



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

Monday, February 19, 2024 @ 5:00 p.m.

AGENDA ITEMS

1. **Call to Order & Welcome by Chairperson Hartinger**
The meeting was called to order by Chairperson Hartinger at 5:00 p.m.
2. **Pledge Allegiance to the Flag**
3. **Roll Call by Clerk**

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

4. **Approval of Human Resources Committee Meeting Minutes of October 2, 2023**

Motion by Hegg, second by Meinel to approve the meeting minutes from October 5, 2023.

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	Yes
Hackbarth, Linda	-----
Dirks-Luebbe, Micki	Yes
Hegg, Robin	Yes
Meinel, Steve	Yes
Arndt, Jay	-----

5. **Public comments**
None.

Administrator Gebert addressed the committee with the acknowledgement of resignation of Committee Member Arndt thanked him for service.

NEW BUSINESS

6. **Discussion and/or possible action on recommendation to the Village Board on amendments to Public Works Job Description(s):**
- **Director of Public Works**
 - **Fleet Foreman**
 - **Mechanic**

Administrator Gebert informed the committee of the three Public Works job descriptions with tracked changes that are in the packet. Administrator Gebert confirmed that the only changes were updated job descriptions and some grammatical errors.

Motion by Weiland, second by Hegg to approve the amended job descriptions to the Village Board for the positions of Director of Public Works-Fleet Foreman-Mechanic.

Yes Vote: 5 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	-----
Dirks-Luebbe, Micki	Yes
Hegg, Robin	Yes
Meinel, Steve	Yes

7. **Discussion and/or possible action on recommendation to the Village Board on proposed job description and funding for new Staff Engineer position in Public Works department**

Director Wodalski spoke briefly about the upcoming twenty capital projects that are in the works currently. A staff engineer would be able to help manage these projects along with Director Wodalski and do engineering in house rather than hiring the services out and in turn saving the Village money going forward. The position would be funded by contracts, capital, and the utility budget. Meinel questioned if there would need to be extra insurance costs with a staff engineer. Wodalski said we have a CAD license, and he will check on the insurance requirements. Meinel questioned if there was any talk of combining utilities with other municipalities at this time like the merger of the

police departments/judge with Rothschild. Administrator Gebert and Director Wodalski said there is no talk of combining utilities.

Motion by Hegg, second by Dirks-Luebbe to description and creation of approve the Staff engineer position.

Yes Vote: 5 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	----
Dirks-Luebbe, Micki	Yes
Hegg, Robin	Yes
Meinel, Steve	Yes

8. **Changes to the Human Resources Policy**
a. **Removal of Employee Resources Manager references**

Administrator Gebert briefly spoke to the committee about the removal of the references of the Employee Resources Manager in the employee handbook as that position no longer exists.

9. **Other Current Developments/Changes in Human Resources Matters**

Administrator Gebert said this is a placeholder for any topics that committee members would like to talk about.

10. **Acknowledge recent staff resignation notices:**
a. **Trevor Skerven, Utility Senior Operator**

Administrator Gebert shared with the committee that Trevor Skerven has resigned and David Tryba an internal candidate has expressed interest in moving into the Utilities Department a job offered was extended. He will be moving into the department soon.

11. **Acknowledge completion of 2023 evaluations for all staff**

Administrator Gebert wanted to let the committee know the 2023 evaluations are completed and are on file.

12. **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 – recommended 2024 market adjustment compensation changes for competitiveness and recommended merit adjustment compensation changes for performance

CONTINUE IN CLOSED SESSION PURSUANT TO §19.85(1)(c)

Reclassification Review Procedure from Public Works Maintainer to Public Works Operator

Motion by Hartinger, second Hegg to move into closed session at 5:18 p.m.

Yes Vote: 5 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	----
Dirks-Luebbe, Micki	Yes
Hegg, Robin	Yes
Meinel, Steve	Yes

Roll Call by Deputy Clerk Chibeya

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

Additional closed session members: Gebert, Trautman, Brehm, Crowe, Osterbrink, Higgins, Wodalski, Pinsonneault

RECONVENE TO OPEN SESSION

Motion by Meinel, second Weiland to come out of closed session at 5:38 p.m.

Yes Vote: 5 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	----
Dirks-Luebbe, Micki	Yes
Hegg, Robin	Yes
Meinel, Steve	Yes

POSSIBLE ACTION ON CLOSED SESSION ITEMS

Motion by Hegg, second by Weiland to approve the 2024 market and merit adjustments to the Village Board as noted on the attached chart for all staff who have a satisfactory performance evaluation on file with the Administrator starting January 8, 2024.

Yes Vote: 5 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	----
Dirks-Luebbe, Micki	Yes
Hegg, Robin	Yes
Meinel, Steve	Yes

Motion by Hartinger, second by Weiland to approve the reclassification of Mr. Hoepfner from Public Works Maintainer (Grade G) to Public Works Operator (Grade H) which includes back pay of \$236.65.

Yes Vote: 5 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	----
Dirks-Luebbe, Micki	Yes
Hegg, Robin	Yes
Meinel, Steve	Yes

REMARKS FROM COMMITTEE MEMBERS

None.

REMARKS FROM CHAIR

None.

FUTURE ITEMS

Next meeting date: TBD

ADJOURN

Motion by Meinel, second Dirks-Luebbe to adjourn the meeting at 5:41 p.m.

Yes Vote: 5 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	----
Dirks-Luebbe, Micki	Yes
Hegg, Robin	Yes
Meinel, Steve	Yes