

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

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**Monday, April 1, 2019 @ 4:30 p.m.**

1. **Call to Order & Welcome by Vice-Chairperson Ostrowski.**  
*Meeting was called to order by Vice-Chairperson Ostrowski at 4:30 p.m.*
  
2. **Roll Call by recording secretary.**

<b>MEMBER</b>	<b>PRESENT</b>
Sparks, Wally	NO
Ostrowski, Kevin	YES
Porlier, Mark	NO
Schuster, Fred	YES
Hegg, Robin	YES

*Village staff in attendance: Keith Donner, Shawn Osterbrink, Jessica Trautman, Jenna Trittin, and Michael Wodalski.*

3. **Approval of minutes from previous meeting March 4, 2019.**

***Motion by Hegg, second by Schuster to approve the meeting minutes of March 4, 2019.***

**Yes Vote: 3      No Votes: 0      Abstain: 0      Not Voting: 2      Result: Pass**

<b>Trustee</b>	<b>Voting</b>
Sparks, Wally	----
Ostrowski, Kevin	YES
Porlier, Mark	----
Schuster, Fred	YES
Hegg, Robin	YES

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

**PRESENTATION**

*There were no presentations.*

**NEW BUSINESS**

5. **Discussion and possible action on compensation for Aquatic Center Manager/Public Works Maintainer position**  
*Donner and Osterbrink provided some background on the Aquatic Center Manager position. The proposal is to classify the Aquatic Center Manager position as an exempt position for 16 weeks with a wage of \$31.68 per hour for that period. For the period before and after the 16-week season, the position would be classified as a Public Works Senior Operator and would be non-exempt with a wage in Grade I. Schuster questioned if the compensation increase should apply for more than 16 weeks and Hegg questioned the*

percentage of time that the position is recruiting. Osterbrink explained that the proposed period of 16 weeks includes the additional time needed for recruitments and other duties during the main season. Osterbrink clarified Mroczenski is able to complete recruitment and other preparatory work outside of the 16-week season during the normal work day. Hegg asked if Mroczenski agreed with the proposal. Donner stated he met with Mroczenski the previous week, as well as meeting with Mroczenski, Wodalski, and Osterbrink on Monday, and Mroczenski was in agreement. The committee recommended the change take effect the same time annually and recommended it take effect the second Monday in May of each year.

**Motion by Schuster, second by Hegg to recommend the Village Board approve reclassifying the Aquatic Center Manager position to Grade K at a rate of \$31.68/hour and as an exempt position for the 16-week summer season for the period beginning the second Monday in May of each year, subject to fund availability.**

**Yes Vote: 3      No Votes: 0      Abstain: 0      Not Voting: 2      Result: Pass**

<b>Trustee</b>	<b>Voting</b>
Sparks, Wally	----
Ostrowski, Kevin	YES
Porlier, Mark	----
Schuster, Fred	YES
Hegg, Robin	YES

## **6. Recruitments Update**

### **a) Economic Development Coordinator**

*Donner stated 4 candidates were interviewed last week and an offer was made. The first offer made was declined, but staff is reviewing the rest of the candidates. Hegg asked if we knew why the offer was declined. Donner stated that during the interview the candidate stated he had other interviews as well.*

### **b) Utility Superintendent**

*Wodalski updated the committee that this position has been filled and that Josh Swenson will start Wednesday.*

### **c) Deputy Clerk**

*Weinkauf interviewed 4 candidates and has made a recommendation on the preferred candidate. Donner and other staff will be meeting with the recommended candidate tomorrow.*

*Donner stated that the next positions to be hired for are the Deputy Public Works Director and a Public Works Operator.*

## **RESOLUTIONS & ORDINANCES.**

*There were no Resolutions or Ordinances.*

## **FUTURE ITEMS.**

**7. Next regular meeting date: May 6, 2019.**

**8. Topics for future meetings.**

*There were no topics for future meetings discussed.*

**9. Remarks from Staff.**

*Donner updated the committee that staff is looking into the business writing course being scheduled for Veteran's Day.*

**10. Remarks from Committee members.**

*Hegg may not be present for the next meeting.*

**11. Announcements.**

*There were no Announcements.*

**ADJOURNMENT**

*The meeting was adjourned by Vice-Chairperson Ostrowski at 5:06 p.m.*