

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

Monday, February 4, 2019 @ 4:30 p.m.

1. **Call to Order & Welcome by Chairperson Sparks.**

Meeting was called to order by Chairperson Sparks at 4:30 p.m.

2. **Roll Call by recording secretary.**

MEMBER	PRESENT
Sparks, Wally	YES
Ostrowski, Kevin	YES
Porlier, Mark	NO
Schuster, Fred	YES
Hegg, Robin	YES

Village staff in attendance: Keith Donner, Jessica Trautman, Jennifer Higgins, Sherry Weinkauff, Michael Wodalski, Renee Hodell, Nate Crowe and Heather Reich.

3. **Approval of minutes from previous meeting January 15, 2019.**

Motion by Schuster, second by Ostrowski to approve the meeting minutes of January 15, 2019 with the corrections as stated by Sparks.

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

Trustee	Voting
Sparks, Wally	YES
Ostrowski, Kevin	YES
Porlier, Mark	---
Schuster, Fred	YES
Hegg, Robin	YES

4. **Public comments.**

There were no public comments.

UNFINISHED BUSINESS

5. **Update on Longevity Pay.**

Weinkauff stated how the 2017 Longevity pay was approved by both the Human Resources Committee and Village Board in February of 2018. She also noted the 2018 longevity was not approved, but Finance did include in the 2019 budget.

6. **Discussion and Possible Action on Longevity Pay Policy.**

Weinkauff said staff collected a large amount of comparables and found out a lot of communities do not offer it, or if they do currently offer, they are phasing it out over time. Trautman stated \$6,400 was budgeted for longevity in the 2019 budget. Ostrowski

commented he would be fine with having a policy similar to the EMPD, or some kind of incentive for employees. No action was taken.

NEW BUSINESS

7. Creation of Mechanic position and reclassification of Jason Lenhard.

Wodalski stated how Jason Lenhard has been working in the Mechanic position since 2012. Under the old labor agreement, Lenhard did receive mechanic pay when he performed the duties. When the new classification and compensation matrix was implemented, the mechanic position was eliminated. Lenhard is the only one asked to do the mechanic tasks and has the qualifications. Most communities have a Mechanic position. Wodalski recommends Lenhard, who has a degree in Diesel and Heavy Equipment Machinery, be reclassified to the Mechanic position.

Motion by Ostrowski, second by Schuster to recommend reinstating the position of Mechanic at Grade J of the pay matrix and reclassify Jason Lenhard to the Mechanic position.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: Pass

Trustee	Voting
Sparks, Wally	YES
Ostrowski, Kevin	YES
Porlier, Mark	---
Schuster, Fred	YES
Hegg, Robin	YES

8. Creation of Utility Superintendent and begin recruitment process.

Donner said there has been prior discussions in regard to hiring an Engineer. The qualifications for this position include having an Engineer or Science degree and be proficient in Microsoft Office. This position is common in other municipalities, and in comparison, this position is recommended to be placed in grade M. The hiring range is recommended to be somewhere between minimum and midpoint, which is between \$62,026 to \$70,907 per year. Staff would like to get started with the recruitment as soon as possible.

Motion by Schuster, second by Hegg to recommend creating the position and authorize the recruitment.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: Pass

Trustee	Voting
Sparks, Wally	YES
Ostrowski, Kevin	YES
Porlier, Mark	---
Schuster, Fred	YES
Hegg, Robin	YES

9. DPW Job Descriptions

Donner said staff drafted job descriptions back in 2015. He is unsure if they were ever taken to the committee for approval. Wodalski mentioned there are 14 DPW positions. Not all the positions are filled.

Motion by Ostrowski, second by Hegg to recommend and approve the revised job descriptions from the Public Works Department

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: Pass

Trustee	Voting
Sparks, Wally	YES
Ostrowski, Kevin	YES
Porlier, Mark	---
Schuster, Fred	YES
Hegg, Robin	YES

10. Recruitments Update

a) *Economic Development Coordinator*

Higgins stated there are 17 applicants for the position. Many of the applicants have a lot of public administration experience. Not all applicants are from Wisconsin. The position is open until the end of February.

b) *Utility Clerk*

Donner said there are not many changes until the current Utility Clerk, Donna Van Swol gives a firm date of retirement. Theresa Coleman has been training with Van Swol.

11. *Business Writing Course.*

Schuster has been in contact with UW-Stevens Point. He would like a member of their staff to come to the next Human Resources meeting and explain what they can offer us, the cost, etc. Schuster will follow up with them and see if they are available to attend the next meeting.

RESOLUTIONS & ORDINANCES.

There were no Resolutions or Ordinances

FUTURE ITEMS.

12. Next regular meeting date: March 4, 2019.

13. Topics for future meetings.

Business Writing course.

Brad Mroczenski's Aquatic Center duties and how they are split up during the year.

14. Remarks from Staff.

There were no remarks from staff

15. Remarks from Committee members.

There were no remarks from Committee members

16. Announcements.

There were no Announcements

ADJOURNMENT

The meeting was adjourned by Chairperson Sparks at 5:01 p.m.