by Hackbarth, second by Simmons to approve the minutes of December 16, 2019.***

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

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

NEW BUSINESS

5. **Revision to Sec. 5.14(3) Reimbursement rates for official Village meals**  
Weinkauff said she recently received concerns from employees regarding the Village's meal reimbursement rates. She referenced the website of the U.S. General Services Administration (GSA). She said the standard meal breakdown is \$55, and includes \$13 for breakfast, \$14 for lunch, \$23 for dinner and \$5 for incidental expenses. There was a short discussion on tipping. It was suggested the 20% tipping language get added back in the employee handbook.

***Motion by Schuster, second by Hackbarth to recommend the Board of Trustees approve the revision to Sec. 5.14 (3) Reimbursement for Travel Expenses of the Employee Personnel Policies and Procedures Handbook.*** Q/Wodalski asked to clarify the definition of per diem. There was a short discussion on the per diem rate definition. The

consensus of the Committee was to remove the per diem wording and replace with reimbursement expenses in the Employee Handbook.

***Motion by Schuster, second by Zeyghami to amend the original motion and remove the per diem wording and replace with reimbursement expenses in the Employee Handbook.***

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

**All in favor of original motion as amended:**

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

**6. Acknowledge resignation from Parks Maintainer/Aquatic Center Manager Brad Mroczenski**

***Motion by Hackbarth, second by Simmons to acknowledge the resignation from Brad Mroczenski.***

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

**7. Process and Options for filling vacancy of Aquatic Center Manager**

Director Osterbrink discussed options for filling the vacancy of the Aquatic Center Manager. He said some of the options include working with the YMCA, Marathon County, the school district and the Rothchild/Schofield Aquatic Center. These discussions are very preliminary.

**8. Assistant Planner recruitment update**

Administrator Donner said Emily Wheaton was hired to fill the Assistant Planner position. Her first day with the Village is today.

**9. Workers compensation experience update**

Administrator Donner spoke to the committee about Workers Compensation experience. The Village had zero compensable claims in 2019. This is very rare. He will send a letter to employees congratulating them on their safety efforts. Weinkauff said the modification factor for 2020 is .87.

**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.

***Motion by Zeyghami, second by Simmons to convene into closed session at 6:30 p.m.***

**Roll call taken by Recording Secretary Flory.**

**Roll Call:**

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

**RECONVENE TO OPEN SESSION**

***Motion by Zeyghami, second by Simmons to reconvene from closed session.***

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

**POSSIBLE ACTION ON CLOSED SESSION ITEMS**

**10. Resolution No. 2020-001 - 2020 Employee CPI compensation adjustments**

***Motion by Zeyghami, second by Schuster to recommend the Board of Trustees approve Resolution No. 2020-001 - 2020 Employee CPI compensation adjustments.***

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

**FUTURE ITEMS.**

- 11. **Next regular meeting date: February 24, 2020**
- 12. **Topics for future meetings.**  
Fiene suggested adding discussion on the next agenda to include the mid-point compensation language which is in Chapter 5 of the Employee Handbook.
- 13. **Remarks from Staff.**  
No comments.
- 14. **Remarks from Committee members.**  
Simmons asked if the Village had a cell phone policy. Weinkauff said yes. He said he recently saw an employee almost get in an accident because they were on their cell phone.
- 15. **Announcements.**  
No comments.

**ADJOURN**

***Motion by Simmons, second by Hackbarth to adjourn the meeting at 8:01 p.m.***

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